



Service Project Guide

Post-graduate and Professional Training Scholarships
Trace Foundation Tibetan Medium Higher Education Scholarships

(2007)

1. What is a service project and a service project proposal?

A Service project by nature is a non-profit activity aimed at providing free service to a community. It should not in anyway related to personal gains.

The service project is one of the obligations that Trace Foundation requires of its graduate and professional level scholarship recipients to fulfill. Trace Foundation's graduate and professional level scholarships are intended to provide support to those individuals who have the potential to make a long-term impact in professional fields key to the development of Tibetan areas of China, especially through the training of others. In order to help ensure that the long-term benefits of our scholarship support are extended to as many people as possible, since 2005 we have required each recipient of a graduate or professional training scholarship to complete a concrete service project no later than one year after the completion of their scholarship-supported studies. The service project should involve the transfer of some aspect of the knowledge or skills gained through Trace-supported scholarship study to other Tibetans in the PRC.

A service project proposal is required as part of an applicant's complete application material. Strong preference for scholarship support will be given to those who have the intention and capability of applying their newly acquired knowledge and skills toward enhancing or improving Tibetan-medium training in key developmental fields.

2. What should be included at minimum in a service project proposal?

Your service project proposal should contain specific details as well as general ideas. The more specific you can be about your intentions the better. At a minimum, your service project plan should include the following information:

- 1) Description of type of service project (e.g. short-term training or workshop; development of a curricular resource (textbook, new course, software program, etc.) and type of knowledge or skill you intend to pass on through the project.
- 2) Intended beneficiaries -- who will use or benefit from the service project (description of the target group, number of individuals or organizations who will benefit)?

3) Location where project will be implemented, organizations or individuals you intend to work with to implement the project (please be as specific as possible).

4) Estimated funds needed to implement the service project, and where the funds will come from -- if you already have a commitment for funding for the project, please provide written documentation of that commitment (Note: Since Trace Foundation will be providing funds for your studies, we generally will not provide funding for the service project).

5) Time-frame for the project -- how much time will be needed for preparation, implementation, and evaluation.

6) Expected outcome of the project -- what results do you think your project will have, how will it contribute to the development of Tibetan areas.

Note: The following types of activities will not be considered as valid contents for service projects:

1. Activities required to complete one's degree studies or to graduate, such as thesis writing and any research activities leading to such.
2. Activities required for obtaining professional certificates and promotions, such as academic papers one must publish in order to achieve certain professional titles in the teaching and academic professions.
3. Any other types of activities related to promotion of the personal benefits of the applicant.

3. Waiver of the Service Requirement

1) Recipients of the PGBS and PGDS scholarships can have the standard service requirement as defined above waived if, upon completion of their studies, they are able to obtain an official or temporary teaching position at least one semester in duration, at an educational institution or academic department within an institution serving predominantly Tibetan students. In such cases, the scholarship recipients must fulfill the following requirements: a) They have taught for at least one semester; b) Official letter from their employers certifying your employment status as a teaching staff; c) Narrative report elaborating the courses you have taught, a sample lesson plan, and other official duties you have performed during the semester.

2) Recipients of the PTS scholarships who are in-service Tibetan educators by profession do not need to perform the standard service project obligation as defined above. However, by agreeing to accept the scholarship, they must by contractual agreement return to their original educational institution upon completion of their Trace Foundation funded studies. They must resume their work related to Tibetan medium education for a period no shorter than the period of their scholarship. For example, if the scholarship they received is three-years in duration, then they must return to their home institution and teach for at least three years. For those PTS recipients who are not educators, the standard service project requirement cannot be waived.

4. Service Project Completion Report

All recipients of Trace Foundation's graduate and professional level scholarships are required to submit a service project completion report (please refer to the scholarship contract you have signed with Trace Foundation for specific date of submission). The service project completion report should include at least the following information:

- 1) Brief outline of the objectives of your proposed service project activity
- 2) Brief outline of the methodology you proposed in implementing your service project
- 3) The actual results of your service activity as against your proposed objectives. Were you able to realize your objectives? If yes, provide specific details and figures. If not, explain why.
- 4) Describe any changes to the original plan that had to be introduced and explain why
- 5) Describe any problems encountered and lessons learned.
- 6) Contact information of relevant individuals and institutions who can testify to your service project.

The applicant/grantee is responsible for contacting the Scholarship project staff members for clarifications of any points they feel unclear about.

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