

The  
**Rotary**  
Foundation



# ROTARY PEACE CENTERS

Master's Fellowship Guide  
2014-16



Congratulations on your selection as a Rotary Peace Fellow finalist. This guide explains how to prepare for and meet the terms of your fellowship.



This is the 2014 edition of Rotary Peace Centers: Master's Fellowship Guide, intended for Rotary Peace Fellows in the master's degree program. The information is accurate at the time of publication; however, The Rotary Foundation reserves the right to revise the information if circumstances warrant.

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# YOUR ROTARY FOUNDATION PEACE CENTERS SPECIALIST

Your peace centers specialist is your primary contact at The Rotary Foundation as you prepare for the program and throughout your studies. You can also consult with him or her on any urgent or sensitive matters that arise during your fellowship that are not under the authority of your host university. Your peace centers specialist's name and contact information are included in the acceptance material you received.

Your peace centers specialist can:

- Supply general information about your fellowship
- Inform you of the amount of your fellowship funding
- Monitor your progress
- Work with your assigned Rotary Peace Center
- Provide contact information for Rotary clubs
- Connect you with Rotary Peace Fellow alumni

## REQUIRED DOCUMENTS

Before you travel to your host country and begin study, you are required to provide the documentation described below. It is important to meet payment requirements on time so that your funding or your travel to the Rotary Peace Center is not delayed. No funding will be released until you have submitted all starred items. Email all required information to your peace centers specialist, and keep a copy of any documents you submit.

### Fellowship Acceptance Form\*

This form is due **within one month after receipt of finalist notification**. Confirm your acceptance of the fellowship by signing the form and emailing it to your peace centers specialist.

### Rotary Peace Fellow Biographical Information

At least one month before departure, complete all four sections of the biographical form and email it to both your peace centers specialist and the Rotarian host area coordinator listed on the welcome letter you will receive. The host area coordinator will use this information to pair you with a Rotarian host counselor and a Rotary club. You should also include a high resolution digital photo of yourself, preferably a headshot, in a JPEG format.

### University admission letter\*

This is due **at least two months before departure**; submit a copy of the admission letter from your assigned Rotary Peace Center university as soon as you receive it. The letter must verify unconditional admission for the full term of your fellowship.

## Bank details\*

**At least two months before departure**, submit the electronic funds transfer form that your peace centers specialist will provide. In most cases, a fellow receives the first expense payment through an account held in his or her home country. After arriving in the study country, the fellow opens an account there, submits that information, and receives all remaining payments through that account. All payments will be sent to the bank account that is in our records at the time of payment.

# ROTARY PEACE CENTER ASSIGNMENTS

The Rotary Peace Centers Committee recommends university assignments for Rotary Peace Fellows; The Rotary Foundation Trustees finalize the assignments. To ensure that each class of fellows is diverse, the committee considers many factors, including geographic origin and area of academic expertise.

Your preferences will be taken into consideration as much as possible; however, the number of fellowship slots at each university is limited, and you may be better suited to some universities than others. As a result, you may be assigned to an institution that was not among your top choices. Foundation Trustees reserve the right to assign fellows to any of the university partners and will not consider requests for reassignment to another Rotary Peace Center.

You are considered a finalist, rather than a fellow, until you gain admission to your assigned university. Any finalist denied that admission will not receive the fellowship.

## Deferral of fellowship study

A request to begin study after the date on your Fellowship Acceptance Form will be considered only in a case of mandatory military service or serious, documented medical emergency. Contact your peace centers specialist immediately if you are affected by either of these situations.

## Relinquishment of fellowship

If you decide to decline the Rotary Peace Fellowship, contact your peace centers specialist as soon as possible. Also inform your assigned Rotary Peace Center and your Rotary sponsor district.

## Applying for university admission

You should apply for admission to your assigned university partner **as soon as you are notified that you have been selected as a finalist**. Contact the university's admissions office for application procedures and deadlines. (See appendix A for contact information.)

Your selection as a Rotary Peace Fellow finalist does not guarantee admission to your assigned university. The final admission decision is the university's; The Rotary Foundation cannot intervene on your behalf. Because admission to your assigned university is not a certainty, we strongly advise that you refrain from making major life changes (for example, terminating your employment, selling property, or investing in a pending move) until you have secured unconditional admission to the appropriate program at your assigned university.

## Leave of absence

In the event of a medical or family emergency, you may be eligible for a leave of absence from your program of up to one full academic term, provided that your assigned university permits it and that it is approved by the Foundation after you submit appropriate documentation.

# YOUR ROTARY SUPPORT TEAM

Rotarians are available to provide information and support before, during, and after your fellowship.

## Sponsor counselor

Your sponsor counselor is appointed by your sponsor (home) Rotary district. This Rotarian is your primary contact for all orientation activities before your departure, and serves as your link to Rotary in your home country.

As soon as your sponsor club gives you the contact information, contact your sponsor counselor to introduce yourself and arrange a meeting. Your sponsor counselor can:

- Provide information about your sponsor Rotary club and the ideals and goals of The Rotary Foundation and Rotary International
- Gather additional information about your community, region, and country, which you can share in the presentations you will make in your host district
- Invite you to participate in local Rotary club meetings and district functions
- Explain the financial aspects of your award and the Foundation's funding policies

Maintain a working relationship with your sponsor counselor throughout your fellowship. In particular:

- Keep your sponsor counselor, club, and district advised of your current address, phone number, and email address.
- Correspond regularly with your sponsor counselor after you arrive in your study country.
- Meet with your sponsor counselor after you return home, to arrange speaking engagements and share your experiences.

## Host counselor

You will be assigned a Rotarian host counselor and a host Rotary club. This will connect you to local Rotarians and Rotary activities during your fellowship term. Your host counselor is appointed by the host area coordinator in your Rotary Peace Center's area.

Before you depart:

- Send an email of introduction to your host counselor and include a photo of yourself.
- If children will live with you during your fellowship, inform your host counselor as soon as possible. Although your host counselor is under no obligation to assist you, he or she may be able to provide information about schools and childcare facilities. No additional funds are provided to fellows with spouses or children.

During your program:

- Once you arrive, arrange to meet with your host counselor. This is an opportunity to become acquainted and to set up future meetings.
- Seek out opportunities to get involved in local Rotary projects and activities.
- Stay connected to your host club and district by following news on their websites and requesting that you be added to email distribution lists.

### Host area coordinator and Rotarians

Each Rotary Peace Center has a designated host area encompassing the Rotary district where the center is located and surrounding districts. The strong collaborative relationship between the Rotary host area and the Rotary Peace Center university will enable you to strike a balance between academic and Rotary obligations during your fellowship period.

The host area coordinator is a Rotarian trained by The Rotary Foundation and is the primary contact between host area Rotarians and the Rotary Peace Center staff.

Your host area coordinator:

- Works with The Rotary Foundation to promote the Rotary Peace Center's activities
- Coordinates training and events
- Encourages host area clubs and districts to participate in events
- Manages your speaking engagements at Rotary events

Rotarians in your host area can:

- Familiarize you with the political, environmental, business, cultural, and academic conditions in your study country
- Provide contacts and insight that will prove invaluable as you pursue a career in your area of expertise
- Work with the university partner to develop an annual orientation for fellows

## YOUR ROTARY PEACE CENTER

The Rotary Foundation has worked closely with the Rotary Peace Centers university partners to develop innovative master's degree programs for Rotary Peace Fellows. You will be a resident at your Rotary Peace Center for up to two consecutive academic years. To allow you to participate fully in all center activities, you are not permitted to participate in lengthy study abroad and other exchange programs during the regular academic year.

### Rotary Peace Center director

Each university has named a Rotary Peace Center director, who coordinates academic and other activities for the fellows. Your Rotary Peace Center director will work closely with you on course selection, academic progress, applied field experiences related to your degree, and your master's thesis research, if appropriate. He or she will also consult with you and area Rotarians on your Rotary obligations. Some peace centers will appoint a coordinator to assist fellows with both administrative and academic issues. You are encouraged to use the resources available at your Rotary Peace Center; see appendix A for contact information.

## Rotary Peace Center staff

The staff members at your Rotary Peace Center are your primary contacts for information specific to your center and university. They can:

- Provide program logistics, course overviews, arrival information, and program expectations
- Provide contact information for university faculty and the university department that advises on visa applications
- Monitor your progress

## Annual seminar

Your Rotary Peace Center hosts an annual seminar focusing on critical and timely issues related to international affairs and conflict resolution. Fellows share their research with the university academic community, host area Rotarians, and other invited guests.

Attendance at your center's annual seminar is mandatory. You will receive details about the seminar after you arrive on campus.

## Mentoring

As a second-year Rotary Peace Fellow, you will have the opportunity to act as a mentor for first-year fellows. You will assist in orientation sessions, advise first-year fellows on how to work with local Rotarians, and provide insights into life at your Rotary Peace Center. Center staff will coordinate mentoring activities.

# FUNDING

Funding for your Rotary Peace Fellowship comes from the generosity of Rotarians around the world. Rotary districts that have provided significant annual and sustainable funding for the Rotary Peace Centers program are known as Peacebuilder Districts. Rotarians in these districts and other Major Donors to the Foundation are especially interested in the activities and successes of peace fellows, both during their studies and throughout their careers.

## Fellowship period

Fellowship funding begins shortly before the start of the regular academic year at your assigned university and ends at the conclusion of the first or second academic year, depending on the duration of the program.

Your fellowship is valid for up to two consecutive academic years and the summer or winter break occurring between them. Funding for applied field experience is awarded through a separate application process and is not guaranteed.

Neither Rotary International, The Rotary Foundation, your assigned Rotary Peace Center, nor any Rotary district, club, or individual Rotarian is in any way responsible for enabling you to pursue your studies after your fellowship. If you choose to pursue studies beyond that period, all expenses will be your responsibility.

## Postponement of return home

After completing your fellowship, you are expected to pursue a career in your area of expertise. For this reason, The Rotary Foundation does not encourage Rotary Peace Fellows to remain in their host regions beyond the fellowship period, unless they are pursuing employment there. If you choose to stay in your study country after your fellowship, you will not receive additional funding from the Foundation.

## Fellowship funding amount

Your fellowship covers the following:

- Tuition and fees
- Living allowance
- Round-trip transportation
- Books and supplies
- Conference attendance and research
- Applied field experience (separate funding application required)

Award amounts vary in accordance with the cost of living in each country. Your peace centers specialist will provide details of your award. Fellowship funds are for your use only. If your spouse or children accompany you to your study country, their expenses (including, for example, higher rent for a larger apartment) are your responsibility. If funds remain after your fellowship ends, they are to be returned to The Rotary Foundation.

## Auditing

The Rotary Foundation occasionally audits grants. Therefore, you are asked to keep receipts for the duration of your fellowship.

## Covered expenses

**Required tuition and fees.** The fellowship covers the cost of registration and tuition for a normal course load as defined by the university. The Foundation will pay your tuition costs directly to the Rotary Peace Center. Under no circumstances will funding be extended beyond the fellowship period.

**Room and board.** You will receive a monthly living allowance based on reasonable living costs for a typical student in your study area. Several university partners offer on-campus rental housing for Rotary Peace Fellows if space is available.

You must locate housing and purchase food within this budget unless you can supplement these funds from other sources. The cost of any public transportation necessary for daily commuting between your residence and study institution is also included in this allocation. If you are accompanied by your spouse or dependents, you will not be given additional funding.

**Round-trip transportation.** You will receive transportation between your home and study city at the start and end of the fellowship period; refer to the Travel section in this guide. Note: You must purchase your tickets through Rotary International Travel Service (RITS)/BCD Travel; the Foundation will not pay for tickets purchased elsewhere unless a local purchase is approved in advance.

**Contingency fund.** You will receive a fixed contingency fund to be used for:

- Textbooks and educational supplies
- Fees for passports and visas
- Attendance at professional conferences (up to \$1,200)
- Research travel and expenses
- Attendance at Rotary events
- Computer equipment and professional or technical equipment
- Costs incurred before the academic year or during breaks
- Miscellaneous travel expenses
- Necessary unanticipated expenses

**Applied field experience (AFE).** The Foundation expects all fellows to engage in a relevant AFE, for at least two months, as part of their fellowship term. You must request funding from The Rotary Foundation for an AFE. As early as possible in your fellowship term, you should work with your Rotary Peace Center director and academic adviser to identify AFE activities appropriate to your area of specialty. Host area Rotarians may also provide information on available opportunities.

To arrange your AFE, you will inform your peace centers specialist of your proposed budget, objectives, overview, and timeline, and provide a copy of your AFE acceptance or invitation letter (see details in appendixes B and C). Work with your academic adviser to finalize this information in time for your Rotary Peace Center director to review your proposal online at least two months before the start of the AFE.

Foundation makes final decisions on the funding of AFEs. Proposals submitted to the Foundation without the approval of the Rotary Peace Center director will not be considered complete.

Possible AFE activities include a research project, internship, or other professional activity. You should view your AFE as an opportunity to gain practical work experience and explore career activities to facilitate re-entry into the workforce after your fellowship ends. Requests to enroll in a course of study during the AFE will not be considered.

Note: You are not permitted to engage in AFE activities in your native (home) country or in countries on the [Rotary International travel-ban list](#).

The Rotary Foundation will award up to \$7,000 as a flat grant to fellows with approved AFEs. It is your responsibility to anticipate and calculate all projected expenses during the AFE period. Such expenses may include transportation to and from the AFE location, living allowance in the AFE location, and ongoing expenses at the Rotary Peace Center (such as rent) in your absence, as well as any other related expenses. The \$7,000 award is intended to cover all AFE-related expenses; no increases will be considered. If you receive funds toward your AFE from an alternative source, these must be reported to the Foundation.

You also are responsible for arranging your own travel to and from the AFE, and are required to arrange that travel through RITS/BCD Travel. The flat grant will help pay for airfare. You are encouraged to purchase airline tickets in advance because that reduces the cost. However, no funds will be disbursed until the AFE proposal has been approved by your peace centers specialist.

Fellows are asked to provide details regarding their AFE as part of their final fellowship report or evaluation to The Rotary Foundation.

Failure to complete a Foundation-approved AFE without the Foundation's prior knowledge and consent may be grounds for termination of the fellowship. You are required to keep the Foundation informed of your whereabouts throughout the duration of your fellowship.

Fellows who do not return to their university campus after completing their AFE may receive a reduced living allowance. Contact your peace centers specialist for more information.

## Other expenses

**Personal funds.** For your fellowship term, you should take enough money to pay for all expenses that are not covered by the fellowship. If possible, take an internationally recognized credit card. You may also wish to use a debit card from your home country bank. However, the Foundation strongly encourages fellows to open accounts at local banking institutions.

**Outside funding.** During your fellowship period, you are permitted to accept additional fellowships, assistantships, travel grants, waivers of tuition; however, The Rotary Foundation will not pay for tuition or transportation that is covered by other funding.

You may also receive continuance of salary from your permanent employer, or employment from another organization. However, employment must not interfere with your studies, Rotary obligations, or visa or immigration status in your study country.

If you receive any additional funding, you must report it in writing to the Foundation.

**Rotary functions and related travel costs.** Rotary clubs and districts that invite you to meetings and conferences may fund your travel and other out-of-pocket expenses. You may also use part of your fellowship contingency fund for such expenses. Funds provided by your host club and district vary according to their individual policies and the functions involved. Other than transportation reimbursement, you should not accept payment for participating in Rotary-sponsored events.

## Disbursement of fellowship funds

Funds will be made available only after the requirements specified for each payment have been met. Review the Required Documents section of this guide for more information about payment requirements. The Rotary Foundation reserves the right to revise or expand the requirements at any time.

Disbursement of funds varies by university. Your financial guarantee letter includes the payment information for your university.

**First installment.** The first payment installment will cover funding for a one-way airline ticket to your study country, living allowance during your first year of study, limited funds for contingencies, and funds for conferences and research. This payment may be sent to your home bank account, a bank account you have opened in your study country, or your Rotarian host counselor's bank account. You will receive your first payment approximately two months before the start of your program or after you have submitted all payment prerequisites, whichever comes later. Your tuition will be paid directly to the Rotary Peace Center by the Foundation.

The Foundation will not provide additional funds for fees associated with banking.

**Second installment.** To receive your second installment, you must complete an online evaluation of your first year. Your second payment includes funding for your AFE, a living allowance for the remainder of your study term, limited funds for contingencies, and one-way airfare to return home after the program.

**Payment for applied field experience.** To receive funding for your AFE, up to a maximum \$7,000, you must complete an AFE application (see appendix B).

In addition, fellows must complete the first-year evaluation before AFE funds will be disbursed.

## Taxes

Depending on tax laws in your home and host countries, the fellowship may be taxable in part or in full. It is your responsibility to investigate tax regulations pertaining to your fellowship funding. For questions about taxes on your fellowship, consult a qualified tax adviser.

# FELLOWSHIP EVALUATION

You are required to submit two evaluations to The Rotary Foundation during your fellowship. Your peace centers specialist will provide links to these evaluation forms.

- **First-year evaluation:** Requires fellows to provide an overview of their first academic year, including confirmation of costs. Your second payment will not be issued until you have submitted this evaluation.
- **Final evaluation:** Before graduation you will be required to provide an evaluation of your overall experience as a Rotary Peace Fellow, including your AFE. Because the end of your fellowship is often a busy time, we suggest that you plan accordingly to give yourself time to complete this important evaluation.

# ORIENTATION

Your peace centers specialist will provide orientation material shortly before the start of your first academic year to enhance your understanding of the overall program and your role as a Rotary Peace Fellow. Also, Rotarians may invite you to participate in a district or multidistrict orientation.

## Inbound orientation

After you arrive at your Rotary Peace Center, you will attend an inbound orientation, organized by the Rotarian host area coordinator, where you will meet local Rotarians and the other Rotary Peace Fellows studying at your university. In addition, most universities have their own orientation programs for international students; you will be contacted by university representatives about such a program.

# TRAVEL

Your Rotary Peace Fellowship includes funding for international or domestic airfare between your home city and your study city at the start and end of the academic program. The fellowship also often pays for travel to applied field experience locations, professional conferences, and research sites. You are required to follow the instructions below and adhere to the travel policies outlined in the Fellowship Acceptance Form. You will receive blanket travel insurance coverage and other benefits through Rotary International Travel Service and its affiliates.

## Travel expenses

When completing the [Rotary Grants Travel Request Form](#), you will need to provide your grant (fellowship) identification number, which you will have received from your peace centers specialist.

Rotary Foundation grants cover the following travel expenses:

- Economy-class tickets: lowest-cost airfare to and from your assigned Rotary Peace Center.

Rotary Foundation grants do not cover the following travel expenses:

- Optional stopovers that deviate from your approved travel dates and route; such additional costs are your responsibility. The RITS/BCD affiliate will clearly identify personal expenses, and the Foundation will not reimburse them.
- Penalty charges for changes in travel arrangements
- Unfunded accompanying travelers (spouse, partner, child)
- Excess and overweight baggage charges, shipping charges, and flight or trip cancellation insurance

## Requesting airline tickets

RITS works with BCD Travel, which provides efficient, low-cost travel services from convenient global locations. Tickets issued by its affiliate offices are entered on the RITS traveler tracking system, which ensures insurance coverage and facilitates emergency travel assistance.

1. Review the [Rotary grants travel](#) web page.
2. Complete your online [Rotary Grants Travel Request Form](#) (see instructions below), which may include a preferred itinerary and carrier and a copy of a recently priced itinerary, and submit it to the BCD affiliate.
3. The BCD affiliate will price the travel as requested and offer a lower-cost option if one is available.
4. Select one of the options offered and email your approval to the BCD affiliate, which will issue your tickets electronically.

## Paying for airline tickets

Your Rotary Foundation peace centers specialist will provide you with a Rotary travel access code that will enable Rotary to pay for your airline tickets directly. Enter the code in the last section of the travel request form under “Special Needs.”

The BCD affiliate office may charge a fee if your reservations must be rebooked because you did not authorize ticketing before the original fare expired. Please authorize ticketing within 24 hours to avoid any deductions from your fellowship funding.

## Personal travel

If you must travel for personal reasons during your fellowship term, check the “Personal Travel” box on the travel request form and submit the form to the designated BCD affiliate. Also send a copy to your peace centers specialist. You must pay for personal travel with a personal credit card.

## Submitting the travel request form

On the form, indicate the following, for which you must pay:

- Any personal travel
- Any accompanying unfunded travelers
- Any upgrades

If you need help determining your Rotary grant identification number or travel access code, contact your peace centers specialist.

If you have frequent-flier status with an airline that does not charge baggage fees or that offers other benefits, include this information with your form.

Submit your completed form online to the BCD affiliate, making sure to include your preferred itinerary and airline as well as your cost estimate. The BCD affiliate will email you a proposed itinerary and a lower-cost alternative if one is available. You must respond to the quote within 24 hours.

If you are booking personal travel, use the invoice provided to make your payment directly to the BCD affiliate.

The BCD affiliate will email you electronic tickets.

For questions about travel itineraries and logistics, contact your assigned BCD travel agent.

## Travel insurance

All Rotary Peace Fellows are automatically enrolled for travel insurance coverage that meets Rotary International requirements. The Rotary Foundation will cover additional expenses associated with a fellow’s insurance coverage **only** if it is required by the host university. Otherwise, you must pay for any additional insurance coverage. Learn more about the [insurance coverage](#) the Foundation provides.

# VISAS

## Obtaining visas

A visa is issued by a country as proof of permission to enter the country. A visa is likely to be required for travel to your host country and might also be required by any countries you travel through en route to your host country, depending upon your citizenship and length of stay.

You are responsible for obtaining whatever visas you need in order to study legally in your host country for your fellowship term. Contact the nearest embassy or consulate of your host country, as well as your assigned Rotary Peace Center, to determine student visa requirements.

Obtaining a visa can take several months, so apply as early as possible, usually immediately after receiving the admission letter from your assigned university.

The Rotary Foundation has limited ability to help with the visa process. However, if your visa requires documentation about your fellowship in addition to that provided by the Foundation, contact your peace centers specialist.

## YOUR LIFELONG RELATIONSHIP WITH ROTARY

Continuing your association with Rotary after your studies is an important part of your role as a Rotary Peace Fellow. We encourage you to participate in The Rotary Foundation's efforts to evaluate and improve the peace centers program. And you should send the Foundation regular career updates for use in Rotary publications, for marketing the Rotary Peace Fellowship to future candidates, and for assessing the program's impact.

### Stay connected

Here are some ways you can stay connected with Rotary:

- Maintain contact with your Rotarian sponsor and host counselors.
- Subscribe to the Rotary Peace Centers e-newsletter, Peace in Action, and contribute updates about your career.
- Subscribe to Reconnect, a Rotary e-newsletter for all Foundation alumni.
- Follow Rotary alumni news on Facebook, Twitter, and other social media.
- Share your story and experiences on the Rotary blog.

### Stay involved

You can stay involved in Rotary by:

- Speaking about your experiences at club, district, and community events
- Submitting articles about your fellowship experience to local newspapers and blogs
- Organizing an annual reunion for other Foundation alumni in your area
- Recruiting participants for Foundation programs
- Attending annual seminars at any of the Rotary Peace Centers
- Mentoring current Rotary Peace Fellows
- Participating in Rotary service projects
- Attending Rotary club meetings
- Joining or forming a Foundation alumni association
- Attending the annual Rotary International Convention and biennial Rotary World Peace Symposium
- Advising Rotarians on service projects and peace-building initiatives
- Joining a local Rotary club

Learn more about alumni activities and events at [www.rotary.org](http://www.rotary.org). The Rotary Foundation's Alumni Department is dedicated to increasing the connections between fellows, alumni, universities, potential employers, and the Foundation.

# HARASSMENT POLICY

The Rotary Foundation has a zero-tolerance policy concerning abuse and harassment. An independent and thorough investigation must be made into any claims of sexual abuse or harassment against Rotarians. Any Rotarian against whom such an allegation is made will be temporarily removed from all contact with Rotary Foundation program participants until the matter is resolved. Recurring complaints, even without a finding of guilt or admission of guilt, will result in a ban on participation. Contact your peace centers specialist if you find yourself in a vulnerable situation.

## APPENDIXES

### A. Rotary Peace Centers Contact Information

#### **Duke University and University of North Carolina at Chapel Hill**

FedEx Global Education Center  
Suite 3002  
301 Pittsboro St., CB 5145  
Chapel Hill, NC 27599 USA  
Tel.: +1-919-843-2792  
rotarycenter@unc.edu  
<http://rotarypeacecenternc.org>

#### **International Christian University**

3-10-2 Osawa  
Mitaka City, Tokyo 181-8585 Japan  
Tel.: +81-422-33-3681  
Fax: +81-422-33-3688  
rotary@icu.ac.jp  
<http://subsite.icu.ac.jp/rotary>

#### **University of Bradford**

Department of Peace Studies  
Bradford  
West Yorkshire BD7 1DP United Kingdom  
Tel.: +44-1274-23-5235  
Fax: +44-1274-23-5240  
[www.brad.ac.uk/ssis/peace-studies/rotary-peace-center/](http://www.brad.ac.uk/ssis/peace-studies/rotary-peace-center/)

#### **University of Queensland**

School of Political Science and  
International Studies  
Brisbane, Queensland 4072 Australia  
Tel.: +61-7-3346-9544  
Fax: +61-7-3346-1388  
pols@uq.edu.au  
[www.uq.edu.au/polsis/rotary](http://www.uq.edu.au/polsis/rotary)

#### **Uppsala University**

Box 256, SE-751 05  
Uppsala, Sweden  
Tel.: +46-18-471-00-00  
Fax: +46-18-471-20-00  
rotarypeace@pcr.uu.se  
[www.pcr.uu.se/education/uppsala\\_rotary\\_peace\\_center/](http://www.pcr.uu.se/education/uppsala_rotary_peace_center/)

#### **Chulalongkorn University**

254 Vidhaya Pattana, 2nd Floor  
Bangkok 10330 Thailand  
Tel.: +66-02-611-6175  
Fax: +66-02-611-6176  
peace@rotarychula.org  
[www.rotarychula.org](http://www.rotarychula.org)

## B. AFE Proposal

For each sponsor organization with which you plan to be affiliated during your AFE, complete and submit a copy of this AFE proposal form, along with the required documents, to your peace centers specialist at The Rotary Foundation. Copies should also be provided to your Rotary Peace Center director and host area coordinator. Rotary Peace Fellows are not permitted to participate in applied field experience activities in their native country or in countries on the Rotary International travel-ban list.

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NAME

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ROTARY PEACE CENTER

DATES OF AFE FROM \_\_\_\_\_ TO \_\_\_\_\_  
DD/MM/YYYY DD/MM/YYYY

Submit the following documents with this form:

- 1. One-page AFE proposal** describing
  - a. The proposed activity, including the name and contact information of the organization with which you will be affiliated
  - b. How the activity will benefit you in your Rotary Peace Centers program and future work in peace and conflict resolution
- 2. Copy of acceptance or invitation letter(s).** Attach one copy of the acceptance or invitation letter from the organization with which you will be affiliated — signed and written on its letterhead — that confirms the dates and location of your AFE. You may also include other correspondence, overview information about your activity, or any other supporting documentation from the sponsor organization.
- 3. Timeline.** This should specify the location and duration (in weeks) of the proposed AFE. Fellows are expected to remain with the same sponsor organization for at least one month, and the total AFE must last at least two months.
- 4. Budget.** Estimate the expenses associated with your proposed AFE on the AFE Budget Proposal Form. You must also report any salary or stipend you will receive from your sponsor organization.

Read the following acknowledgment and sign below:

I understand that all funding requests must be approved and signed by the individuals noted below before submission to The Rotary Foundation. I understand that the Foundation reserves the right to deny applied field experience (AFE) funding for activities or travel in certain countries that may be on the Rotary International travel-ban list, and I understand that I may not engage in an AFE in my native country. I agree that all funding decisions will be made by the Foundation, and I further agree to abide by all such decisions. I affirm that the information contained in this proposal is accurate to the best of my knowledge. If I do not use the funds provided to me by the Foundation specifically for the activity proposed on this form, or if the proposed activity does not materialize, I agree to return to the Foundation all funds given to me for this project. I also agree to provide the Foundation with detailed information about my AFE in my next fellowship evaluation as outlined in Rotary Peace Centers: Master's Fellowship Guide.

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SIGNATURE OF ROTARY PEACE FELLOW

DATE

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SIGNATURE OF ROTARY PEACE CENTER DIRECTOR

DATE

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SIGNATURE OF ROTARIAN HOST AREA COORDINATOR

DATE

## C. AFE Budget Proposal Form

Rotary Peace Fellows can request up to \$7,000 to undertake an applied field experience. If you will receive a salary or stipend from an AFE sponsor organization, you are required to provide this information and deduct it from your total costs.

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NAME

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ROTARY PEACE CENTER

<b>AFE expenses</b>	<b>U.S. dollar amount (per month)</b>	<b>AFE currency amount (per month)</b>
Rent	\$	
Food	\$	
Local transportation	\$	
Miscellaneous	\$	
<b>Total cost</b>	\$	
<b>Salary or stipend I will receive from AFE sponsor organization</b>	\$	
<b>Total amount needed (subtract salary or stipend)</b>	\$	

**THE ROTARY FOUNDATION  
OF ROTARY INTERNATIONAL**

One Rotary Center  
1560 Sherman Avenue  
Evanston, Illinois  
60201-3698 USA  
[www.rotary.org](http://www.rotary.org)