Introduction

The Luce Initiative on Southeast Asia (LuceSEA) is a multi-year grants competition approved by the Henry Luce Foundation’s Directors in June 2018. LuceSEA is administered by the Foundation’s Asia Program. The broad goal of LuceSEA is to strengthen the study of Southeast Asia in institutions of higher learning by providing resources for the creation of models, strategies and partnerships that not only bolster existing program structures but also take them in new directions, contributing in the process to both institution and field building.

LuceSEA aims to encourage innovation in the study of Southeast Asia through support for

- work in new and emerging areas of inquiry;
- the enhancement of scholarly infrastructure for teaching and research relevant to Southeast Asia; and
- collaborations and networks that link academic centers to each other and with partners outside academia, and that expand engagement between institutions and scholars in North America and Southeast Asia.

Within American philanthropic circles, the Luce Foundation is unique in its longstanding support for Southeast Asian studies. It is an appropriate moment for the Foundation to reinvest in the field, to ensure that it remains vibrant and relevant.

Eligibility

In Round Five, LuceSEA is open to doctoral degree-granting universities in North America, including but not limited to U.S. universities that house the Title VI-funded National Resource Centers for Southeast Asian Studies, to organizations based in North America that support relevant scholarly activity, and to others by special invitation from the Foundation. Consideration will be given to institutions with existing strength in teaching and research on Southeast Asia as well as to institutions with plans to grow programs already under development. Institutions seeking funds to establish new programs will not be considered. Applicants must demonstrate evidence of existing engagement with the region.

LuceSEA also welcomes proposals from Southeast Asian universities and other institutions in the region engaged in research and training, provided that they conform to LuceSEA guidelines (see page 7). Competitive applications will include collaboration with one or more North American partners as well as with partners in Southeast Asia.

While institutions that do not meet the eligibility criteria described above may not serve as the lead applicant in a proposal, they may participate in LuceSEA by partnering with an eligible institution.
Program Scope and Goals

For the purposes of this initiative, Southeast Asia (SEA) is defined as the region encompassing Brunei, Cambodia, Timor-Leste, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam.

LuceSEA aims to strengthen the study of SEA by providing resources for the creation of models, strategies and partnerships that both bolster existing program structures and take them in new directions, contributing in the process to both institution and field building in higher education in North America, Southeast Asia, and other parts of the world. The initiative’s three primary emphases are innovation, scholarly infrastructure and collaboration.

Innovation: In response to changes within higher education and the world brought about by globalization, climate change, the digital revolution, demographic and generational shifts, and the COVID-19 pandemic, scholars of SEA are reexamining the conventional area studies model, traditionally focused on a specific geography and based primarily within the humanities and qualitative social sciences, and envisioning new approaches to the way people are trained and research is conducted in order to address contemporary realities. They express the desire for a wider scope within which to work and border crossings of all kinds, including geographic, disciplinary, institutional and sectoral. LuceSEA seeks to catalyze compelling intellectual and institutional responses to this changing landscape through support for SEA-focused initiatives that are experimental, cross-disciplinary and collaborative, including, but not limited to, work in the arts, digital humanities, economic history, environmental studies, migration and refugee studies, public health, urban studies, and science, technology and society. In Round Five, we will continue to give attention to projects that make linkages between Southeast Asian, Asian American and Asian diasporic studies; explore transnational connections such as the Transpacific or the Indian Ocean World; and strengthen capacity to prepare new generations for work of relevance to SEA in academic and non-academic sectors.

Scholarly Infrastructure: While innovation and branching out is encouraged, effective work on and in Southeast Asia depends on deep and contextualized knowledge of the region, and thus requires continued attention to core scholarly infrastructure, including training in the languages, cultures and histories of particular places as well as the development of resources to support teaching and research. LuceSEA recognizes the centrality of this ongoing need and will support new strategies for the reinforcement and enhancement of scholarly infrastructure to develop expertise and resources on SEA.

The emphasis on innovation and scholarly infrastructure outlined above was informed by the Asia Program’s process of evaluation, research and consultation with experts in the field, and by learning from grants that have advanced new initiatives and tested new modes of interaction. Our experience reveals that there is no clear dividing line between projects that aim to rethink, widen and deepen the scope of what constitutes the study of Southeast Asia while also keeping core infrastructure healthy and resilient. LuceSEA is designed to accomplish both.
Collaborations and Networks: Today’s challenges and opportunities call for partnerships and resource sharing, particularly at a time when institutions are facing financial constraints. LuceSEA invites applicants to envision new configurations, alignments, networks and strategies for coordinating training and the production of knowledge relevant to SEA that both enrich and reach beyond the conventional area studies framework, and contribute not only to the growth of individual institutional programs but also to the overall strengthening of Southeast Asian studies. Applicants are encouraged to include an element of collaboration in proposals. “Collaboration” is defined broadly to encompass intra-campus or multi-institutional work, or both, across disciplines, departments and administrative divisions. It can involve partnerships in North America and/or SEA and other parts of the world, between academic institutions, including community colleges and liberal arts colleges, as well as with non-academic constituencies including media, policy, activist and arts communities. It is important that collaborations encompass the values of respect and mutual benefit and provide appropriate compensation for all partners and participants.

Grants

The LuceSEA competition was approved by the Foundation’s Directors to take place annually over at least five years, with a target of $3 million available for each annual round of competition.

Grants may fund a wide range of possible activities, including, but not limited to:

- Seed funding for faculty positions
- Student scholarships and fellowships, including for language training and fieldwork
- Visiting scholars and other types of exchange
- Curriculum development
- Research (including collaborative research) and travel
- Field schools and other field-based activities
- Community engagement and community-based research
- Public-facing work
- Convenings, including conferences, seminars and workshops
- Development and dissemination of library, archival, research and pedagogical resources, including digital resources
- Project management
- Evaluation of grant-supported activities

For Round Five, the Foundation will offer support in two categories:

1. Category I - Grants of up to $1 million for projects of four-to-five years in duration for large-scale teaching and research efforts and the development of scholarly infrastructure that contributes to both institution and field building. To be competitive for a grant in the $1 million range, an application should include all three elements of LuceSEA emphasis (innovation, scholarly infrastructure and collaboration). At the preliminary Concept Note stage (see Applications section below), applications should demonstrate that substantial planning toward proposed activities has already taken
place and address how the proposed work will align with institutional priorities and strategic plans.

2. Category II - Grants of up to $500,000 for smaller-scale projects of less than five years in duration that propose innovative work and the development of new resources, methodologies, and/or collaborative strategies. Applications should demonstrate prior institutional engagement with the field and/or the Southeast Asia region, and should present a clearly defined scope and objectives to be achieved through specific activities; these could include, but are not limited to, research, curriculum development, capacity-building, or training.

The Foundation anticipates awarding three to six grants per round. The actual number and size of approved grants will depend on the quality of the proposals received and the resources available to the Asia Program. The size of a request should be appropriate to the institutional capacity of the applicant. All requests, regardless of their size, will be given equal consideration.

Grants are intended to complement, not to duplicate or replace, existing sources of support, including Title VI funding for those that receive it.

Please also see Additional Information for Applicants below.

Applications

The application is a two-stage process, beginning with a Concept Note. Following review of Concept Notes, which may include a site visit or online meeting, the Foundation will invite finalists to submit a full Proposal, with additional instructions provided at that time. Submission at each stage is made through the Foundation’s online portal. The prompt questions to which applicants must respond, for both Concept Note and Proposal stages, are attached hereto as Appendix A. Please Note: Before applying through our online portal, please read the General Guidelines (https://www.hluce.org/grants/applying-grant/) in addition to these LuceSEA Application Guidelines.

Applications must address at least one of the three elements of LuceSEA emphasis (innovation, scholarly infrastructure, collaboration). As noted above, to be competitive for a grant in Category I, the project should encompass all three elements of LuceSEA emphasis. Moreover, if invited to submit a Proposal, Category I finalists must provide evidence of strong institutional commitment and demonstrate that such commitment, including any cost share, is firm.

An institution may only submit one application per round of competition, with one exception: An institution that serves as the sponsor for an entity without separate legal status (such as, for example, SEASSI or CORMOSEA) may submit an application on its own behalf and a separate application on behalf of the sponsored entity. Subject to this limited exception, only one grant per institution will be awarded during the initial five-year life of LuceSEA. Please note, however, that a grant recipient may participate as a partner in a project initiated and administered by another applicant institution.
Additional Information for Applicants

Time Frame and Scope: Proposed projects may cover pre-historic to contemporary periods. Projects may focus on one or more countries, peoples or cultures within SEA, or on topics that are regional or cross-border in nature.

Faculty positions: Grant funds can be applied toward a new tenured or tenure-track faculty position. The faculty position can be in any field or discipline, including language teaching, and can include comparative, interdisciplinary and/or transnational approaches but must be grounded in SEA and involve significant teaching and research with relevance to SEA.

The maximum amount of a grant available to cover salary, benefits and funds for research and travel for a faculty position will be $600,000, for up to a five-year period. Grant funds may not be used to endow a faculty position. Proposals must include evidence of institutional commitment to the position in the form of letters of support from senior administrators and department chairs, and a commitment by the institution to continue funding for the line after conclusion of the grant.

Proposals should include a job description, demonstrate that a suitable pool of candidates exists, and describe how the hire would be integrated with the institution’s long-term vision for SEA-focused work. If the position will be a joint appointment, the Proposal should include a plan on how responsibilities will be divided between departments so as not to overly burden a junior hire.

Visiting Scholars: Applications may request support for visiting scholars, including young faculty and recent PhDs, to foster exchange and bring in new expertise and perspectives for teaching and/or research. The application should explain how the addition of the visiting scholar will enhance the program being proposed, and should include a plan for integrating the visitor into the institution’s SEA-focused activities.

Student Engagement: Applicants are encouraged to incentivize student engagement and training at undergraduate and graduate levels in order to attract and cultivate next-generation leaders who are conversant with SEA and well-qualified to pursue careers in academic and non-academic fields.

Language: LuceSEA welcomes applications that enhance instruction in Southeast Asian languages. Grant funds may be used, for example, to incentivize language study or offer additional levels of instruction, or for professional development for language instructors. They may supplement the salary and benefits of a language instructor position, provided the institution commits to continuing the position following the grant’s conclusion. Proposed uses of grant funds should reinforce and complement, and may not replace, existing funding for language training available from Title VI and other sources. In keeping with LuceSEA emphases, priority will be given to requests that propose innovative approaches and collaborative strategies for SEA language instruction.

Institutional Commitment: Proposals must include evidence of institutional commitment in the form of letters of endorsement from senior administrators including, as appropriate,
relevant department chairs and division heads. In the context of universities in particular, conducting collaborative and cross-disciplinary work within existing institutional structures can be challenging and requires administrative support at all levels, from president to department chairs. Grants will provide funding to help catalyze this work and support creative solutions to structural challenges. Applicants must address how proposed activities will align with the institution’s strategic plan and long-term vision for SEA-focused work; how the project will be evaluated; and how supported work will be institutionalized and sustained beyond the life of the grant. “Sustainability” beyond the grant can take a variety of forms, from the commitment to permanency of a new faculty position, to evidence of curricular change, to the creation of scholarly and pedagogical resources, to training efforts that will be carried forward in the lives and careers of students.

Although there are no formal matching requirements, the Foundation will give priority to institutions that provide financial and in-kind cost-share for the proposed activities. Evidence of institutional commitment might include, but is not limited to, course release and/or summer salary for participating faculty; teaching credit for co-taught courses; support for or subsidy of student tuition; the provision of graduate student fellowships; allowance of cross-registration and transfer of credit for students from collaborating institutions; ongoing commitment to language teaching positions; and the provision of office space for visiting scholars. The Foundation also welcomes evidence of support from other external sources.

**COVID-19:** The world continues to confront a changed landscape due to the COVID-19 pandemic and concurrent social, economic and political crises. Institutions are being called upon to devote significant attention to the resulting challenges and concerns, and to crafting necessary responses. The extent to which faculty and students are able to engage in in-person activity remains uneven. Travel restrictions and quarantines may remain in place into 2023. Until a vaccine is readily available worldwide and the novel coronavirus is brought under greater control, these and other uncertainties will place additional demands on faculty and staff and limit the types of activities that can be proposed. They may also have an impact on the institutional commitments needed to support and sustain proposed work.

Proposals should address how you will respond to the pandemic both in terms of the content, timing, logistics and feasibility of proposed activities and of the firmness of the financial and other commitments available from your institution and any project partners.

**Values:** The Foundation seeks to advocate for and advance equity, diversity, inclusion and access in the communities and institutions we support, as well as in our own organization. We believe that the purposeful support of diverse perspectives and voices contributes to enriched public discourse; that scholarship is more innovative and can best address complex problems when knowledge creation reflects diverse lived experiences and talents; and that international understanding is enhanced by valuing and striving to understand both similarities and differences.

The Proposal should address the values you and your institution will carry into the proposed work, including with respect to equity, diversity, inclusion and access, and how these values will be reflected in the project.
**Indirect Costs:** A maximum of ten percent of direct costs is allowed for indirect costs, which must be included within the total amount requested from the Foundation. The Foundation welcomes reduction or waiver of indirect costs as evidence of institutional commitment.

**Additional Eligibility Requirement for Non-U.S.-based Applicants:** The Foundation may only make grants to institutions located outside the United States that are able demonstrate non-profit status acceptable to the U.S. Internal Revenue Service. NGOSource ([http://www.ngosource.org/](http://www.ngosource.org/)), an organization with which we work, can assist an applicant from Southeast Asia or elsewhere outside the U.S. determine whether it meets the requirements necessary for certification of such non-profit status. Following the Concept Note review stage, the Foundation will inform non-U.S. applicants invited to submit a Proposal about the steps required to obtain certification from NGOSource. Please Note: This certification is only required for non-U.S. institutions applying **directly** to the Foundation for a grant; it is not required for non-U.S. institutions participating in a project as the partner of another institution that serves as the lead applicant.

**A Closing Note on the Guidelines:** The Foundation hopes LuceSEA will elicit a broad range of ideas and approaches. The examples set forth in these guidelines are for illustrative purposes only and are not intended to be overly prescriptive.

**Application Calendar**

- **Friday, September 23, 2022**
  Deadline for submission of Concept Notes online (by 11:59 PM EST)

- **Friday, October 21, 2022**
  Invitation of full Proposals

- **Friday, January 27, 2023**
  Deadline for invited institutions to submit Proposals online (by 11:59 PM EST)

- **June 2023**
  Round Five Awards announced

**Review Process and Selection Criteria**

Proposals will be evaluated by a committee of advisors with relevant expertise who will make recommendations to the Foundation. The Foundation will make the final determination on awards.

Projects will be judged on the basis of intellectual quality, creativity, feasibility and evidence of institutional commitment. In addition, the decisions of the advisory committee and the Foundation will be guided by: (1) a project’s ability to address the goals of the initiative; (2) the relationship of proposed activities to one or more of the three major LuceSEA emphases;
(3) the strength of the Proposal's articulation of project goals and methodology; and (4) the potential for the impact of supported work beyond the life of the grant.

For questions or additional information, please contact:

Helena Kolenda, Program Director for Asia
Henry Luce Foundation
e-mail: hkolenda@hluce.org
Appendix A

Henry Luce Foundation - Online Application Questions

(May 2022)

Concept note

1. What is the title of your project or proposal?
2. To what Luce program are you applying?
   • [if applicable] To what competition or sub program are you applying?
3. How much funding are you requesting from the Luce Foundation?
4. [if applicable] What is the total budget for this project?
5. When will the project or grant start? End?
6. Tell us about your organization, its mission, and the relevant work you do. (300 words)
7. Who will oversee this grant and serve as the Foundation’s primary contact?
   • What is this person’s role at your organization?
8. What are you requesting funding for? (500 words)
9. Where are you in the development of this work: planning stage? Pilot or new initiative? on-going work? etc. (100 words)
10. What impact do you hope to have if you can carry out the planned work? (300 words)
11. How do you plan to spend the grant if you receive it: general operating support? project support? exploratory or pilot initiative? etc. (100 words)
12. Attachments, if any

Proposal

Note: Answers to some questions at the proposal stage will be auto filled from the information you provided for the Concept Note.

1. What is the title of your project or proposal?
2. To what Luce program are you applying?
   • [if applicable] To what competition or sub program are you applying?
3. What is the total budget for this project?
4. Of the total budget, how much funding are you requesting from the Luce Foundation?
5. What are your other confirmed or likely sources of funding?
6. When will the project or grant start? End?
7. Tell us about your organization, its mission, and the relevant work you do. (300 words)
8. Who will oversee this grant and serve as the Foundation’s primary contact?
   • What is this person’s role at your organization?
9. Whom should we work with to arrange payment and handle other financial matters?
   • What is this person’s role at your organization?
10. Does this work require IRB approval?
   • If so, please explain whether or when you expect to secure approval?
11. Executive summary (200 words)

12. What are you requesting funding for? You can use this space to provide more detail about your funding request. (1000 words)

13. If you plan to produce specific deliverables with Luce funding (e.g., conferences, exhibitions, publications, re-grants, policy papers, etc.), please tell us what they are. (250 words)

14. What impact do you hope to have? You can use this space to provide more detail about the impact you hope this grant-funded work will have—on your organization, on the field in which you work, on the community you serve, and/or on the need you are seeking to address. (1000 words)

15. Budget: Is this a general operating grant or a project grant? If a project grant, please indicate how much of the Luce grant (in $) will be spent in each category, over the entire life of the grant. In the space provided, explain briefly how the funds in this category will be spent.
   a. People (This category includes any funds you will use to pay individuals for their work, including compensation for your staff, temporary employees, consultants, student assistants, etc.)
   b. Events (This category includes any expenses related to conferences, workshops, seminars, celebratory dinners, etc., you organize, including facilities rentals, A/V services, note takers, meals and refreshments, conference related travel, honoraria for speakers, etc.)
   c. Travel (This category includes any funds you spend on travel for your staff or others that isn’t captured above, including airfare, train fare, taxis, car rentals, hotel stays, meals while traveling, etc.)
   d. Grants and awards to others (This category includes re-grants or other awards you make to third parties, except compensation to individuals for work they provide.)
   e. Media, printing and publishing, marketing (This category includes the design and execution of various media products, including websites and other digital resources, books and catalogues, posters and pamphlets, video and podcasts, advertising, etc.)
   f. Office and administrative expenses (This category includes administrative costs related to the grant-funded work, including copying, postage, supplies, phone/internet access, equipment, etc.)
   g. Other
   h. Indirect—This category is that portion of the grant that will be used to support your organization’s general operations. No more than 20% of the grant may be used for indirect costs. The specific rate must be approved by the relevant program director at the Foundation and depends upon institutional need, size of grant, activity being funded, etc.

   • For exhibitions and collections projects, in addition:

      i. Research/curatorial costs: this category includes all expenses related to researching and curating the exhibition, including research travel, guest curator fees, research materials, etc.
ii. Registration/conservation: this category includes all expenses incurred by registrar and conservators, including packing, shipping, insurance, materials, loan fees, etc.

iii. Design/installation: this category includes all expenses related to the design and installation of the exhibition, including carpentry, painting, lighting, graphics, etc.

iv. Marketing: this category includes all expenses related to publicizing the exhibition, including advertising, signage, opening events, etc.

v. Publications: this category includes all expenses related to the development and publication of a catalogue, including image rights, design, editing, production, author fees, etc.

vi. Public/educational programming: this category includes all expenses related to educational and other public enrichment activities, including speakers fees, curriculum development, admissions subsidies, etc.