

Jane Austen Society of North America

2019 International Visitor Program

Application Fact Sheet

The JASNA International Visitor Program committee is particularly interested in applicants whose Austen-related project and/or interests match the needs expressed by our Chawton partners: Jane Austen's House Museum, Chawton House, and/or St. Nicholas Church. See the "Austen-Related Institutions" section of the International Visitor Program website at <http://www.jasna.org/programs/international-visitor/>.

Applicants should take note of the following program guidelines:

1. The applicant must be a registered member of JASNA who resides in the United States or Canada.
2. The committee prefers completed electronic application forms and supporting documents (sent to chawtonivp@jasna.org). However, members may also mail completed applications to the following address:

Dr. Marilyn Francus
6406 Darlington Road
Pittsburgh, PA 15217

All completed applications must be received by December 15, 2018. Incomplete applications will not be considered. Do not send unsolicited materials with your application; the committee will contact you and/or your references if we have questions about your application.

3. Applications will be assessed based on the importance of the project; the applicant's need to have access to materials in Chawton or nearby; the viability of the project (in terms of project parameters, time, resources, and so on); and the useful skills that the applicant brings to the Jane Austen's House Museum, Chawton House, and St. Nicholas Church.
4. JASNA will provide the International Visitor with a \$3,250 (US currency) fellowship for fulfilling the role of International Visitor as specified herein and to assist the Visitor with the following expenses directly related to that role:
 - Round-trip air transportation to England from the continental USA or Canada;
 - Accommodations;
 - Local transportation;
 - Meals;
 - Research costs.
5. The period selected by the International Visitor must include the date of the Jane Austen Society Annual General Meeting (AGM) in July.

6. Neither JASNA nor the institution(s) for which the International Visitor performs volunteer work in England will provide health or accident insurance. JASNA recommends that applicants confirm that their personal insurance coverage will apply in England.
7. If the International Visitor is a U.S. resident, she or he shall provide Form W-9 to JASNA when the contract is signed. At the end of the term in Chawton, the International Visitor shall provide electronically the completed IVP spreadsheet and scanned (PDF) receipts documenting payment of reasonable expenses incurred by the International Visitor that were directly related to the role of the International Visitor, as specified in Item 4 above. (“Reimbursable Expenses”). Reimbursable Expenses do not constitute taxable income to the International Visitor under U.S. tax law. JASNA will send to International Visitors who are U.S. residents a Form 1099 after the end of the calendar year reporting any portion of the fellowship that is not substantiated by receipts. Canadian residents should consult a tax adviser regarding Canadian income tax.
8. In addition to the International Visitor’s personal project, JASNA’s International Visitor will:
 - a) perform work as a volunteer for a total of 14 hours a week (ideally, the 14 hours per week will be spread evenly among the different sites) carrying out duties as assigned by management of Jane Austen’s House Museum, Chawton House, and/or St. Nicholas Church;
 - b) attend the Jane Austen Society’s AGM in July in Chawton and provide staff assistance to the AGM as the Honorary Secretary of the Jane Austen Society may request;
 - c) coordinate with JASNA on how the progress or results of their project will be communicated to the public during their stay at Chawton (through blog posts, social media, etc.). JASNA will be given the opportunity to feature the International Visitor’s work and experience on JASNA media first, before other media outlets do so.
9. Upon completion of the International Visitor Program, the International Visitor will submit articles to:
 - a) *The JAS Record* regarding his/her experience;
 - b) *JASNA News* regarding his/her experience.

The International Visitor Program Committee will make every effort to announce their decision on or before February 15, 2019. Questions about the program can be sent to Marilyn Francus at chawtonivp@jasna.org.