

Project-based Training Program for Teachers of the Japanese-Language

Application Instructions

For FY 2018

1. Objectives

Training is provided to Japanese language teachers who are independently engaged in projects to resolve problems or challenges they face such as issues with the training materials or curriculum development, so that they can improve their specialist knowledge and techniques in order to complete their projects. Applications as a team are accepted to accomplish certain projects. However, only three persons from each team can participate in the program.

2. Program Outline

(1) Duration

Three to ten weeks during the period from June 1, 2018 to February 28, 2019

*Participants can choose the starting date and duration, but the starting date and duration other than the candidate's desired date and duration may be obliged to be offered depending on the project content and the availability of the Japanese-Language Institute, Urawa.

(2) Course Venue

The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)

(3) Description of the Program

Participants will carry out activities aimed at resolving issues while receiving special instruction in line with the project plan submitted during the application screening period.

Participants are requested to submit reports on the results of the training after the training's completion. It is expected that results are ultimately made public and published, in the form of a textbook, curriculum, or academic paper.

(4) Number of Projects

Approximately 2 projects

3. Eligibility

Overseas educational organizations that provide Japanese language education.

In case of a team application, the overseas educational organization to which the team leader belongs in the event that teachers of the Japanese language from different institutions apply as a team.

Both native and non-native speakers of Japanese may participate in this program.

The following individuals are eligible to participate in the program:

- (1) Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. In case of a team application, it is not necessary for the members to belong to the same institution in the same country/region;
- (2) Individuals who are Japanese nationals or nationals of a country that has diplomatic relations with Japan;
 - * Taiwanese are eligible to apply for this program
- (3) Individuals who are 55 years old or under as of December 1, 2017;
- (4) Individuals who are free from any mental or physical disabilities that would impede participation in the program;
- (5) Individuals with more than five years of experience in teaching Japanese language as of December 1, 2017 (private lessons and teaching practice not included);
- (6) Individuals who have a proficiency in Japanese of Level N1 in the Japanese-Language Proficiency Test (JLPT), Level 1 of the old JLPT, or their equivalent at the time of application (please view the official website of JLPT <http://www.jlpt.jp/e/about/levelsummary.html> for a summary of the linguistic competence required for each level); and
- (7) Individuals who have not participated in a Japanese-Language Teacher Training Program conducted by the Japan Foundation (including the "Short-Term Training Program for Teachers of the Japanese-Language") or any other academic institution in Japan for more than 50 days during the period from April 2017 to March 2018 (including plans to attend).

* This training program is designed for teachers who are capable of working on projects autonomously. For those who wish to enhance their knowledge of Japanese language education, prior participation in the training program on specific theme or short-term training program is recommended.

* Candidates for this program may simultaneously apply to other programs such as other "Training Programs for Teachers of the Japanese-Language (Short-Term/Specific Theme)". However, candidates can only be allowed to participate in one program at most.

4. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa.
- (2) Meals during the program, partly in the form of cash allowances.
- (3) Expenses necessary for participation in official curriculum, such as teaching materials (in kind).
- (4) Overseas travel insurance with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and in jury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival to Japan or dental care.).
- (5) For those participants whose institution is located in the regions listed in [Appendix] below, the Japan Foundation will provide the following:
 - a) Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence;
 - b) Airport tax, foreign travel tax;
 - c) Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

<Appendix>

Region	Exceptions
Asia Pacific	South Korea, Hong Kong, Macau, Taiwan, Singapore, Brunei, Australia, and New Zealand are considered exceptions.
Central and South America	Bahamas, Barbados, Saint Christopher and Nevis, and Trinidad and Tobago are considered exceptions
East Europe	(No exceptions)
Middle East and North Africa	United Arab Emirates, Israel, Oman, Qatar, Kuwait, Saudi Arabia, and Bahrain are considered exceptions
Africa	(No exceptions)

※For those participants whose institution is not located in the regions listed above, have to bear these expenses.

5. Selection Policy

Screens will be made in line with the following criteria: feasibility of project, contribution of projects to the development or the resolution of issues of Japanese Language Education in the candidate's region/country, candidate's academic ability, need for Japanese language teaching programs in the candidate's region/country, application from the Sakura Network, etc.

* Please visit the following website for information on the Sakura Network.

<https://www.jpf.go.jp/e/project/japanese/education/network/>

6. Application Procedures

(1) Application Documents

An application must contain the following components. 1 copies of each application should be submitted together, collated and stapled. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

- a) Application form
- b) Prototypes related to the application screening project ((1) syllabus and curriculum development, educational materials project: part of syllabus, curriculum and educational materials, (2) other projects: partial prototypes for the intended deliverable)

※For team applications, the team leader's institution should submit the application. (Submit one copy of the Project

Plan part [pages 4-6] as well as data on each member of the team [pages 1-3 and 7-9])

※When the organizations of the Sakura Network which candidates belong are not educational organizations that provide Japanese language (the Society for Teaching Japanese, the association of Japanese Language Teachers etc.), the documents that certify candidates belong to organizations of the Sakura network should be attached with the application form. (The certifications should be issued by the organizations of the Sakura network.)

(2) Application Deadline and Place for submission

Applications and supporting documents must be submitted to the nearest Japan Foundation office or Japanese diplomatic mission no later than December 1, 2017. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office. Application materials submitted by e-mail or by FAX will not be accepted.

(3) Points to be noted

- a) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- b) The entire application form should be filled out in Japanese if there are no specific directions, such as “in English” or “in Native Language.” Applicants are strictly requested to fill out the application form alone without assistance from others.
- c) Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
- d) In case there are changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.

7. Notification of Results

- (1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in April 2018.
- (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

8. Number of Projects (Reference)

The number of projects in the previous year was 2 out of 9 applications.

9. Obligations

The participants are required to adhere to the following:

- (1) To observe the laws of Japan during their stay in Japan;
- (2) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;
- (3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;
- (4) Not to arrive in Japan before the beginning date of the training program;
- (5) To not go abroad or return to their home country for the duration of the program;
- (6) To return to their home country as soon as the official period of the program expires, unless JFJLI, Urawa permits an extension of stay in Japan beyond the program; and
- (7) Not to be accompanied by their family members.

10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institution, etc." (Law No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

The applying institution shall inform candidates of the following:

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003). Details of the Japan Foundation's personal information protection policy can be reviewed at the following website: <http://www.jpf.go.jp/e/privacy>

- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purpose:
- a) Details of participant's information, such as name, gender, job and position, affiliation, project duration, and project description, are published in the Program Guide, the *Kokusai Koryu Kikin Jigyō Jisseki* (Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - b) There may be cases in which these details are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where participant lives in order to apply for a visa.
 - c) There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.
 - d) There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - e) There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) There may be cases in which the project reports and other related publication are released to the public.
- (4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage arrangements or training programs (the insurance company and its agencies, airline companies, local governments, etc) .
- (5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

12. Contact

Teachers Training Section, JFJLI, Urawa Tel. +81-(0)48-834-1182 Fax. +81-(0)48-834-1170

E-mail: urawakenshu@jpf.go.jp

Please visit the following website to download the Application Forms.

<http://www.jpf.go.jp/e/program/list.html>

Instructions to Fill in the Application Forms

General Instructions

- (1) Please visit the following website to download the Application Forms.
<http://www.jpf.go.jp/e/program/list.html>
- (2) The application form consists of 9 pages. When applying, please submit this application form together with one copy collated and stapled, respectively.
- (3) Applications and supporting documents must be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office. Application materials submitted by e-mail or by FAX will not be accepted.
- (4) Applications and supporting documents must be submitted no later than December 1, 2017. It is highly recommended to submit applications well in advance of the deadline.
- (5) The application form and the other related documents cannot be returned to the candidate under any circumstances. The applicant must be sure to keep one copy of the application for him/herself.
- (6) If an acknowledgement of receipt of the application is required, applicants should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:
“Name of the program: Project-based Training Program for Teachers of the Japanese-Language. Please send acknowledgement of receipt of the application.”
The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the application. However, please note that a postcard that lacks the applicant’s name, address, the name of the program, or the necessary postage stamp will not be returned.
- (7) In case of any changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.

Points to be noted

- (1) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- (2) The entire application form should be filled out in Japanese if there are no specific directions, such as "in English" or "in Native Language." Applicants are strictly requested to fill out the application form alone without assistance from others.
- (3) When the organizations of the Sakura Network which candidates belong are not educational organizations that provide Japanese language (the Society for Teaching Japanese, the association of Japanese Language Teachers etc.), the documents that certify candidates belong to organizations of the Sakura network should be attached with the application form. (The certifications should be issued by the organizations of the Sakura network.)

海外日本語教師プロジェクト型研修
申請書

2018 (平成 30) 年度用
For FY 2018

Project-based Training Program for Teachers of the Japanese-Language
Application Form

申請書を国際交流基金の海外拠点又は日本国大使館や総領事館等の在外公館にご提出ください。台湾所在の機関は（公財）日本台湾交流協会の台北事務所にご提出ください。国際交流基金本部・附属機関では海外からの申請を受け付けません。インターネットや e-mail による申請書の提出は受け付けません。申請書は、活字体でご記入ください。なお、申請書に記入される個人情報の利用目的については、申請要領の「11.個人情報の取扱い」をご覧ください。

Applications should be submitted to the Japan Foundation office in your country or Japanese diplomatic mission. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office. The Japan Foundation Headquarters in Tokyo and affiliated organizations will not accept applications from overseas applicants. Applications will not be accepted through the Internet or by e-mail. This application form should either be printed or written in block letters. For details on the use of personal information included in the application form and attached documents, please see "11. Handling of Personal Information" in the Application Instructions.

国際交流基金日本語国際センター所長殿
To the Director of the Japan Foundation Japanese-Language Institute, Urawa

_____ 年 _____ 月 _____ 日
Year Month Day

私は平成 30 年度海外日本語教師プロジェクト型研修に下記の者を参加させたく申請いたします。
I hereby elect the person named below to participate in the 2018-2019 Project-based Training Program for Teachers of the Japanese-Language.

機関名 _____ 代表者署名 _____
Name of Institution Signature of the Representative of the Institution

代表者氏名 _____
Name of the Representative of the Institution

候補者 (以下は候補者が記入のこと)
CANDIDATE (The following form should be filled in by the candidate)

氏名 Name	漢字又はカタカナ In Kanji or Katakana	姓	名				
	英語 In English alphabet	Last Name	First Name				
	パスポートに記載の表記 Name as written on your passport in English alphabet						
性別 Sex	生年月日 Date of Birth	19 ____ 年 ____ 月 ____ 日 Year Month Day	年齢 Age	2017 年 12 月 1 日現在 As of December 1, 2017	歳	国籍 Nationality	
連絡先 (ローマ字) 住所 Address		Contact (in English alphabet)					
Tel.		FAX.		e-mail			
	所属日本語教育機関名 Affiliated Institution	部門名 Faculty/ Department/ Program etc.		地位 Position	専任/非専任 Full time or Part time		
漢字又はカタカナ In Kanji or Katakana					<input type="checkbox"/> 専任 Full time		
英語 In English					<input type="checkbox"/> 非専任 Part time		
原語 In Native Language							
所属日本語教育機関住所 Address of Affiliated Institution							
Tel.				FAX			

機関 ID:
ID of affiliated institution:

※日本語教育機関検索データベース (<https://jpsurvey.net/jfsearch/do/index>) にて所属機関の機関 ID を確認の上、記入してください。
所属機関が同データベースへ未登録の場合は記入不要です。
*The ID of affiliated institution can be found on the "Search engine for institutions offering Japanese-language education" (<https://jpsurvey.net/jfsearch/do/index>).
No need to fill this column if your affiliated institution is not registered on the "Search engine".

さくらネットワークに所属していますか?
Do you belong to organizations of the **Sakura Network**?
For "Sakura Network", please visit the following website; <https://www.jpff.go.jp/j/project/japanese/education/network/> (Japanese)
<https://www.jpff.go.jp/e/project/japanese/education/network/> (English)

はい Yes
⇒ さくらネットワークメンバー (機関、団体) 名: _____
Name of the Sakura Network member
(institution, organization, etc.): _____

いいえ No

学位 Academic degree

学士 BA	機関名 Name of institution		取得地 Location	
	取得年 Year of completion	学位 Degree conferred	専攻 Major	
修士 MA	機関名 Name of institution		取得地 Location	
	取得年 Year of completion	学位 Degree conferred	専攻 Major	
学位取得論文タイトル Thesis title				
博士 Ph. D	機関名 Name of institution		取得地 Location	
	取得年 Year of completion	学位 Degree conferred	専攻 Major	
学位取得論文タイトル Thesis/dissertation title				

以下の記入欄について、日本語の母語話者である申請者は*印の欄に記入する必要はありません。

Applicants who are native Japanese speakers need not fill in the columns with*

	期間 Term	総時間 Total Hours	機関名 Institution	使用教材 Textbook
*日本語学習歴 Previous Japanese language study	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
日本以外での日本語教師研修受講歴 (国際交流基金による研修を含む) Participation in training programs for Japanese language teachers, including programs of the Japan Foundation	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)			

日本語教授歴 Japanese language teaching experience	期間 Term	機関名 Institution	対象者 Students in class		使用教材 Textbook
			年齢 Age	レベル Level	
合計 In total	From 年(yy) 月(mm)～ To 年(yy) 月(mm)				
年 か月 Years Months	From 年(yy) 月(mm)～ To 年(yy) 月(mm)				
教授歴が5年未満の方は 申請資格がありません。 Those who more than five years of experience teaching Japanese language are eligible	From 年(yy) 月(mm)～ To 年(yy) 月(mm)				
現在の担当科目 Japanese classes currently taught	科目名 Subject Taught	対象者 Students in class		担当時間数 (週・年) Loading Hours Week/Year	使用教材 Textbook
		年齢 Age	人数 Number		
				週 () 時間 (per week) 年 () 時間 (per year)	
				週 () 時間 (per week) 年 () 時間 (per year)	
日本語以外の担当科目 Subjects currently taught aside from Japanese				週 () 時間 (per week) 年 () 時間 (per year)	

*日本語能力試験 Japanese-Language Proficiency Test (JLPT)		受験年 Test Year	JLPT 取得級 Passing Grade(Level) <input type="checkbox"/> N1 <input type="checkbox"/> 1級 <input type="checkbox"/> N2 <input type="checkbox"/> 2級 <input type="checkbox"/> N3 <input type="checkbox"/> 3級 <input type="checkbox"/> N4 <input type="checkbox"/> 4級 <input type="checkbox"/> N5	認定番号 Certificate Number
日本滞在歴 Previous stay in Japan 留学の場合は、所属機関 を明記してください。 If you have studied in Japan, be sure to specify the name of institutions.	期間 Term	日数 Days	滞在目的・受けたグラント・当センター研修等 Purpose; Grant Received, Training Programs at the Institute (if any)	
	From 年(yy) 月(mm)～ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)～ To 年(yy) 月(mm)			
日本語教育の分野における授業以外での活動 (例：開発した教材、日本語教育についての学会・ セミナー発表、日本語教師会等での活動歴等) Your contribution to Japanese language education outside of class activities (For example, teaching materials that you have developed, papers on Japanese language education that you have presented at academic conferences or seminars, your involvement in the Association of Japanese Language Teachers or other activities, etc.)		1. 2. 3.		

計画書 (1)
Project Plan (1)

プロジェクトテーマ Theme of the project	日本語 In Japanese		
	英語 In English		
	種別 Category	<input type="checkbox"/> シラバス・カリキュラム開発 Syllabus & Curriculum Development	<input type="checkbox"/> 教材開発 Resource Development
希望訪日研修時期 Proposed Term	From: 年(yy) 月(mm) ~ To: 年(yy) 月(mm) 期間 (週間) *2018年6月1日から2019年2月28日までの間の3週間~10週間 Three to ten weeks during the period from June 1, 2018 to February 28, 2019		

※プロジェクトテーマが、シラバス・カリキュラム開発、教材開発の場合、以下を記載して下さい。

使用される言語 Language Used						
対象となる学習者 Target Learners	<input type="checkbox"/> 初等教育 Primary Education	<input type="checkbox"/> 中等教育 Secondary Education	<input type="checkbox"/> 高等教育 Higher Education	<input type="checkbox"/> 成人 Adult Education		
年齢層 Age of Learners						
国籍 Nationality						
母語 Mother Tongue						
日本語学習目的 Purpose of Learning Japanese						
日本語学習段階 Level of Japanese	<input type="checkbox"/> 入門 A1 Starter	<input type="checkbox"/> 初級 A2 Beginner	<input type="checkbox"/> 初中級 A2/B1 pre-intermediate	<input type="checkbox"/> 中級 B1 Intermediate	<input type="checkbox"/> 中上級 B1/B2 Upper-intermediate	<input type="checkbox"/> 上級 B2 Advanced

プロジェクト概要

以下について、簡潔に(300文字程度)記載してください。

- ・シラバス・カリキュラム開発、教材開発のプロジェクトの場合は、最終制作物の具体的な内容(構成、目次、既存教材にはない特色、あなたの現場の問題解決を図る工夫など。)
- ・その他の課題解決プロジェクトの場合は、具体的な課題の内容、解決のための具体的に何をするために、何をやるのか

計画書(2)
Project Plan (2)

1. プロジェクトの目的と必要性 (そのプロジェクトを行うことによりあなたの国・地域の日本語教育についてどんな課題が解決できるのか)

(1) シラバス・カリキュラム開発、教材開発が研究テーマの場合、今あるシラバス・カリキュラムや教材の何が問題なのかを具体的に書いてください。そのほかの研究テーマの場合、「概要」より詳細に、現在の課題について述べてください

(2) あなたが作ろうとしているものは(1)の問題をどのように解決できるのか具体的に書いてください。

2. プロジェクトの方法 (シラバス・カリキュラムや教材の開発手順、調査の方法、データの種類、分析方法など)

計画書 (3)
Project Plan (3)

3. 具体的な成果物の開発までのプロジェクト計画

申請時の進捗状況	
来日前 年 月～ 年 月	
訪日 (研修) 中 年 月～ 年 月	
訪日 (研修) 後 年 月～ 年 月	

4. 上記計画を実現する上で本研修に参加する必要性及び必要と考えられる助言・指導

5. 成果物の公表方法 (予定) 及び期待される効果

6. 他にプロジェクト・メンバーがいる場合、他のメンバーの名前、所属機関、役職など

日本語教育の分野における過去の業績（論文、学会・セミナー等での発表原稿、作成した教材やカリキュラム等）があれば、そのうち代表的なもので、かつ、なるべく今回の計画に関係のあるものを2点上げて、その概要・要旨をそれぞれ400字程度で記入してください。（概要・要旨については、別紙での添付も可。）

Outline two academic achievements you have made in the field of Japanese language education. If possible, demonstrate how these achievements are related to the project in this application. Academic achievements may include an academic paper, draft paper on Japanese language teaching for academic meetings or seminars, teaching materials or a curriculum you have developed, etc. Write an outline of these achievements in Japanese (around 400 characters) in the space below or on a separate attached sheet.

題名 Theme :

概要・要旨 Outline

〔論文・研究発表の掲載誌・学会名等 :
Title of Journal /Title of Academic Conference

発表年 :]
Year

題名 Theme :

概要・要旨 Outline

〔論文・研究発表の掲載誌・学会名等 :
Title of Journal /Title of Academic Conference

発表年 :]
Year

申請機関の概要 Outline of the Institution

できれば機関の紹介パンフレットなどを添付してください。

Please attach some general information on your institution (introductory brochure, etc.).

機関及び日本語コースの設立の経緯と歴史 History of the Institution and Japanese Language Course
日本語コースの概要（修学年限、週当たり授業時間数、学習者数等を記入してください。） Outline of Japanese Language Course (state the length of the course, hours of study per week, the number of students)
学年暦（授業の開始月、終了月及び学期区分を記入してください。） Term / Semester (state the beginning and end months of each term or semester)

学生の構成 Attributes of Students

A か B のいずれかを選び、に印を付けてください。 Please choose A or B and check all appropriate boxes.

A. 学校教育の場合 Formal Institutional education

小学生 Primary-school students 中学生・高校生 Secondary-school students 大学 University/College students

B. 学校教育以外の場合 Education other than formal institutional education

年少者(小・中・高校生を含む) Children 成人(大学生含む) Adults

日本語教育スタッフ（候補者を含め全員記入してください） Staff of Japanese Language Course, including the candidate.								
氏名 Name	地位 Position	専任・非専任 Full-time or Part-time	年齢 Age	日本語 教授年数 Years of experience as a Japanese language teacher	対象者数 Number of students	週当たり 時間数 Hours per week	年時間数 Hours per year	国際交流基金 研修参加年 Year of participation in JF program, if applicable

