

**Grant Program for Intellectual Exchange Conferences
Application Instructions**

RIE-RC

For fiscal 2010–2011

PROGRAM DESCRIPTION

This program provides grants to partially cover the expenses of implementing intellectual collaborative projects. The program is designed to deepen mutual understanding and to establish closer relations between Japan and other countries while promoting intellectual exchange worldwide.

ELIGIBLE APPLICANTS

1. Non-profit organizations (e.g., universities, research institutes, NGO/NPO) in any country except for the U.S.A.. However, the following non-profit organizations are not eligible to apply.
 - a) Japanese government, local governments, national and public organizations including educational institutions, special legal entities, independent administrative institutions
 - b) Foreign governments, including their administrative organs and their embassies and consulates-general in Japan (*Academic, cultural, or research institutes, such as national universities and museums are eligible to apply.)
 - b) International organizations to which the Japanese government makes a financial contribution
 - d) Organizations in countries that do not have diplomatic relations with Japan
2. Receipt of grants or support from the Japan Foundation must not violate any laws, regulations, or ordinances in their country.

Note 1: Applications from individuals will not be accepted.

Note 2: Organizations that have continually received support from this program for the past three fiscal years will not be provided with grants unless the Japan Foundation believes there is a compelling reason for them to continue receiving such support. This is a measure to avoid giving ongoing support

to the same applicants, and to distribute grants to as many applicants as possible. If one does apply for a fourth consecutive fiscal year, low priority will be placed on such an application.

ELIGIBLE PROJECTS

1. International conferences, symposia, seminars and workshops
2. Priority Areas
The global financial crisis not only spoiled public trust toward international monetary system, but also threw into question such fundamental values that had sustained the modernity as national growth, social progress, and personal prosperity. Collective quests for a new set of societal values are already evident in those general trends that yearn for work-life balance, eco-friendly lifestyle, or for socially responsible corporations.

With this as a background, this year's grant program has the following non-exclusive priority areas, all of which strive to understand the relationship between emerging social phenomenon and collective values and culture that are being altered or newly formed:
 - i) Diversified society and public tolerance
 - ii) Peace-building and culture
 - iii) Environment and culture
 - iv) Social values of science and technology
 - v) International governance and economic prosperity

In addition, a special attention will also be given to those attempts to broaden and/or enrich the areas of Japanese studies through comparative and interdisciplinary approaches.

3. Projects should be implemented and completed between April 1, 2010 and March 31, 2011. All project expenses from the Japan Foundation grant should be paid for by March 31, 2011.

4. Plans and methods for implementing the projects must be appropriate, and there must be sufficient expectation that the projects will yield positive results.
5. Projects must not be for religious or political purposes.

Note: The following projects are not eligible for the program:

- a) Projects dealing solely with topics in the field of the natural sciences or technology;
- b) Commercial activities, missionary activities, political activities, and election campaigns;
- c) Activities in support of specific doctrines or claims;
- d) Capital fund and endowment drives; debt reduction; donations; public-relations campaigns; advertising; creation or support of awards or grants;
- e) Design, construction, or maintenance of buildings or monuments;
- f) Projects that focus on developing weapons and military technology;
- g) Procurement of equipment, or purchase of land;
- h) Sports activities, including the training of players and the organizing of or participation in sporting events;
- i) Staging performances or mounting exhibitions;
- j) Projects concerning Japanese-language education;
- k) Conferences or study-tours aimed mainly at the promotion of fraternity.

GRANT COVERAGE

The Japan Foundation provides grants to partially cover the expenses paid for the following budgetary items during the period of grant.

1. Traveling expenses (international airfares, domestic transportation, board, lodging and per-diem allowance)
2. Honoraria (for paper presenters, lecturers, interpreters and assistants)
3. Other expenses (conference materials, publication of reports, venue and equipment rental, and public relations)

Note 1: The Foundation's grant cannot be used for the following items:

- a) Salaries and social welfare expenses for the regular employees of the applying institution
- b) Banquet and entertainment fees

Note 2: The grant amount will be decided upon consideration of each project's scale and necessity. Grants made in the recent years averaged around 2,000,000 Japanese yen, but the actual grant amount may be lower or higher than this amount. If requesting a much larger sum than this approximate average, the applicant should be prepared for two eventualities: (a) the project may be rejected since it is deemed to be beyond the resources the Japan Foundation has to support; or (b) the project may be supported but at a much lower level than requested.

APPLICATION PROCEDURES

1. An application must contain the following components and should be arranged in this order.

- I. Application Summary Form (use Attached Form)
- II. Project Budget Form (use Attached Form)
- III. Narrative Description of the Project
- IV. Supplementary Information

Two (2) copies of each application should be submitted. (One (1) copy is enough for applicants in Japan.) Since we may need to make additional copies, we ask that applications **not be bound**. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration. Please keep a copy of the application for your records, as we do not return any documents.

For details, please refer to the "Application Instructions" attached to the Application Form.

2. Applications should be submitted to the Japan Foundation overseas office or the Japanese diplomatic mission in the applicant's country. Applicants in Japan should apply to the Japanese Studies and Intellectual Exchange Department of the Japan Foundation headquarters directly. (Please see page vii for domestic contacts.) Applications will be accepted by regular mail, express delivery service, or in person, but will NOT be accepted through the Internet and by fax.
3. Applications must be submitted **no later than December 1, 2009**.
4. When applicants require acknowledgment of receipt of the application, they should enclose a

self-addressed postcard with the application, on which applicants should write as follows:

“The name of the program: Grant Program for Intellectual Exchange Conferences. Please send us acknowledgment of receipt of the application.”

The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation’s overseas office or the Japanese diplomatic mission to acknowledge receipt of the application. However, please note that a postcard that lacks the above information or the necessary postage will not be returned.

CRITERIA FOR SELECTION

As a general rule, higher priority is given to applications which fulfill the following points. However, applications may be awarded grants even if they fulfill only some (but not all) these points, depending on the quality of the application itself.

1. Multilateral projects: Projects that involve participation from a number of countries and are not limited to bilateral exchange.
2. Multi-sectoral projects: Projects that aim to include participants from a variety of sectors of society (e.g., academics, policy-makers, community or non-governmental organizations).
3. Interdisciplinary projects: Projects that aim to cross disciplinary boundaries and contribute to the expansion and development of an extensive intellectual network. In particular, projects which include participants of the next generation.
4. Dissemination of outcome: Projects that disseminate their outcome broadly and efficiently to the public.
5. Japan’s involvement: Projects where Japan’s own experience, expertise, and human resources are actively utilized, resulting in greater Japanese intellectual contribution in the world.

Criteria such as the following will be applied in screening the applications:

Content: Are the aims of the project congruent with the primary objectives and current program emphasis of the Japan Foundation? Is the proposed project idea innovative and timely? Can it be translated into a concrete reality? What is the estimated social or scholarly impact?

Feasibility: Has the applicant demonstrated an

adequate level of preparation? Is the budget realistic? Does the applicant have prior experience that would indicate they are able to carry out the proposed project?

Applications are also reviewed from the viewpoint of promoting relations between Japan and other countries while considering the following issues: country or region involved in the project, anniversaries of diplomatic relations and contributions to general diplomatic relations.

* Low priority is given to:

- Academic societies’ conferences that take place periodically, mainly aiming for researchers’ exchange within a specific field.
- Projects in which total support is sought from the Japan Foundation (The program prefers to share the costs of supporting a project).

GRANT LISTINGS OF FSY 2009-2010

Please refer to the following website for the grant listings of the fiscal year 2009-2010. For those who do not have access to internet, please contact the local offices of the Japan Foundation, or the Japanese diplomatic mission in the applicant’s country. A hard copy of the grant listings can be arranged. Please note that information on the list is as of April 2009.

<http://www.jpf.go.jp/e/intel/exchange/support/>

SELECTION AND NOTIFICATION OF RESULTS

1. Overseas applications will initially be examined by the Japan Foundation’s overseas office, or the Japanese diplomatic mission in the applicant’s country. Those in charge overseas may decide at this stage to return applications that are clearly ineligible or incomplete. Otherwise, the applications will be forwarded to Tokyo, where, together with those from Japanese institutions, they will be screened by the Japan Foundation headquarters.
2. Proposals may be reviewed with the confidential assistance of specialists.
3. During the screening process the Japan Foundation’s staff may ask the applying organization questions as the need arises.
4. Applicants will be notified of the results of the screening in late April 2010 through the Foundation

overseas office or Japanese diplomatic mission to which the application was originally submitted. Applicants in Japan will receive the results by mail from the Japan Foundation in Tokyo.

5. Competition for grants can be expected to be intense. Only a minority of proposals can be accepted for funding. (In the fiscal year 2009-2010, 61 grants were successfully awarded out of 178 applications.) In addition, because of the volume of applications we receive, we do not, in principle, make specific comments about the screening process or provide reasons for not accepting a specific application.

EVALUATION

Clear benchmarks and specific plans for evaluating the project by the applicant and by third parties to measure the success of the project should be included in the application. The Grantee is requested to report the result in the Final Project Reports.

OBLIGATIONS

1. Grant programs of the Japan Foundation are operated in accordance with the relevant laws and regulations of the Japan Foundation. The Grantee is requested to follow the laws and regulations in carrying out the Grant Project.
2. The Grantee shall acknowledge the Foundation's financial support when the Grantee publicizes the Grant Project.
3. The grantee shall submit the Final Project and Financial Reports about the activities and expenditures, when the project has been completed.

DISCLOSURE OF INFORMATION

1. Details of projects supported by the Japan Foundation (e.g. name of the applicant and project description) will be made public in the *Detailed Annual Report of the Japan Foundation Activities*, the *Annual Report*, *The Japan Foundation Newsletter*, on the Japan Foundation's website and in other public relations material.
2. When the Japan Foundation receives a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of 2001), submitted application forms and related materials will be disclosed, except for information

stipulated by the law as private.

ACCESS TO PERSONAL INFORMATION

1. The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003). Please refer to the following website for the Japan Foundation's Privacy Policy.
<http://www.jpf.go.jp/e/privacy/>
2. There may be cases in which the Japan Foundation uses the information given on the application form for the following purposes. Applicants are advised to explain these purposes to the major collaborating parties.
 - a) Details of the authorized representative of the applied project, such as his/her name, gender, occupation, position, and project title are published in the *Detailed Annual Report of the Japan Foundation Activities*, the *Annual Report*, *The Japan Foundation Newsletter*, on the Japan Foundation's website, and in other public-relations material. They are also used in compiling statistics carried in the *Annual Report*.
 - b) There may be cases in which details of the authorized representative of the applied project, such as his/her name, gender, occupation, position, specialization, project title, and affiliation are released to the press for publicity purposes.
 - c) There may be cases in which the Japan Foundation uses the information written on the application form to contact the applicant to inform of other Japan Foundation activities or to send some public-relations materials.
 - d) There may be cases in which details given by the applicants on the application form and attached documents, the project reports, and other related publications are provided to outside consultants in the screening process and the project evaluation.
 - e) There may be cases in which the Japan Foundation sends questionnaires to the addresses written on the application form after the project has ended.
 - f) There may be cases in which the project reports and other related publications are released to the public.
 - g) The submitted materials will not be returned.

APPLICATION INSTRUCTIONS

If applicants have any questions concerning whether or not their projects match the program guidelines or how to prepare an application, please contact the Japan Foundation overseas office or the Japanese diplomatic mission in his/her country in advance. For domestic applicants, please contact the Japan Foundation headquarters. (See page v for domestic contacts.)

CONTACT

Japanese Studies and Intellectual Exchange Dept. The Japan Foundation

4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0044, Japan

General Coordination and the Americas Section

Tel: 03-5369-6069 Fax: 03-5369-6041

Asia and Oceania Section

Tel: 03-5569-6070 Fax: 03-5369-6041

Europe, Middle East, and Africa Section

Tel: 03-5369-6071 Fax: 03-5369-6041

**Please visit the following website to download the
Application Form.**

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

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Grant listings of the fiscal year 2009-2010

<http://www.jpf.go.jp/e/intel/exchange/support/>

**Grant Program for Intellectual Exchange Conferences
Application Form**

RIE-RC

Note: This form here is for the "Application Summary" and the "Project Budget" only. In addition to this form, the "Narrative Description of the Project" and the "Supplemental Information" should be included to make a complete grant application. **Please read the "Application Instructions" attached to this Application Form for details.**

For Fiscal 2010-2011

I. Application Summary

(Yr.) (Mo.) (Day)

1. Name of Project:

Date: / /

2. Applicant Information:

Name of the Applying Institution:

Type of Institution (include legal status):

Authorized Representative:

Name: Prof. Dr. Mr. Ms. (Check only one)

Position / Title:

Office Address :

Tel:

Fax:

E-mail:

Signature:

Project Director:

Name: Prof. Dr. Mr. Ms. (Check only one)

Position / Title :

Office Address :

Tel:

Fax:

E-mail:

Signature:

Bursar:

Name: Prof. Dr. Mr. Ms. (Check only one)

Position / Title:

Office Address :

Tel:

Fax :

E-mail :

Signature:

3. Proposed Project Duration:

From :

~ To :

4. Schedule of Conference:

From :

~ To :

5. Project Site(s):

6. Project Cost:

Total Cost of Project:

Amount requested:

Date when Grant Funds are required:

Currency in which Project Budget is calculated:

7. Project Outline (in 200 words):

8. Project Objective (in 200 words):

9. Collaborating or Participating Organizations / Individuals:

Include the country of origin of each and what form of the participation / collaboration will take. If the project utilizes Japan's experiences, expertise and human resources, indicate the form of participation/collaboration with its expected impact.

10. Previous Japan Foundation Grants:

If the applicant has received a grant from the Japan Foundation in the past, indicate the project title, the grant amount, the name of the grant program and the fiscal year.

. Project Budget Form

Currency: _____ at the rate of _____ =

1 . Expenditures

2 . Income

No.	Budget Item	Breakdown	Amount	Fund provided by Applicant	Funds from Other Sources	Funds requested from the Japan Foundation	For the Japan Foundation Use Only
Traveling Expenses:							
1	International Airfares						
2	Domestic Transportation						
3	Board, Lodging and Daily Allowance						
Honoraria:							
4	Honoraria to Speakers						
5	Translation Fees						
6	Honoraria to Assistants						
Other Expenses:							
7	Conference Materials/Publication of Reports						
8	Venue Rental						
9	Equipment Rental						

Please fill in the "Breakdown" as they are crucial to the screening procedure of the Japan Foundation.

(Continue to the next page.)

II. Project Budget Form (continued)

1. Expenditures

2 . Income

No.	Budget Item	Breakdown	Amount	Fund provided by Applicant	Funds from Other Sources	Funds requested from the Japan Foundation	For the Japan Foundation Use Only
Other Expenses:							
10							
11							
12							
13							
14							
15							
Total							

Please fill in the "Breakdown" as they are crucial to the screening procedure of the Japan Foundation.

III. Project Budget Form (continued)

3. Explanatory Notes for Project Budget

Referring to budget in the detailed project budget by number, please indicate such information as: justification for the necessity of particular expenditures; detail about honoraria or fees, including the names of those to receive them; specification of hotel or conference hall; nature of books or materials to be acquired; details of proposed publications; details of transportation costs, such as travel itinerary and class of travel, etc. Use additional sheets if necessary.

4. Other Funding Sources

Donor Institution	Status of Application (Pending / Approved)	Amount

APPLICATION INSTRUCTIONS for Intellectual Exchange Conferences Program**I. APPLICATION SUMMARY FORM**

(Use Attached Form)

1. Name of Project

This should be the official project name in English (and in Japanese if there is an official translation).

2. Applicant Information

- a) Only one organization may serve as the Applying Institution for a project. Any other institutions involved in the project should be listed under Collaborating Institutions.
- b) The **Name of the Applying Institution** is the official name in the applicant's native language with the official translation in English and/or in Japanese.
- c) The **Type of Institution** refers to the legal status of the Applying Institution (e.g., foundation, non-profit organization, educational institution, etc.)
- d) The **Authorized Representative** should be the person within the Applying Institution who represents it in its administrative management (e.g., the President or the Chairperson), and whose signature will constitute official commitment of the institution to the proposal. All official documents from the Japan Foundation will be addressed to the Authorized Representative.
- e) The **Project Director** is the person designated to receive routine correspondence. He or she will be chiefly responsible for the actual control and conduct of the proposed project.
- f) The **Bursar** is the official who represents the Applying Institution in its financial affairs, and whose signature will signify acceptance of legal responsibility for the grant funds.
- g) Please be sure to include the positions, titles, and signatures of all three people. **The Authorized Representative, the Project Director, and the Bursar should be three different individuals.**

3. Proposed Project Duration

- a) Please include the date (month and year) of the start and finish of the project. This duration should fall within the Japanese fiscal year and the length of the project duration should be within the 12 months between April 1, 2010, and March 31, 2011.
- b) Please note that the project duration is not equivalent to the exact date when a seminar or conference will be held. For example, the time required to prepare for the seminar or to publish the results of the seminar would also be included in the project duration.

4. Schedule of Conference

Please include the actual date and the duration of the conference excluding the period of preparation.

5. Project Site(s)

Please include the major site(s) where the project will be carried out.

6. Project Cost

Indicate the total project budget amount, the requested grant amount, the date when the funds will be needed, and the currency in which the project budget is calculated.

7. Project Outline

The outline should be a brief summary of the overall project and its activities in 200 words. (Attachments or writing “please see references” must not be used here. Please write, type or paste comments in the provided space only.)

8. Project Objective

Explain what the applicant intends to achieve by carrying out the proposed project within 200 words. (Attachments or “please see references” must not be used here. Please write, type, or paste comments in the provided space only.)

9. Collaborating or Participating Organizations/Individuals

Any organizations or individuals actively involved in the planning or execution of the project other than those within the Applying Institution should be listed.

10. Previous Japan Foundation Grants

Please indicate whether any previous grants have ever been received from the Japan Foundation. Include the name of the project, the fiscal year, the amount of the grant, and any project codes that were supplied in reference to the grant.

II. PROJECT BUDGET FORM

(Use Attached Form)

Please fill in the attached form relating to the designated budget items. Designated budget items are:

1. Traveling Expenses: international airfares, domestic transportation, board, lodging and per-diem allowance.
2. Honoraria: for paper presenters, lecturers, interpreters and assistants.
3. Other Expenses: conference materials, publication of reports, venue and equipment rental and public relations.

All items other than those in the above-mentioned list should be included in Other Expenses.

Note 1: Indirect costs and normal operational costs of the applying institution cannot be supported by the grant.

Note 2: Budget items not corresponding to activities already described in the Detailed Description of the Project should not be newly introduced here.

1. Expenditures

- a) All budget items for the project should be indicated, even though the applicant is not requesting funds to cover them from the Japan Foundation.

b) For each item, please give a specific breakdown of how the total figure has been reached.

Examples:

Accommodation: $\$50/\text{day} \times 6 \text{ days} \times 4 \text{ persons} = \$1,200$

Materials and Reports: $\$10/\text{unit} \times 500 \text{ copies} = \$5,000$

Interpretation Fee: $\$50/\text{day} \times 2 \text{ days} \times 2 \text{ persons} = \200

2. Income

For each expenditure line, indicate the amount of income expected to cover the expenditure from the following sources: applicant's own income, grants requested or received from other funding agencies, and the proposed grant from the Japan Foundation. If no income is expected from the applicant's own sources or from other funding sources, please indicate this with zeros or dashes.

3. Explanatory Notes for Project Budget

Additional information explaining the necessity for particular budget items should be included here. Please refer to each budget item by the number used in the budget. We also request that the applicant supply detailed information about the following budget items: specification of hotel or conference hall site, including the name of the hotel; detailed listings of the kinds of reference materials to be acquired; details of proposed publication costs (including purpose, number of pages and units); justification for interpretation or speaker honorarium, including the names of those to receive them; in the case of transportation items, proposed travel itinerary (e.g., Hanoi–Bangkok–Hanoi) in economy class (on a discount ticket where available); justification and breakdown of the items listed in Other Expenses; etc.

4. Other Funding Sources

Here we request information about income from grants, bequests, trusts, loans, etc., requested, expected, or already received from other donors in relation to the project under application with the Japan Foundation. Please list the name of the donor institution, the status of the application (i.e., pending or approved), and the total amount requested or received from that institution.

III. DETAILED DESCRIPTION OF THE PROJECT (MANDATORY)

The detailed description of the project should be no longer than five typed A4 pages. **This is mandatory, and any application without the detailed project description will be considered incomplete and ineligible.** This is the most important element among the application materials and it must include at least the following:

1. Explanation of the Project

The importance and relevance on a global level of the proposed project to Japan and other countries/regions should be explained. Concrete details should be provided on the project objectives, significance, background, and anticipated results. The explanation should also indicate how the proposed project would fit with what others have done or are doing in the same field and how it would enhance or affect existing work in the field. In the case of a project that is a continuation of a previous project funded by the Japan Foundation, detailed reference to the results of that previous project and why additional support is required should be clearly stated.

2. Methodology

Specific information on the methodology or approach to be taken should be spelled out. The proposal should contain a detailed description of the project structure and logistics, with at least a tentative agenda, a list of probable presentations or paper topics, a list of participants and a precise timetable showing each stage of the project development.

3. Applying Institution, Participants, and Collaborating Organizations

The proposal must include information on the applying institution, collaborating organizations, and individuals involved and describe why they are appropriate and qualified to conduct the project, and explain the rationale for the selection of the proposed participants. Please include any relevant materials from these organizations with your application.

4. Dissemination

The proposal must contain a description of a plan to disseminate the results of the project together with what products will be generated by the project. The proposal should include the target audience(s) for the project, such as the policy community, media, business community, academia, or civil society and explain how the results of the project will be disseminated to that audience.

IV. SUPPLEMENTARY INFORMATION (Mandatory)

1. Letters from Collaborating Organizations/ Individuals

The letters should clearly indicate a commitment to participate in the proposed project and the form in which participation will take. If a commitment has not yet been secured, then the applicant should explain the status of their discussions with potential counterparts or participants on a separate sheet. Outside letters of recommendation are not required.

2. Curricula Vitae

Please submit curricula vitae for the authorized representative, the project director and all major participants. Each curriculum vitae should include the following information: field or research interest, present position (including title, department, and institution), educational background (including names of institutions and dates of degrees awarded), employment history, a brief synopsis of fellowships/grants/awards; memberships in professional societies; and a list of publications highlighting those with most relevance to the project should be included.

3. Institutional Information

Please include following background information of the applying institution:

- a) Institutional category, the date and the purpose of foundation
- b) Organizational information (directors and other structural information)
- c) History, activities and achievements
- d) Finances (total income and expenditure of at least last three years, gain and loss in the current fiscal year, subsidies and grants received)

- e) Statutes of the institutions, act of endowment, articles or other rules and regulations of the institution
- f) Annual reports, reports of activities

Regarding major collaborating institutions please include their institutional documents such as brochures and annual reports.