

Asia Center Fellowship Program

Application Instructions

I. About the Program

This program is designed to encourage joint or cooperative projects that cross national cultural borders among individuals. Fellowships are offered to successful applicants who plan to pursue their research and activities outside their home country (or countries), and who seek to further develop their field(s) of expertise and form networks between individual and institutional counterparts in ASEAN and/or Japan in a wide range of fields.

II. The Japan Foundation Asia Center's Mission

The Japan Foundation Asia Center (hereinafter the Asia Center) expands networks—both individual and institutional—in Asia, explores new initiatives with the region, and nurtures the sense of coexistence and understanding as fellow neighbors in Asia.

The four pillars of our mission are:

1. To expand the bases of cultural exchange for the betterment of mutual understanding

The Asia Center supports and implements a variety of projects that encourage more opportunities for exchange and dialogue, and that promote further mutual respect and understanding of the diverse cultures in Asia.

2. To promote human resources and soft infrastructure development initiatives

The Asia Center embraces the nurturing of rising cultural persons and institutions, and also the improvement of soft infrastructure (maintenance, systematization, etc.) for the sustenance and development of culture. These will be pursued through collaborative exchange with the region.

3. To form new networks and enduring bedrock and platforms for cultural exchanges

The Asia Center promotes the development of networks that bring cultural persons together and the building of an enduring substructure on which dialogues and collaborations can be shared, built, and continued toward resolving common concerns and achieving common goals in Asia.

4. To generate new values and discussions toward the future from Asia to the World

The Asia Center encourages collaborations in Asia and the wide circulation of new values and discussions generated to further expand the sphere of cultural and artistic exchange.

The Asia Center Fellowship Program particularly supports projects that pursue initiatives outlined in 2. to 4. and that have clear project objectives and plans.

III. Eligible Projects

1. Countries

- A. Activities/Projects planned to be conducted in Japan and the ten ASEAN countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam).
- B. Activities/Projects may be conducted in two or more of the above countries.
The travel, however, must be continuous; you cannot go back to a country you have already traveled to during the Fellowship Period.
i.e. The travel itinerary for carrying out project in country A and B must be:

Country of residence→country A→country B→Country of residence

NOT: Country of residence→country A→Country of Residence→country B→Country of residence
or Country of residence→country A→country B→country A→Country of residence

- C. Activities/Projects that take place where the applicant holds nationality, citizenship, or permanent residency, or where the applicant currently resides or where s/he is based in (hereinafter Country of Residence) are *not* eligible for the fellowship
- D. Applicants outside Japan *must* include Japan as one of the countries (except for applicants who hold nationality or permanent residency of Japan)

2. Eligible Fields

Arts and culture	Visual arts, performing arts, music, film, video, photography, architecture, sculpture, craft, protection and utilization of cultural heritages, cultural policy, arts management, etc.
Academic and Intellectual exchange	Humanities (Literature, History, Art History, Cultural Anthropology, Sociology, Religious studies, etc.) Social Sciences (Political Science, Economics, Sociology, International Relations, etc.)
Sports	Sports exchange, training, coaching etc.
Media/Journalism	Interview, research, etc.
Civil Society	Community activities, NPO/NGO activities, social enterprise, philanthropy, etc.
Others	

*Individuals in academia, who intend to visit Japan to pursue Japanese studies, should apply for the Japan Foundation Japanese Studies Fellowship.

*Activities in the field of Japanese-language education (the acquisition of Japanese and Japanese-teaching methods, compilation of Japanese-language learning materials, etc.) are not eligible for this Fellowship.

3. Activities/Projects

Activities/Projects that fall in the field(s) of listed in *III. 2. Eligible Fields* above.

- e.g. Writing of Investigation(s), Research, Articles/Essays, Reports, Reportage
- Collecting of Interviews, Data, Archiving
- Producing (art) works
- Attending conferences to form networks or to construct platforms

4. Acceptance of Host Institution(s)/Individual(s)

To ensure the collaborative nature of the program, applicants are required to have acceptance of the Host Institution or Individual.

IV. Eligible Applicants

1. Applicants must:

- A. Be individuals specializing in the fields and/or areas listed in *III. 2. Eligible Fields* above.
(Artists, curators, arts management professionals, producers, researchers, NPO administrators, journalists, authors, critics, sports professionals, etc.)
- B. Be a resident of Japan or one of the ASEAN countries, and hold a nationality, citizenship, or permanent residency of Japan or one of the ASEAN countries.

*Those who are nationals of countries that *do not* have diplomatic relations with Japan, despite having permanent residency in countries that do, are *not* eligible.

- C. Not violate the law or regulations of their own country by receiving a fellowship from the Asia Center.
- D. Possess a bank account that can accept remittance from Japan (the Japan Foundation Headquarters) prior to or by the time of the remittance. The said bank account's holder must be the *same* as the applicant's.
- E. Be able to prepare all the necessary documents and communicate with the Asia Center in Japanese or English.
- F. Have the command of language(s) necessary to pursue the proposed project. Should that language be other than English or Japanese, the Asia Center may request additional document(s) proving the applicant's language proficiency.

2. Applicants of the following are *not* eligible

- A. Are in the fields of natural sciences, medicine, and technology/engineering
- B. Are in the fields of Japanese studies and/or Japanese-language education
- C. Intend to earn credits in higher educational institutions
- D. Intend to work for religious or political purposes
- E. Intend to work for profit-making or fund-raising purposes
- F. Intend to work on acquiring language-education
- G. Intend to work on acquiring industrial training
- H. Intend to work on acquiring administrative training

V. The Framework

1. Duration Categories

- A. Short term: 21 days to 59 days
- B. Long term: 2 months (60 days) to 6 months
 - a. Fellowship Period starts and ends on the dates you begin and complete your activities/project at the country of your visit. Days used for travel must not be included.
 - b. Periods shorter than 21 days or longer than 6 months are not accepted.
 - c. In principle, the Fellowship Period must be *continuous* and must not be divided into multiple times.

2. Grant Coverage

The following are provided to successful applicants (hereinafter Fellow(s)). No extra benefit will be provided for person(s) accompanying the Fellow.

- A. Round-trip International Airfare (discount economy class)
 - a. Including airport tax, fuel surcharge, etc. from the Country of Residence to the country of activity.
 - b. For Fellows traveling to multiple destinations, a multiple-stop ticket fare (from-and-to the Fellow's Country of Residence) will be the maximum fare provided.
- B. Stipend (The stipend is intended to be allotted for staying expenses, material expenses for the production of works, workshops and exhibition fees, etc.)

The stipend is as follows:

	Region A	Region B
Short-term (per diem)	17,800 JPY	14,400 JPY
Long-term (per month *)	433,000 JPY	350,000 JPY
Countries	Japan Singapore	Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Vietnam

*Fellowship Period of less than one month will be calculated by the day.

*If expenses during the Fellowship Period such as accommodation facilities and/or meals are supplemented by the host institution, the grant coverage may be revised.

3. Payment Method

In principle, Long-term Fellows will receive remittance monthly, and Short-term Fellows will receive the total sum in one remittance.

VI. Deadlines and Schedule of Notification of Results

The dates below apply to *both* Short- and Long-term Fellowships.

1. First Round: Projects that start between June 1, 2018 and November 30, 2018
 - A. Deadline: No later than December 1, 2017
 - B. Result notification: April 2018
2. Second Round: Projects that start between December 1, 2018 and May 31, 2019
 - A. Deadline: No later than June 1, 2018
 - B. Result notification: September 2018

VII. Selection Policy

Applications will be screened according but not limited to the following.

1. Selection Criteria
 - A. Accordance with the mission of the Asia Center.
 - B. Clarity in objectives, plans, and goals of the project
 - C. Concrete methods of collaboration that cross national boundaries
 - D. Reasonable and effective choice of area(s) of activities/project
 - E. Reasonable choice of Host Institution(s)/Individual(s)
 - F. Realistic and effective Fellowship Period, scheduling and goal(s)
 - G. The proposed activity/project's relevancy to the applicant's previous achievements.
 - H. Applicant's potential for future engagements, development etc.
 - I. Achievement that extend beyond the applicant's and channel back into society at large
 - J. Contribution to the building of the bedrock or development of the relevant field
2. Acceptance of Host Institution(s)/Individual(s)
 - A. To ensure the collaborative nature of the program, applicants are required to have (an) Acceptance Form(s) from the Host Institution/Individual.
 - B. Should the applicant be negotiating with the Host Institution(s)/Individual(s) at the time of the application, submit document(s) indicating its status.
 - C. Failure to submit such forms may lead to the application given lower priority.
3. Previous Fellows

Previous recipients of fellowships from the Japan Foundation (e.g. the Japanese Studies Fellowship or Abe Fellowship) will be given lower priority.
4. Inquiries from the Asia Center

The Asia Center may make inquiries or request telephone interviews if needed.
5. Applicant's Background

The applicant's background will be taken into careful consideration during screening.
Below are a few of the points which will be assessed.

- A. Academic degree(s) (MA and above or equivalent) or research experience in relevant field
- B. Publications
- C. Past activities and achievements

VIII. Fellow's Obligations

Fellows are responsible for the following:

1. Commitment to Activities/Project

- A. During the Fellowship Period, Fellows are to commit to their proposed activities/project.
- B. Earning income at activity site or location as a signed employee is prohibited.
- C. In principle, departure from the activity site or location for reasons other than the fellowship is not allowed.

2. Liability

- A. Fellows are responsible for all causes and effects resulting from her/his activities/project during the fellowship. The Asia Center shall not be responsible or liable for any illnesses or accidents that occur during the Fellowship Period.
- B. Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as checking if there are any security alerts issued in the countries or cities where your project is taking place.
Depending on the security situation of the place of activity or location, the Japan Foundation may not allow Fellows traveling to the site or location.

3. Applying for Visa(s)

- A. Fellows are responsible to apply for the issuance of the visa(s) necessary for the travel.
- B. Applications and issuances of visa(s) can take up to months depending on the country, so the Asia Center recommends that applicants confirm, in advance, the visa type, paperwork, and procedures needed with Embassies and/or Consulates of the country planned in their itinerary.
- C. The Japan Foundation shall provide documents (in both English and Japanese) necessary for visa applications.

4. Submission of Reports

Fellows must submit *Periodic Reports* throughout the duration of the fellowship, and the *Final Report* within two months of completing the Asia Center Fellowship.

5. Penalties

Should there be any transgressions of the above and regulations of the Asia Center, the Fellowship will be revoked, stipends (including Airfare) will be terminated, and the Asia Center may ask for a refund of the entire sum and additional penalty charges (if any) from the Fellow.

Points to be noted:

- Announcement of Fellows
Successful applicants' names, areas of expertise, affiliations, activity contents, country or countries where the activities will take place, term of the Fellowship, etc. will be announced through the Japan Foundation website.
- Announcement of Reports and Achievements
Submitted *Periodic Reports*, the *Final Report*, and the Fellow's achievements will be released on the Asia Center's website for public viewing.

- Prohibition of Other Fellowships and Grants
Fellows cannot be recipients of other fellowships or grants while being an Asia Center Fellow.

IX. Application Procedure

1. Application Forms

- Forms A to E (five in total) listed below are required for application.
- Submit the original A to D forms (including all attachments) as one set and its hardcopy to the appropriate office in IX. 2. *Submission Locations* below.
- The two reference letters (E) must be sent directly from your two referrers to the appropriate office in IX. 2. *Submission Locations* below.
 - A. *Application Form* (Form I)
 - B. CV (including educational and work experience)
 - C. Acceptance Form(s) from Host Institution(s)/Individual(s) (in any format; photocopy of the document is acceptable. These must include the fullname of the individual and her/his affiliation, seal or signature, and the duration of the acceptance)
 - D. Information (Institutional Outline, CVs, Past Engagements, etc.) and Contact information of Host Institution(s)/Individual(s)
 - E. *Reference Letter* (Form II) (from two referrers different from your Host Individual(s))
 - a. Download the *Reference Letter* (Form II) from the Asia Center website and forward to your two referrers. Each referrer must send the Letter *directly* to the Japan Foundation overseas office, the Japanese Embassy, or Japan Foundation Asia Center of which the applicant submitted her/his application.
 - b. Notify the referrers of the deadlines in advance. Reference Letters *must* arrive by the deadlines indicated in VI. *Deadlines and Schedule of Notification of Results*. Late submissions are not accepted. Submission via E-mail and fax will not be accepted.

2. Submission Locations

- A. Applicants in Japan
 - Submit application (one original set *and* its hardcopy) by registered post or by delivery service (*takuhaibin*) to the Japan Foundation Asia Center.
 - E-mail, fax, or direct submissions will not be accepted.
 - Write “Asia Center Fellowship Program: Application” in *red* on the envelope.

To: Asia Center Fellowship
 Arts, Culture and Exchange Section II, The Japan Foundation Asia Center
 4-16-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004
 Tel. +81-(0)3-5369-6025

- B. Applicants Outside Japan
 - Submit application (one original set *and* its hardcopy) to the appropriate offices/embassies below.
 - Submission via E-mail and fax will not be accepted.

Country	Addresses
The Japan Foundation Overseas Offices in ASEAN Countries	
Cambodia	The Japan Foundation Asia Center, Phnom Penh Liaison Office #22, Hotel Cambodiana, 313 Sisowath Quay, Phnom Penh, Cambodia Tel: +855-(0)23-21-4581
Indonesia	The Japan Foundation, Jakarta

	Summitmas I, 2-3F, Jalan Jenderal Sudirman, Kav. 61-62 Jakarta Selatan 12190, Indonesia Tel: +62-(0)21 520 1266
Laos	The Japan Foundation Asia Center, Vientiane Liaison Office ANZ BANK Building 3rd Floor, 33 Lane Xang Avenue, Ban Hatsady, Chantabouly District, Vientiane, Laos Tel: +856-(0)21-240-280
Malaysia	The Japan Foundation, Kuala Lumpur 18th Floor, Northpoint Block B, Mid-Valley City, Medan Syed Putra, 59200, Kuala Lumpur, Malaysia Tel: +60-(0)3 2284 6228
Philippines	The Japan Foundation, Manila 23F, Pacific Star Building, Sen. Gil Puyat Avenue, corner Makati Avenue, Makati City, Metro Manila, 1226, Philippines Tel: +63-(0)2 811 6155
Thailand	The Japan Foundation, Bangkok Serm Mit Tower, 10F, 159 Sukhumvit 21 (Asoke Road), Bangkok 10110, Thailand Tel: +66-(0)2 260 8560 4
Vietnam	The Japan Foundation Center for Cultural Exchange in Vietnam No. 27 Quang Trung Street, Hoan Kiem District, Hanoi, Vietnam Tel: +84-(0)4 39447419
Embassies of Japan in ASEAN Countries	
Brunei	The Embassy of Japan in Brunei Darussalam House No. 33, Simpang 122Kampong KiulapBandar Seri Begawan BE1518 Brunei Darussalam Tel: +673 222 9265
Myanmar	Embassy of Japan in Myanmar No.100 Natmauk Road, Bahan, Township, Yangon, Myanmar Tel: +95-(0)1 549644
Singapore	Japan Creative Centre (JCC), Embassy of Japan in Singapore 16 Nassim Road, 258390 Singapore Tel: +65 6235 8855

Points to be noted:

- Applications submitted using forms other than those specified will not be accepted.
- All submitted documents will not be returned.
- Applications and accompanying materials (including reference letters) submitted after the deadline will not be accepted.
- Applications for differing projects submitted from a single applicant are not accepted. Both applications will be deemed invalid in such cases.

X. Notification of Results

- Applicants will be notified of the result by a letter which will be sent around the month indicated in VI. 1. *Deadlines and Schedule of Notification of Results.*
- All inquiries related to the screening and results are strictly prohibited.

XI. 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 Jigyō 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 Institutions, etc. (Law No. 140 of December 5, 2001) is received, materials such as submitted application forms will be disclosed (unless stipulated by said law as not to be disclosed).

XII. Handling of personal information

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 purposes:
 - A. Details of the Fellow (names, gender, job and position, affiliation, project duration, project description, etc.) are published in the *Detailed Annual Reports of the Japan Foundation (Kokusai Koryu Kikin Jigyō Jisseki)*, the *Annual Report*, the Japan Foundation's website, and other public-relations materials. These details are also used in compiling application statistics and released to the press for publicity purposes.
 - B. The above information may be released to the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan of the locations where a project is undertaken.
 - C. Copies of applications, including documents containing personal information may be provided to external consultants as part of the screening process and the evaluation of the projects. The Japan Foundation requests consultants to take extra care when handling information provided.
 - D. The Japan Foundation may send questionnaires to the address(es) provided in the application after the project has completed.
 - E. The Japan Foundation may contact the address(es) provided to inform them of the Japan Foundation's other engagements.
3. Details of the Fellow stipulated in *XI. Disclosure of Information* above along with the same information of the Host Institution(s)/Individual(s) may be released to other Fellows to encourage exchange. Applicants are thus requested to inform those involved of the above-mentioned policies.
4. Project Reports and other related publication(s) may be released to the public.
5. Applications of the Fellow may be provided to the Host Institution(s)/Individual(s) should it be necessary for the Fellow to pursue her/his activities/project.

XIII. Contact

Asia Center Fellowship
 Arts, Culture and Exchange Section II, The Japan Foundation Asia Center
 4-16-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004
 Tel. +81-(0)3-5369-6025
 E-mail: jfac-fellowship@jpf.go.jp

The Japan Foundation Asia Center
Application Form for Asia Center Fellowship Program

For FY 2018

[Form 1]

To: Mr. Hiroyasu Ando

President, The Japan Foundation

I hereby apply for a grant under this grant program as follows, according to The Japan Foundation Program Guidelines.

For official use

Submission date: Year/Months/Day
/ /

Domestic application	Direct overseas application	事・大・総

 Short term (21 days–59 days)

 Long term (2 months (60 days)–6 months)
1. Applicant**(1) Name (*as shown in passport)**

Name (in English)	Family name	Given, Middle name
Name (in local language)	Family name	Given, Middle name
Name (Artist/Public *other than above if any)		
Title	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Other ()	

(2) Date of birth / Sex / Nationality, etc.

Date of birth (MM/DD/YY)	/ / 19	Age	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Nationality <input type="checkbox"/> Citizenship <input type="checkbox"/> Permanent residency		(Country)		

(3) Residential Address / Contact details

Address	Postal code
E-mail/Telephone	Country:

(4) Current Occupation

Institution/ Affiliation	
Position	
Address	Postal code
E-mail/Telephone	Country:

2. Personal History (Please attach a detailed C.V.)

(1) Academic history

Year	Degree	Institution	Field of Study

(2) Employment History

Year	Employment History

(3) Major Achievements (Thesis, publications, productions, projects, etc.)

Year	Achievement History

(4) Membership in Societies, Organizations, etc.

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3. Record of Activities Overseas (List up to five main activities)

(Activity 1)

Period	
Location	
Activity Details	

(Activity 2)

Period	
Location	
Activity Details	

(Activity 3)

Period	
Location	
Activity Details	

(Activity 4)

Period	
Location	
Activity Details	

(Activity 5)

Period	
Location	
Activity Details	

4. Overview of the Project: (*Please also complete section 8. Contents of Project (detailed).)

(1) Project title

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(2) Summary of the Project (No more than 100 words)

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(words)

(3) Field of the Project

Field	Details
<input type="checkbox"/> Arts and culture	
<input type="checkbox"/> Academic and Intellectual exchange	
<input type="checkbox"/> Sports	
<input type="checkbox"/> Media / Journalism	
<input type="checkbox"/> Civil Society	
<input type="checkbox"/> Other	

(4) Fellowship Period

Period (MM/DD/YY)	/ / - / /
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(5) Schedule

From (MM/DD/YY)	To (MM/DD/YY)	City / Country	Activities (Please include host organization and/or collaborators)

(6) Host Institution(s)/Individual(s)

- **To ensure the collaborative nature of the program, applicants are required to have (an) Acceptance Form(s) from the Host Institution or Individual.**
- **Attach the required documents below according to the status of your hosting counterparts.**
- **Lack of information will result in the decrease in priority.**
 - * **Consent granted: Cooperation Agreement/ Letter of Consent (in any format; photocopy acceptable).**
These must include the full name of the individual and her/his affiliation, seal or signature, and the duration of the acceptance.
 - * **In negotiations: Attach materials, such as e-mail exchange, that indicate the current status of communication with the prospective Host Institution/Individual.**

Country	Host Institution(s) / Individual(s)	Status
		<input type="checkbox"/> Consent granted <input type="checkbox"/> In negotiations <input type="checkbox"/> Suspended
		<input type="checkbox"/> Consent granted <input type="checkbox"/> In negotiations <input type="checkbox"/> Suspended
		<input type="checkbox"/> Consent granted <input type="checkbox"/> In negotiations <input type="checkbox"/> Suspended

(7) English Proficiency

Conversation	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Proficiency tests	Type : <input type="checkbox"/> TOEFL <input type="checkbox"/> TOEIC <input type="checkbox"/> IELTS <input type="checkbox"/> Other () Score: ()			

(8) Japanese Proficiency

Conversation	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Proficiency Tests	Type : <input type="checkbox"/> JLPT <input type="checkbox"/> Other () Score: ()			

(9) Other Languages

If other languages are necessary for your project, please input information about the language, your operational capability in the language, and the status of your preparations.

Language	Current operational capability / status of preparations, etc.

5. References (*Please provide the names, affiliation, and contact information of your two referrers.)

(Referrer 1)

<ul style="list-style-type: none"> • Name: • Institution: • Position: • E-mail: • Tel:

(Referrer 2)

<ul style="list-style-type: none"> • Name: • Institution: • Position: • E-mail: • Tel:

6. Bibliography, case studies, etc. related to the project that you are applying for

7. Past fellowships awarded by the Japan Foundation (year, name of program, grant amount)

I certify that all the information provided in this application is true and correct.

Date (MM/DD/YY) _____ Signature _____

Name in Print _____

8. Contents of the Project (detailed) (*No attachment accepted; write in 10-point font size and make it into 2-3 sheets)

Project Title	
<p>*Please provide the following information.</p> <ol style="list-style-type: none">(1) Background of project(2) Objectives(3) Contents(4) Status of preparations(5) Partners/collaborators(6) Expected results(including result during and shortly after the Fellowship Period, and also in the future)(7) Plans to publish/disseminate the results	

<Attachments>

Please attach all of the following documents.

- Personal history (C.V. of the applicant) (*Please attach documents on past achievements.)
- Consent Letter of Acceptance from Host Institution(s)/Individual(s)
- Information (overview of the organization, C.V., etc.) and contact details about the host organization/collaborators

<Two Reference Letters>

- Reference Letter* (two in total)
 - Download the *Reference Letter* (Form II) from the Asia Center website and forward to your two referrers. Each referrer must send the Letter *directly* to the Japan Foundation overseas office, the Japanese Embassy, or to the Japan Foundation Asia Center *of which the applicant submitted her/his application*.
 - Notify the referrers of the deadlines in advance. Reference Letters *must* arrive by the deadlines indicated in *VI. Deadlines and Schedule of Notification of Results*. Late submissions are not accepted.

