

Support Program for Japanese Studies Projects Application Instructions

1. Objectives and Outline

To promote Japanese studies overseas, this program partially covers the costs of implementing Japanese studies projects held by overseas organizations.

2. Eligible Projects

- (1) Japanese studies projects implemented between April 1, 2019 and March 31, 2020, that fall under either of the below:
 - a. Research or conference on Japan; study or training in Japan; or publication that promotes and contributes to the development of Japanese studies;
 - b. Inviting scholars or researchers from Japan or third countries to deliver lectures on Japan;
 - c. Purchase of books and materials on Japanese studies;
 - d. Other relevant projects which would further promote and expand the horizon of Japanese studies.

* When requesting fund for multiple projects (e.g., a conference and library support), applicants are required to complete all mandatory application components for each project, and submit two or more applications separately.
- (2) Projects must fulfill the following requirements:
 - a. It must be impossible or difficult for the applicants to achieve the purpose of the projects without funding from the Japan Foundation.
 - b. The plan and method of implementation must be appropriate and there must be ample expectations that they will yield good results.
- (3) The proposals that fall under either of the below are not eligible:
 - a. Projects for religious or political purposes;
 - b. Commercial activities;
 - c. Activities in support of specific doctrines or claims;
 - d. Projects in the field of medicine, manual training or natural sciences;
 - e. Organization of or participation in sporting events and training;
 - f. Projects in the field of art;
 - g. Goodwill exchanges;
 - h. Social welfare or international development projects;
 - i. Tourist-oriented programs;
 - j. Language education programs.

3. Eligible Applicants

- (1) Non-profit organizations (e.g., academic institutions from university level upwards or research institutions), except those in Japan and the United States of America, are eligible to apply. Applicants must meet the following requirements:
 - a. Applicants must have the appropriate capacity necessary for implementing the planned projects.
 - b. The receipt of grants or support from the Japan Foundation must not violate any local laws, regulations, or ordinances.
- (2) The Japan Foundation does not provide funding for:
 - a. The Japanese government (including national institutions), Japanese local municipalities (including municipal schools and universities and other municipal institutions), Japanese independent administrative institutions, Japanese local independent administrative institutions, Japanese national university corporations (including national secondary schools), and lower branches of the above-mentioned organizations;
 - b. Foreign governments, including their administrative organs and their embassies and consulates-general in Japan (exceptions being academic, cultural, or research institutes, such as universities and museums);
 - c. International organizations to which the Japanese government makes a financial contribution;
 - d. Organizations based in countries that do not have diplomatic relations with Japan.

4. Grant Coverage

- (1) Part of the following expenses incurred and paid between April 1, 2019 and March 31, 2020:
 - a. Travel expenses (for international and domestic flights and other transportation, accommodation, per diem, etc.);
 - b. Honoraria (for lecturers, interpreters, assistants, collaborators, etc.);
 - c. Meeting expenses (for preparing materials, venues, equipment, public relations, etc.);
 - d. Other expenses (for purchasing materials, etc.).
 - (2) The following elements are not supported by the Japan Foundation:
 - a. Indirect costs;
 - b. Overheads of the administrative body of the institution (as well as salary for administrative staff);
 - c. Costs to purchase goods that may remain for a long time;
 - d. Costs to acquire real estate and/or construction fees;
 - e. Rental fees for facilities that would be used for long term.
- * Research activities conducted by a single person are not supported under this program.
- * The grant amount will be decided upon consideration of each project's scale and necessity. Grants made in the past years averaged around 900,000 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.

5. Selection Policy

- (1) Applications will be selected by comprehensively assessing the projects, including its contents, viability, relevance, efficiency, etc. The Japan Foundation also takes into account the regional and national distribution of its funding, and appropriates the distribution if need be.
- (2) Lower priority is given to:
 - a. Projects wherein the total cost is sought exclusively from the Japan Foundation;
 - b. Projects based on existing partnerships, such as agreements between organizations and sister institution relationships.
- (3) A proposed project shall not be awarded multiple Japan Foundation grants.

6. Application Procedures and Deadline

- (1) An application must include the following forms and documents, and should be arranged in the order specified below:
 - A. Application Summary Form (use designated Form);
 - B. Project Budget Form (use designated Form);
 - C. Narrative Description of the Project;
 - D. Supplementary Information.

* The format of the above-mentioned Forms can be obtained from the website at:
<http://www.jpjf.go.jp/e/program/index.html>

Applicants should submit two sets of application (one original and one hardcopy), each of which should include all the necessary forms and documents specified above. Applications should **not be bound**. An application with inadequate documentation or that lacks one or more of the required documents will be considered incomplete, and therefore ineligible for consideration.
- (2) Prior to application, be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. When there is no Japan Foundation overseas office in the applicant's country, please contact the nearest Japanese diplomatic mission.
 - a. The Japan Foundation Overseas Offices: <http://www.jpjf.go.jp/e/world/index.html>
 - b. Japanese Diplomatic Missions: http://www.mofa.go.jp/about/emb_cons/mofaserv.html
- (3) Applications should be submitted to the Japan Foundation overseas office or the Japanese diplomatic mission in the applicant's country.
- (4) Applications must be received **no later than December 3, 2018**.
 Early submission is encouraged. Applications will be accepted by regular mail or express delivery service, but will NOT be accepted through the Internet or by fax.
- (5) Applicants are requested to promptly notify the Foundation of any corrections to be made in their applications. Please make sure to set aside a copy for yourself. Once submitted, applications shall not be returned.

7. Selection and Results Notification

- (1) Overseas applications will initially be examined by the Japan Foundation overseas office or by 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 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 institution questions as the need arises.
- (4) Applicants will be notified of the results of the screening in April 2019 through the Japan Foundation overseas office or Japanese diplomatic mission to which the application was originally submitted. For projects that are scheduled to start in April 2019, please note that notification of results may be sent after the project has already started.
- (5) In fiscal year 2018, 42 grants were successfully awarded out of 79 applications. Because of the volume of applications we receive, we do not make specific comments about the screening process or provide reasons for not accepting a specific application.

8. Grant Listings in the Past

Please refer to the following website for the grant listing in the past. For those who do not have access to the Internet, please contact the Japan Foundation overseas offices 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 2018.

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

9. Obligations

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including the "Law for the Proper Execution of a Budget Relating to Subsidies" (Law No. 179 of 1955).
- (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 upon the completion of the project.
- (4) The Japan Foundation does not tolerate any fraudulent activity of applicants during the application process and throughout the grant period. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures, such as revocation of decision to provide a grant in whole or in part, required return of the rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.

10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, 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) Upon receiving a request for information disclosure based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of 2001), the Japan Foundation will disclose materials such as submitted application forms (unless stipulated by laws as not to be disclosed).
- (3) There may be cases in which the project reports and other related publications are released to the public.

11. Handling of 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) and other applicable laws. Details of the Japan Foundation's privacy 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, project reports, and other related publications for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
 - Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, etc., are published in the *Kokusai Koryu Kikin Jigyo Jisseki*

(Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, and in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.

- There may be cases in which the information is released to the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc., at the place where a project is undertaken.
 - 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.
 - There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - 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) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (4) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

12. Ensuring the Necessary Safety and Security of Projects

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 the following:

- (1) Check if there are any security alerts issued in the countries or cities where your project is taking place;
- (2) Provide information on security and safety issues for your international guests (if any).

13. Contact

Please contact to the nearest Japan Foundation overseas office in the applicant's country. When there is no Japan Foundation overseas office in the applicant's country, please contact the nearest Japanese diplomatic mission.

- a. The Japan Foundation Overseas Offices: <http://www.jpf.go.jp/e/world/index.html>
- b. Japanese Diplomatic Missions: http://www.mofa.go.jp/about/emb_cons/mofaserv.html

* When it is hard to be identified, please contact to:
 Japanese Studies and Intellectual Exchange Department
 The Japan Foundation
 4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004 Japan
 Tel: +81-3-5369-6069 / Fax: +81-3-5369-6041
 E-mail: r_info@jpf.go.jp

Instructions to Fill in the Application Formats

* General Instructions

(1) An application must include the following forms and documents, and should be arranged in the order specified below:

- A. Application Summary Form (use designated Form);
- B. Project Budget Form (use designated Form);
- C. Narrative Description of the Project;
- D. Supplementary Information.

* The format of the above-mentioned Forms can be obtained from the website at:

<http://www.jpff.go.jp/e/program/index.html>

Applicants should submit two sets of application (one original and one hardcopy), each of which should include all the necessary forms and documents specified above. Applications should **not be bound**.

- (2) Please keep one copy of the application for yourself, for the Japan Foundation will not return the submitted application forms and documents to the applicants.
- (3) Please type or write with a ballpoint pen in black, in English (block letters) and/or in Japanese block letters (*kaisho*).
- (4) Applicants are requested to promptly notify the Foundation of any corrections or changes to be made in their applications.
- (5) The budget proposal should be made in the currency in which the project is calculated and managed in the applicant's bank account. The Japan Foundation can only remit those currencies that are listed below and the remittance should be made in the local currency when possible. Otherwise, the remittance should be made in United States Dollar, European Euro, or in Japanese Yen, in principle.

Japanese Yen (JPY)	Swedish Krona (SEK)	Indonesian Rupiah (IDR)	South African Rand (ZAR)
United States Dollar (USD)	Australian Dollar (AUD)	Philippine Peso (PHP)	Pakistani Rupee (PKR)
European Euro (EUR)	New Zealand Dollar (NZD)	Korean Won (KRW)	Qatari Riyal (QAR)
Canadian Dollar (CAD)	Hong Kong Dollar (HKD)	Taiwanese Dollar (TWD)	Czech Koruna (CZK)
Pound Sterling (GBP)	Singapore Dollar (SGD)	Bahraini Dinar (BHD)	Hungarian Forint (HUF)
Swiss Franc (CHF)	Thai Baht (THB)	Kuwaiti Dinar (KWD)	Polish Zloty (PLN)
Danish Krone (DKK)	Mexican Peso (MXN)	Saudi Riyal (SAR)	
Norwegian Krone (NOK)	Indian Rupee (INR)	United Arab Emirates Dirham (AED)	

A. Application Summary Form (Use Designated 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

- (1) 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.
- (2) 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.
- (3) The **Type of Institution** refers to the legal status of the Applying Institution (foundation, non-profit organization, educational institution, etc.)
- (4) The **Authorized Representative** should be the person within the Applying Institution who represents it in its administrative management (e.g., the President, 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.

- (5) 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.
- (6) 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.
- (7) 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

- (1) 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, 2019, and March 31, 2020.
- (2) Please note that the project duration is not equivalent to the exact date when an event like seminar or conference will be held. For example, the time required to prepare for the event or to publish the results of the event would also be included in the project duration.

4. Schedule of Events

Please include the actual date and the duration of the event(s) 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

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

7. Project Outline

The outline should be a brief summary of the overall project and its activities in 200 words. (Attachments or “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 including main speakers and panelists. Please also indicate the main participants’ level of commitment (being considered, approached, confirmed, etc.).

10. The Target Groups and/or Persons and Their Expected Number

Indicate the target group and/or persons, areas of which they are expected to come and their prospective number.

11. 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.

B. Project Budget Form (Use Designated Form)

1. Currency

Please indicate the currency in which the project budget is calculated and managed in the applicant’s bank account.

2. Budget Plan

- (1) Please fill in the attached form relating to the designated budget items. Designated budget items are:
 - Travel Expenses: for international airfare, domestic airfare, other transportation, accommodation and per diem, etc.;
 - Honoraria: for speakers, interpreters, assistants, collaborators, etc.;
 - Meeting Expenses: for preparing materials, venue, equipment, public relations, etc.;
 - Other Expenses: for purchasing materials, etc.

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

Note1. Indirect costs and normal operational costs of the applying institution cannot be supported by the grant.

Note2. Budget items not corresponding to activities already described in the Detailed Description of the Project should not be newly introduced here.

- (2) All budget items for the project should be indicated, even though the applicant is not requesting funds to cover them from the Japan Foundation.
- (3) For each item, please give a specific breakdown of how the total figure has been reached.
 - Examples: Accommodation: \$100/day × 3 days × 4 persons = \$1,200
 - Materials and Reports: \$5/unit × 200 copies = \$1,000
 - Interpretation Fee: \$150/day × 2 days × 2 persons = \$600

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. If applicable, we also request that the applicant supply detailed information about the following budget items:

- (1) in the case of transportation items, proposed travel itinerary (e.g., Hanoi–Bangkok–Hanoi) in economy class (on a discount ticket where available);
- (2) specification of hotel or conference hall site, including the name of the hotel;
- (3) justification for interpretation or speaker honorarium, including the names of those to receive them;
- (4) details of proposed publication costs (including purpose, number of pages and units);
- (5) detailed listings of the kinds of reference materials to be acquired;
- (6) 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.

C. Detailed Description of the Project

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 all of the following points must be covered:**

1. Explanation of the Project

Please describe in a clear manner the objective and aim of the project, explaining the background and relevance of the proposed project, in relation to the current status of Japanese Studies in the institution and in the applicant's country. 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. A summary of the schedule of the proposed project should be chronologically listed here, according to the phases of "Preparation," "Operation of Main Events (Conference, Seminar, Study-Tour, etc.)," and "Dissemination," including the sites of the conferences, etc., is required here.

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.

5. 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 given. The Grantee is requested to report the result in the Final Project Reports.

D. Supplementary Information

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:

- (1) Institutional category, the date and the purpose of foundation;
- (2) Organizational information (directors and other structural information);
- (3) History, activities and achievements;
- (4) Finances (total income and expenditure of at least last three years, gain and loss in the current fiscal year, subsidies and grants received) including applicants' banking information (if the applying institution does not hold a bank account in their name, please describe the reason with rules and regulations);
- (5) Statutes of the institutions, act of endowment, articles or other rules and regulations of the institution;
- (6) Annual reports, reports of activities.
- (7) Regarding major collaborating institutions please include their institutional documents such as brochures and annual reports.

Grant Program for Japanese Studies Projects Application Form

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 “Supplementary Information” must be included to make a complete grant application. **Please read the “Application Instructions” for details.**

*Date: (Yr.) / (Mo.) / (Day)

To : Mr. Hiroyasu Ando
President
The Japan Foundation

I hereby apply for a grant under this grant program as follows, in accordance with The Japan Foundation Program Guidelines.

A. Application Summary

1. Name of Project:

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 Events:

From: _____ -To : _____

5. Project Site(s):

6. Project Cost (Currency unit in which project budget is calculated: _____)

Total Cost of Project:

Amount requested:

Date when Grant Funds are required:

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 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. Main speakers and panelists should be listed here, along with their level of commitment (approached, confirmed, etc.).

10. The Target Groups and/or Persons and Their Expected Number:

11. 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.

B. Project Budget Form

1 Currency: (in which the project budget is calculated)

2 Budget Plan

No.	Budget Item (add when necessary)	Breakdown (@ x day x persons, etc.)	Amount	Cost Coverage		
				Applicant	Other Funding Sources	The Japan Foundation
Travel Expenses:						
1-1	International Airfare					
1-2	Domestic Airfare					
1-3	Other Transportation					
1-4	Accommodation and Per Diem					
1-5						
Honoraria:						
2-1	Speakers					
2-2	Interpreters					
2-3	Assistants					
2-4	Collaborators					
2-5						

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

(Continue to the next page.)

No.	Budget Item (add when necessary)	Breakdown (@ x day x persons, etc.)	Amount	Cost Coverage		
				Applicant	Other Funding Sources	The Japan Foundation
Meeting Expenses:						
3-1	Preparing Materials					
3-2	Venue Rental					
3-3	Equipment Rental					
3-4	Public Relations					
3-5						
Other Expenses:						
4-1	Purchasing Materials					
4-2						
4-3						
4-4						
4-5						
Total						

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

B. Project Budget Form (continued)

3. Explanatory Notes for Project Budget

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

4. Other Funding Sources

Donor Institution	Status of Application (Pending / Approved)	Amount