

# **Japan Foundation Indo-Pacific Partnership Program (JFIPP)**

## **Research Fellowship Application Guidelines**

**For Fiscal 2023-24**

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### **1. Purpose of the Research Fellowship:**

This program is designed to promote international research and collaborative activities on common policy issues that require cooperation and engagement within and beyond the Indo-Pacific region, with the purpose of contributing to the maintenance and strengthening of a free and open international order in the Indo-Pacific region, bringing about peace and prosperity to the entire region.

The program aims to encourage a new generation of researchers, experts, and practitioners who share the same concerns to build a new platform for intellectual cooperation, and to support the formulation of new policy proposals, visions, and initiatives from the Indo-Pacific region with a long-term, future-oriented perspective to contribute to resolving the issues.

The program welcomes not only academic researchers but also professionals and practitioners who are motivated to engage in research activities.

### **2. Eligible Projects:**

#### **(1) Field of research:**

We are accepting applications for policy-oriented projects that contribute to the maintenance and strengthening of a free and open international order in the Indo-Pacific region, bringing about peace and prosperity to the entire region. These projects should address current and future issues facing the Indo-Pacific region and the wider world today that invite regional connectivity and collaboration.

Possible topics for the Fellowship might include, but are not limited to, climate change, global health, disaster prevention and recovery, mitigating social and economic disparity, demographic shifts, economic security, energy and food security, maritime cooperation (such as maritime law), cyber security, digital transformation, and green transformation .

We also welcome other issues that encourage collaboration across the region.

JFIPP Fellowship is designed for multi-country research, and in principle proposals must

include at least two countries for research activities other than the applicant's country of origin.

(2) Fellowship period:

- a. The Fellowship can cover between 4-12 months of research. Fellowship period must begin between January 1 and December 31, 2024.
- b. The Fellowship tenure period may be divided into two blocks, if necessary, but must be completed within 15 months of the start of the fellowship. At least half of the fellowship tenure period must be in Japan for non-Japan-based fellows or in one of the other three countries (India, Australia, or the U.S.) for Japan-based fellows.

**3. Selection Criteria:**

The selection committee will prioritize proposals that meet the following goals:

- (1) addresses shared global challenges;
- (2) addresses the needs of the Indo-Pacific over time;
- (3) promotes Indo-Pacific collaboration and cross-national teams;
- (4) develops new perspectives on and policies for regional cooperation.

**4. Eligibility of Applicants:**

Applicants must meet all of the following criteria:

- (1) Applicants must be citizens of Japan, India, Australia or the U.S.A. or must have at least five years of strong and serious professional experience at an institution in one of these four countries.
- (2) Researchers must hold a Ph.D. or the highest academic degree in their field of expertise. Non-research professionals must have a total of seven or more years of work experience in a field related to their proposed research.
- (3) If the proposed project requires language proficiency, the applicant may be required to provide additional documentation to prove adequate language proficiency to complete the project.

**5. Details of the Fellowship:**

Fellowships are awarded for the period spent outside the country of residence. The total duration of the fellowship cannot be extended beyond the period for which the fellowship was originally approved.

(1) The Fellowship will cover the following expenses:

- a. Round-trip discount economy class international airfare between the Fellow's country of residence and the two (or more) countries where the research activities take place will be provided.

Fellows are required to purchase a multi-stop airline ticket if there are multiple areas of

activity. In case the fellowship is divided into two parts, the two airfares (each a round-trip/multi-country airline ticket) will be provided. In principle, the Japan Foundation will support two airfares at most.

It may consist of one multi-country trip; two single-country trips; two multi-country trips; or a combination of one single-country trip and one multi-country trip. If deemed appropriate to the research goals, additional stops in other countries may be approved.

<Examples>

➤ One Multi-Country Trip:

1. Country of residence → Country X → Country Y → Country of residence

➤ Two Single-Country Trips:

1. Country of residence → Country X → Country of residence

2. Country of residence → Country Y → Country of residence

➤ Two Multi-Country Trips:

1. Country of residence → Country X → Country Y → Country of residence

2. Country of residence → Country Y → Country Z → Country of residence

➤ Combination of Single and Multi-Country Trips:

1. Country of residence → Country X → Country of residence

2. Country of residence → Country Y → Country Z → Country of residence

Airfare for any accompanying family members is the responsibility of the Fellow.

b. Accommodation and research allowance will be determined based on a per diem basis below. Please refer to Appendix A for details on the regional categories.

Region A: 21,000JPY/day

Region B: 18,000JPY/day

Region C: 15,000JPY/day

c. A one-time lump-sum payment of 300,000 JPY will be provided for relocation allowance.

d. Additional allowance will be provided for dependent family members that accompany the fellow overseas for a minimum of 3 continuous months, at a rate of 10% of the regional per diem for one dependent, or 20% for two or more dependents.

e. Insurance:

For travel to Japan by non-Japan-based Fellows, the Japan Foundation will provide overseas travel insurance for the duration of their stay in Japan.

For travel to India, Australia and the U.S.A., Fellows are required to arrange travel insurance on their own, and reimbursement will be determined according to the regulations of the Japan Foundation, depending on the destination and the duration of the stay.

Insurance for travel to countries other than the above four countries is the responsibility of the Fellow.

Insurance for any accompanying family members is also the responsibility of the Fellow.

(2) Payment Method and Schedule:

- a. The Fellowship allowances and expenses, in principle, will be transferred to a bank account. Fellows must have a bank account in their name that can receive remittances from Japan (Japan Foundation headquarters) for the fellowship or be able to open one before accepting the fellowship funds.
- b. The first payment will be made at the end of the month preceding the month in which the fellowship starts, and any subsequent payments will be made at the end of each month.

**6. Other Notes:**

- (1) Fellows are required to have a host institution(s) or local collaborator(s) for each country in which they will stay. Please note the status of these arrangements on the application form (already confirmed, under negotiation, etc.). Fellows are responsible for making the arrangements for local collaborators and/or host institutions in their destination countries.
- (2) Fellows may not receive any other scholarship or fellowship covering expenses for travel and accommodation concurrently with this Fellowship. Fellows must choose either this Fellowship or the other scholarship/fellowship for the overlapping period. If you wish to withdraw your application because you have received another fellowship or scholarship, please notify the Japan Foundation as soon as possible; contact information is provided in Section 9 below.
- (3) Fellows are responsible for obtaining all necessary visa(s) for their project. The Japan Foundation shall provide supporting documents (either in English or Japanese) for the visa application but will not cover the cost of obtaining the visa(s). Please check the requirements for each relevant country and allow sufficient time for the application process(es).

**7. Obligations of Fellowship Recipients**

(1) Commitment to Activities/Project

Fellows are expected to devote themselves exclusively to the fellowship activities during the period of the Fellowship. Fellows are not allowed to engage in paid local employment (e.g., to earn an income through an employment contract) in the country where the Fellowship activities will take place. Fellows are expected to remain in the countries specified in their research proposals during the period of the fellowship.

(2) Submission of reports

Fellows are required to submit two reports to the Japan Foundation: an interim report on the progress of their research at the halfway point of the fellowship period, and a final report summarizing the results of their activities within two months of the end of the fellowship period. A policy recommendation or vision statement based on the research conducted under the fellowship will be required as part of the final report. They will be

published by the Japan Foundation on its website and/or in print.

(3) Fellowship program events

Fellows are expected to present their achievements during or after the fellowship period, as well as participate in networking events organized by the Japan Foundation.

(4) Should Fellows not meet the above obligations, the Japan Foundation has the right to rescind fellowship support.

## 8. Application Procedures

(1) Application deadline: August 18, 2023 (Fri) noon (Japan Time)

(2) How to apply:

a. Download the application documents from the website below:

<https://www.jpf.go.jp/e/project/intel/exchange/jfipp/research/index.html>

b. Submit the following application documents (a)-(d) by email attachment to [JFIPP\\_research@jpf.go.jp](mailto:JFIPP_research@jpf.go.jp). For efficient processing, please include “JFIPP Fellowship Application” in the subject line of the email:

- (a) Application form (Form A)
- (b) Project Information Form (Form B)
- (c) Curriculum Vitae or Resume (free format)
- (d) Two Reference Letters (Reference Form : Form C)

Please ask two or more referees to prepare a reference letter using Form C. The referees should then send the letter directly to [JFIPP\\_research@jpf.go.jp](mailto:JFIPP_research@jpf.go.jp) as an e-mail attachment by the application deadline. Please include applicant name in the subject line of the email.

(3) Notification of results: November 2023.

## 9. Contact

Secretariat of JFIPP Fellowship Program  
Global Partnership Department, The Japan Foundation  
1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004  
Email. [JFIPP\\_research@jpf.go.jp](mailto:JFIPP_research@jpf.go.jp)

## 10. Terms of Agreement

By applying to this fellowship, the applicant will be deemed to have agreed to the following statements:

(1) Compliance with law

- a. The applicant must not violate the law or regulations of their own country by receiving a fellowship from the Japan Foundation.
- b. The Japan Foundation is intolerant of any fraudulent activity by applicants during the

application process throughout the Fellowship period. Committing any form of fraud with regard to the Japan Foundation subsidies, etc., could result in penalty measures such as a revocation of the decision to provide Fellowships in whole or in part, the required return of benefits including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. “Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.” (Act No. 179 of 1955)).

(2) Disclosure of information on the project

- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF's website and in other public relations materials.
- b. When the JF receives a request for disclosure of information in accordance with the “Act on Access to Information Held by Incorporated Administrative Agencies” (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.
- c. There may be cases in which project reports, deliverables, and other related publications are released to the public for publicity purposes.

(3) Handling of personal information

a. Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the “Act on the Protection of Personal Information” (Act No. 57 of 2003) (the “Act”), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the “EU General Data Protection Regulation (the “GDPR”),” the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the “Chinese Laws”), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation's efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): [https://www.jpfbj.cn/jp/personal\\_information/](https://www.jpfbj.cn/jp/personal_information/)

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the “Personal Information”) from the applicants through the application forms, attachments, project

reports, deliverables, etc. (the “Project Materials”). In addition, the Japan Foundation may acquire the applicants’ Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, family structure, names of family members, dates of birth of family members, nationalities of family members, genders of family members, addresses of family members, jobs of family members, photographs taken during or prior to the program, etc.

[Information on applicants’ educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

\*The Japan Foundation may acquire the Personal Information of the applicant’s family members from the applicant. On such occasion, the applicant must obtain consent from his/her family members regarding the content of this “Handling of personal information” section before providing such Personal Information to the Japan Foundation.

c. Purposes of use and period of personal information

- (a) Based on the consent of the applicant and his/her family members, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the “Purposes of Use”).
- (b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants’ names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation’s website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.
- (c) In addition to the information specified in (b) above, the applicants’ contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
- (d) The Japan Foundation will handle the Personal Information of the applicants and their

family members for the period necessary to achieve the Purposes of Use stated above.

d. Provision of personal information

- (a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
  - i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
  - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
  - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
  - iv. News media and other organizations (for public relations for the projects)
  - v. Other organizations and individuals who receive the information as needed for the projects
- (b) The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
- (c) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.

e. Cross-border transfer of personal information

- (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
- (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in

laws and regulations are satisfied.

f. Security control of personal information

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.

g. Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "11. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this "Handling of personal information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) Response to the spread of COVID-19

Depending on the spread of COVID-19, appropriate measures may be required when implementing a project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably change the substance of its grant or the conditions attached, or ask Fellows to modify their plan, including their original Fellowship commencement date, as a result of changes in circumstances that have occurred after the decision to provide the grant.

(5) 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 carry out your projects, including the following:

- a. Check and obtain security information about the area in which your project will be conducted to ensure the safe travel and accommodation.
- b. Share information on security and safety issues with people concerned with your research project (if any).

## **11. Appendix**

### A. Table of regional categories

Appendix A

<p>Region A</p>	<p>(Asia) <b>Japan</b>, Afghanistan, Bahrain, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestinian Interim Self-Government Authority, Qatar, Saudi Arabia, Syria, Singapore, Turkey, United Arab Emirates, Yemen,</p> <p>(Europe) Andorra, Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom, Vatican</p> <p>(North America) <b>United States of America</b>, Canada</p>
<p>Region B</p>	<p>(Asia) Brunei, Cambodia , Hong Kong, Indonesia , Laos , Malaysia , Myanmar , Philippines , Republic of Korea, Thailand, Timor-Leste, Vietnam</p> <p>(Oceania) <b>Australia</b>, Fiji, Kiribati, Marshall, Micronesia, Nauru, New Zealand, Palau, Papua New Guinea, Samoa , Solomon, Tonga, Tuvalu, Vanuatu</p> <p>(Europe) Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech, Estonia, Georgia, Hungary, Kazakhstan, Kyrgyz Republic, Kosovo, Latvia, Lithuania, Moldova, Montenegro, North Macedonia, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan</p>
<p>Region C</p>	<p>(Asia) <b>India</b>, Banglades, Bhutan, Macau, Maldives, Mongolia, Nepal, Pakistan, People's Republic of China, Sri Lanka, Taiwan</p> <p>(Africa) Algeria, Angola, Egypt , Ethiopia, Libya , Morocco, Sudan, Tunisia, Benin , Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central Africa , Chad, Comoros, Democratic Republic of the Congo, Republic of Congo, Cote d'Ivoire , Djibouti, Equatorial Guinea, Eritrea , Eswatini, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania , Mauritius , Mozambique, Namibia , Niger, Nigeria,</p>

Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Republic of South Africa, South Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

(Central America)

Antigua and Barbuda, The Bahamas, Barbados, Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago

(South America)

Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela

(Antarctic)

Antarctic and subantarctic islands