

Japan Foundation Southeast Asia Partnership Program (JFSEAP)

Visiting Fellowship (Inbound) Application Guidelines for Fiscal 2025

1. PURPOSE:

At the Commemorative Summit for the 50th Year of ASEAN-Japan Friendship and Cooperation held on December 17, 2023, Prime Minister KISHIDA Fumio announced the launch of “Partnership to Co-Create a Future with the Next Generation: WA Project 2.0,” a comprehensive people-to-people exchange initiative that aims to encourage interactions among the next generation and develop human resources in Japan and ASEAN*.

(*) https://www.mofa.go.jp/p_pd/ca_opr/pageite_000001_00061.html

Based on this concept, the Japan Foundation (JF) makes grants and supports projects to achieve the following five purposes:

- Build a strong relationship of trust between Japan and ASEAN for the future
- Promote two-way exchanges and strengthen multi-faceted human networks
- Address together global challenges, such as climate change and disaster prevention
- Nurture the next generation to serve as a bridge between ASEAN and Japan
- Contribute to the further development of a multicultural society

The Japan Foundation Southeast Asia Partnership Program (JFSEAP) Visiting Fellowship is a fellowship program jointly operated by the Japan Foundation (JF) and the following partner institutions in Japan (Host Institutions). This fellowship aims to provide the next generation of researchers and experts from ASEAN who are tackling global common issues faced by Japan and ASEAN with opportunities to conduct research in Japan as Fellows of the Host Institutions, and to form and expand networks with people involved in international exchange through participation in workshops and other activities.

Please refer to the Japan Foundation website for information on Host Institutions in Japan.

https://www.jpjf.go.jp/e/project/intel/exchange/jfseap/vf_inbound/index.html

*This application guideline is for [The Japan Institute of International Affairs](#).

2. ELIGIBLE PROJECTS:

We are accepting applications for policy-oriented projects related to global common issues that should be jointly addressed by Japan, ASEAN and the international community.

Possible topics include climate change, disaster resilience, energy issues, economic security, maritime

cooperation (e.g., maritime law), social and economic disparities, public health, AI, and urbanization; however, projects outside these categories can also be eligible if they meet the goals of the grant program.

3. EXPECTED NUMBER OF FELLOWS AND PERIOD OF STAY IN JAPAN

A small number of Fellows will be invited to stay continuously in Japan for over 3 months up to a maximum of 12 months. The proposed commencement date for a Fellowship must fall between June 1, 2025, and March 31, 2026.

4. ELIGIBILITY OF APPLICANTS:

- (1) All of the following criteria must be met:
 - a. Applicants must be citizens of ASEAN countries (Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam), or Timor-Leste;
 - b. 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;
 - c. Applicants must be in good health and proficient in either Japanese or English;
 - d. In principle, applicants must be able to stay continuously in Japan for the term of the Fellowship.
- (2) Individuals meeting any of the following conditions are not eligible to apply:
 - a. Applicants in the natural sciences, medicine, or engineering;
 - b. Those who intend to use the Fellowship program for political or religious purposes;
 - c. Those who primarily intend to enhance Japanese-language ability or technical skills;
 - d. Those who intend to develop and/or produce Japanese-language teaching materials;
 - e. Those who intend to acquire artistic training in the area of Japanese traditional culture (tea ceremony, flower arrangement, etc.);
 - f. Those who plan to receive other grants covering expenses for travel to and accommodation in Japan concurrently with the Fellowship;
 - g. Those who have been in Japan continuously for more than a year dating back from June 1, 2025.

5. BENEFITS:

- (1) One-time Benefits
 - a. International Air Ticket: Round-trip discount economy-class airfare (the most direct route). Fellows already in Japan before the commencement of the Fellowship will receive only a one-way ticket for their return flight.

- b. Settling-in Allowance: JPY 250,000 (In principle, this allowance will not be provided to Fellows who are already in Japan before the commencement of the Fellowship.)
- c. Departure Allowance: JPY 50,000 (In principle, this allowance will not be provided to Fellows who will continue to stay in Japan after the termination of the Fellowship.)
- d. Insurance: Overseas traveler's insurance policy

(2) Monthly Benefits

- a. Monthly Stipend (covering living and research expenses): JPY 400,000
- b. Dependent Allowance (if applicable): JPY 10,000 per certified person
- c. Enrollment Fees (if applicable): Up to JPY 25,000

6. HOST INSTITUTION IN JAPAN (JIIA):

(1) Priority field/theme:

Foreign policy and international relations related to Japan.

(2) The host advisor/research associate will be designated by the Host Institution after the selection of successful applicants, taking into consideration their field of expertise, research theme, and other factors.

(3) Upon consultation with the host advisor/research associate at the Host Institution, Fellows may, when necessary, engage in research activities with other research institution(s) in addition to the Host Institution. Changing the Host Institution in Japan, however, is not permitted.

7. SELECTION POLICY

The following points will be emphasized in the selection process.

- The project is about common issues that Japan and ASEAN should jointly address.
- The purpose and goal of the research are clear, the theme of the research is appropriate, and the need to conduct research at the Host Institution can be recognized.
- In addition to conducting their own research, all Fellows are expected to be willing to actively participate in research exchange projects.
- The results of the research conducted in Japan can be expected to be disseminated during and after the Fellowship period. In addition, each Fellow can be expected to play an important role in interactions between Japan and ASEAN in the future.

8. APPLICATION PROCEDURES

(1) Application deadline: December 2, 2024 (Mon) 23:59 (Japan Time)

(2) How to apply:

a. Download the application documents from the following website:

https://www.jpjf.go.jp/e/project/intel/exchange/jfseap/vf_inbound/index.html

b. Submit the following application documents (a)-(c) by email attachment to jfseap_vf@jpf.go.jp.

For efficient processing, please include “JFSEAP Visiting Fellowship Application” in the subject line of the email:

- (a) (Form A) Application Form
- (b) (Form B) Project Statement Form
- (c) (Form C) Curriculum Vitae
- (d) (Form D) Confidential Reference Letters (At least two are required)

Please ask two or more referees to prepare a reference letter using Form D. The referees must directly send the letter to jfseap_vf@jpf.go.jp as an email attachment by the application deadline. Please have them include the applicant name in the subject line of the email.

(3) Notes:

The submitted data and documents will not be returned.

In the event that multiple sets of data or documents are received, only the latest one received by the deadline will be considered.

9. SELECTION PROCEDURES AND RESULTS NOTIFICATION

JF and the Host Institutions will jointly screen the applicants.

(1) **Preliminary round of selection: document review**

- a. Selections will be made based on the submitted documents.
- b. Applicants who pass this preliminary round of selection will receive an email invitation to the second round of selection by January 17, 2025.

(2) **Second round of selection: online interview**

- a. Online interviews of approximately 20 minutes per applicant will be conducted in late January or February 2025 for those who pass the preliminary round of selection.
- b. The online interview will be conducted based on Japan time. If the interview schedule cannot be set, the interview will be considered declined. Please note that failure to respond to the interview during the arranged time slot may also be considered as an interview decline.
- c. The results of the second round will be notified by email by April 2025.

- (3) Neither the reason for the results, nor the status of any application during the screening process, can be discussed.

10. POINTS TO BE NOTED

- (1) The Fellowship is tenable only in Japan. No extension of the duration of the Fellowship will be allowed for any reason whatsoever.
- (2) In principle, no change in the commencement date of the Fellowship will be allowed. If Fellows must change their commencement date due to unavoidable circumstances, they

must explain the reason beforehand and obtain the approval of both JF and the Host Institution.

- (3) If successful applicants are offered any other grant or fellowship covering expenses for travel to, and accommodation in, Japan whose duration overlaps with that of the JFSEAP Visiting Fellowship, they must decline either the JFSEAP Visiting Fellowship or the other grant/fellowship for the overlapping period. When applicants decide to withdraw their application, they must notify JF promptly by email at jfseap_vf@jpf.go.jp, even if it is before notification of the screening results.

11. OBLIGATIONS OF FELLOWSHIP RECIPIENTS

- (1) Fellows are expected to devote their full time to their research in Japan.
- (2) In the case Fellows are mentioned in the media during the Fellowship period, the Fellows are, in principle, to specify that they are in Japan on the JFSEAP Visiting Fellowship.
- (3) Fellows are expected to present their achievements during or after the Fellowship period, as well as participate in networking events organized by JF.
- (4) Fellows are required to submit quarterly reports during the Fellowship period and a final project report. In addition, Fellows are to submit a policy recommendation or vision statement (2,000 words in English) based on the research conducted under the Fellowship. The submissions may be published by JF and the Host Institutions on their websites and/or in print.
- (5) Fellows are expected to share information on the outcome of the project, i.e., deliverables such as books or reports, with JF and the Host Institutions.

12. CONTACT

Secretariat of JFSEAP Fellowship Program
 Global Partnership Department, The Japan Foundation
 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004
 Email. jfseap_vf@jpf.go.jp

13. TERMS OF AGREEMENT

By applying to this Fellowship, applicants will be deemed to have agreed to the following statements:

- (1) Compliance with law
 - a. Applicants 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 the Fellowship in whole or in part, the required return of benefits including additional

charges, late payment charges, suspension of an 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, 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 Japan Foundation’s website and in other public relations materials.
- b. When the Japan Foundation 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 Japan Foundation, 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 and the Host Institutions 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.jpff.go.jp/j/privacy/>

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

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

(Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/

For more information on the Host Institutions’ efforts to protect personal information (privacy policy), please visit the following websites:

(The Japan Institute of International Affairs (JIIA))

<https://www.jiia.or.jp/brief/kojinjyouhou.html>

b. Acquisition of personal information

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

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

[Basic information on 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, email 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 and the Host Institutions may acquire the Personal Information of applicants’ family members from applicants. On such occasion, applicants must obtain consent from their family members regarding the content of this “Handling of personal information” section before providing such Personal Information to the Japan Foundation and the Host Institutions.

c. Purposes of use and period of personal information

- (a) Based on the consent of applicants and their family members, the Japan Foundation and the Host Institutions will use the Personal Information acquired from applicants 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 Japan Foundation and Host Institution projects, any information such as 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 the preparation of statistics materials; and used for the formulation of future Japan Foundation and Host Institution projects.
- (c) In addition to the information specified in (b) above, applicants’ contact information (i.e., address, email address and phone number) will be used to request applicants to answer questionnaires as follow-up to the project after completion thereof; provide notices regarding other Japan Foundation projects; request applicants to provide information for the formulation of future Japan Foundation and Host Institution projects, and so on.

(d) The Japan Foundation and the Host Institutions will handle the Personal Information of 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 and the Host Institutions may provide the Personal Information acquired from applicants to the following organizations, to the minimum extent necessary. The Japan Foundation and the Host Institutions 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 project)
- v. Other organizations and individuals who receive the information as needed for the project

(b) Applicants' 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 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 and the Host Institutions may handle the Personal Information acquired from applicants by transferring the same to bases located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation and the Host Institutions will appropriately control the Personal Information in such countries or regions.

(b) In addition to the case specified in the preceding paragraph, the Japan Foundation and the Host Institutions may provide the Personal Information acquired from applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the project, only when the conditions stipulated in laws and regulations are satisfied.

f. Security control of personal information

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

g. Rights pertaining to personal information of applicants

Applicants have the right to access their 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 applicants are dissatisfied with the handling of the Personal Information by the Japan Foundation and the Host Institutions, applicants may state their objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, applicants may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which they belong.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than applicants, which is submitted by applicants to the Japan Foundation and the Host Institutions, will also be handled in the same manner as stipulated in a. to h. above, and therefore, 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 "12. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. Revocation of consent

Applicants have the right to revoke their 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 applicants do not provide their consent or revoke their consent, they may not be able to receive necessary information and/or services from the Japan Foundation and the Host Institutions.

(4) Response to the spread of infectious diseases

Depending on the spread of infectious diseases appropriate measures may be required when implementing the 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 the project

Considering the recent instability in global security, with the increase of terrorist attacks in particular,

the Japan Foundation highly recommends Fellows to take the necessary security measures to ensure safety when carrying out the project, including the following:

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

Instructions for Completing the Application Forms

* General Instructions

- (1) The following list details the items required for application for the JFSEAP Visiting Fellowship Program:
 - a. **Application Form:** Applicants should fill out all required sections, sign their name, and email to jfseap_vf@jpf.go.jp the data file(s) of the application documents.
 - b. **Two Recommendation Forms:** First, each applicant should fill out the upper box of the Form. Then each referee should complete all the other required sections, sign their name, and email the Form directly to jfseap_vf@jpf.go.jp without going through the applicant.
- (2) **Please read the Application Instructions stated above and the following instructions carefully before submitting the application materials.** If these instructions are not followed properly, the applicant may not be considered for a Fellowship.
- (3) Application forms should be completed in English. Applications submitted in other languages will not be accepted.

* Application Form

1. (Form A) Application Form

1. Applicant Information

- (1) Applicant Name, Title and Birthday: Those who have names in Chinese characters should give their names both in Chinese characters and the Latin alphabet as shown in their passport. Other candidates should write only in the Latin alphabet. Please give your year of birth by the Gregorian calendar.
- (2) Nationality/Citizenship, Legal Permanent Residency: List all nationalities/ citizenship or legal permanent residency you have.
- (3) Current Position: Give the job title and name of the institution with which you are currently affiliated and the position there.
- (4) Specialization: Give your specialization.
- (5) Education: Give the details of your highest academic degree received.
- (6) Language: Write your native language and check the box corresponding to the level of your English-language proficiency and Japanese-language proficiency (if any).
- (7) Previous Stays in Japan: If you have been in Japan on any grant/fellowship from the Japan Foundation, list each period of stay in Japan and the name of the program for all the visits (regardless of the length of each stay). For Other Visits to Japan, indicate the period and purpose of each stay, and list any grants/fellowships received. (It is not necessary to indicate stopovers or short trips for sightseeing.)
- (8) Mid- to Long-Term Goals in Career: Describe your mid- to long-term goals in career.
- (9) Application for other fellowships: Select the applicable answer. Please provide information on the other fellowships with the same project as this Fellowship that you have applied for or have plans to apply for. Include the fellowship period and notification date of the results.

2. Project Information

- (1) Project Title: Give the title of the proposed project.
- (2) Keywords (up to 5 keywords): Give up to five key words that describe the discipline(s) or area(s) of research of the project in more specific terms.
- (3) Project Summary (250-300 words): Summarize the proposed project in 250-300 words.
- (4) Beginning Date and Intended Duration of Fellowship: The Start Date of the Fellowship must fall between June 1, 2025, and March 31, 2026; the Fellowship can support 3-12 months of research in total.
- (5) Host Institution (Alphabetical order) : Select ONE host institution with which you would like to affiliate during the Fellowship period in Japan and describe the reason. Please provide the name of the host advisor/research associate with whom you would like to cooperate at the Host Institution, if applicable.
- (6) References: Give the name, institution, job title, and email of both referees.
*The Confidential Reference Letters (Form D) need to be prepared by the referees and submitted directly by them to be valid. Have them submit the Confidential Reference Letters (Form D) to jfseap_vf@jpf.go.jp by December 2, 2024, 23:59 (JST).

2. (Form B) Project Statement Form

"Project Statement (3-pages maximum)"

Describe the proposed project; be sure to address all five points to be given full consideration:

- a) Purpose and significance of the project;
- b) Methodology and a research plan (including a timeline of activities in Japan);
- c) Expected results from the project, and further prospects in the future, plans for dissemination (e.g. publications, presentations at conferences, etc.)

3. (Form C) Curriculum Vitae

- (1) 1. Name and contact information: Give your name in the Latin alphabet and email address.
- (2) 2. Professional experiences (in reverse chronological order): Give your current position in (1) and past experiences in (2).
- (3) 3. Education (in reverse chronological order): List your education in reverse chronological order.
- (4) 4. Major Publications (e.g. books, articles, chapters, policy briefs, reports, etc.): List your major books, articles, chapters, policy briefs, reports, etc., organizing the peer-reviewed publications in part (1), and all others in part (2).
- (5) 5. Conference presentations: List your major conference presentations.
- (6) 6. Awards and honors: List your history of awards and honors.
- (7) 7. Grants and fellowship: List your record of awarded grants and fellowships.
- (8) 8. Professional associations: List the professional associations you belong to.
- (9) 9. Other activities and qualifications, including media coverage: List your history of professional services and other qualifications. Include any media coverage here.
- (10) 10. Additional information and comments: Give any additional information relevant to your professional qualifications for the proposed project.

*** Confidential Reference Letter**

- a. The applicant should ask two individuals who are willing and able to judge your ability to carry out your proposal, to submit (Form D) Confidential Reference Letters. Section 1 must be filled out by the applicant before the form is sent to each referee for completion and submission.
- b. Each referee should assess the applicant's ability to carry out the proposal, as well as the importance and impact of the project, and describe the relationship between themselves and the applicant in the specialized field. Comprehensive assessment of the proposed project and comments should be given. Each referee should complete (Form D) Confidential Reference Letter in English and send the form to jfseap_vf@jpf.go.jp by December 2, 2024, 23:59 (JST).