

The Japan Foundation
Institutional Project Support Program for Japanese Studies
Request for Proposals
Round Two-From 2010

Announcement

To encourage innovative projects which emphasize institution building and sustainable contributions to the field of Japanese Studies in the US, the Japan Foundation is soliciting a request for proposals for its Institutional Project Support (IPS) program for the 2010-2011 fiscal year. Individual grants of up to \$150,000 per year will be made to colleges, universities (or a consortia of colleges and universities), and academic organizations that articulate convincing, multi-year proposals.

The IPS program was started in 2008 in order to stimulate and respond to substantial initiatives in Japanese Studies in the US. In the first round of screening, nine projects were selected at a total of approximately \$1,143,000 (details of granted projects can be obtained through our website).

The application form can be downloaded from www.jfnj.org.
Submission deadline is **July 15, 2009**.

PROGRAM DESCRIPTION

Proposal

Proposals should address the needs, opportunities, and visions of particular institutions. Applicants are encouraged to think practically and inventively about their discrete prospects. Projects may engage specific or comprehensive goals and may entail smaller or larger grants.

Priority will be given to projects that contribute significantly to infrastructure building for the field and most desirably, enhance the teaching of Japan, the quality of research on Japan, the quality of equipment and materials (including libraries), and provide opportunities for students and faculty to travel to Japan.

Also, precedence will be given to projects framed as partnerships or consortia in a variety of forms, including, but not limited to regional institutional cooperation within the US, partnership with Japanese or international institutions, and collaboration with other academic or non-profit partners within the US.

Projects must commence between April 1, 2010 and March 31, 2011 and its duration can be up to three years. The maximum amount of the grant request from the Japan Foundation is \$150,000 per year. The Japan Foundation will not cover indirect costs.

Applicants must be prepared to match the Japan Foundation grant equally, and optimally, at higher levels. Matching funds can be both cash and in-kind contributions from the host organization(s), but should also include commitments from other partner organizations, donations and grants. Although bringing outside resources is highly recommended, it is expected that there will be significant and continuing administrative support within the host organization(s) as well.

Criteria

The following lists provide general criteria by which each application will be evaluated by the screening committee. Applicants should consider the degree to which their application meets these criteria.

Criteria for Evaluating the Content of the Proposals are;

- Significance within the field
- Potential for lasting impact and sustainability
- Potential for expansion

Criteria for Evaluating Applicants are;

- Firm commitment from the institution, including support from senior institutional officials, such as the president and provost
- Competence of project leaders and their institutions to execute proposals
- Viability of cooperative frameworks
- Geographical distribution/balance

Criteria for Assessing Matching Funds are;

- Extent of the match
- Feasibility of implementation
- Variety of matching fund resources
- Likelihood of continuation and self-support

Application Instructions

Preliminary proposals must be received by post by the Japan Foundation, New York no later than **July 15, 2009**. These proposals, with the required application form and budget sheet, may be submitted in any style, but should be limited to 2,000 words. Budgets need only be tentative and a single signature from the Program Director is sufficient at this stage. Applicants may submit additional explanatory material of the institution.

Following screening, applicants will be notified of the results in September and selected applicants will be invited to submit full proposals. The deadline for full proposal submission is December, with the final results to be announced in April, 2010.

Note:

- 2008 IPS grantees may not apply through a project whose grant duration overlaps with their current grant project.
- The 10 Universities that received sizable Japanese-government donations in 1973 are eligible to apply, but will be given lower priority except in cases in which their proposals are involved in outreach, consortium building, or partnering with institutions and organizations in Japan.

Please submit preliminary proposals to the Japan Foundation, New York

The Japan Foundation, New York
152 West 57th Street, 17th Floor
New York, NY 10019
Tel: (212) 489-0299
Fax: (212) 489-0409
E-mail: info@jfn.org

DISCLOSURE OF INFORMATION

1. Details of projects supported by the Japan Foundation (e.g. name of the applicant and project description) will be made public in the *Detailed Annual Report of the Japan Foundation Activities*, the *Annual Report*, *The Japan Foundation Newsletter*, on the Japan Foundation's website and in other public relations material.

2. When the Japan Foundation receives a request for information based on the “Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc.” (Law No. 140 of 2001), submitted application forms and related materials will be disclosed, except for information stipulated by the law as private.

ACCESS TO PERSONAL INFORMATION

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

SELECTION AND NOTIFICATION OF RESULTS

1. Proposals may be reviewed with the confidential assistance of specialists.
2. During the screening process, Japan Foundation staff may ask the applying organization questions as the need arises.
3. Competition for grants is expected to be intense. Only a minority of proposals can be accepted for funding. **In addition, because of the volume of applications we receive, we do not, in principle, make specific comments about the screening process or provide reasons for not accepting a specific application.**

The Japan Foundation Institutional Project Support Program in Japanese Studies Application Form

For fiscal 2010-2011

Date: (Yr.) (Mo.) (Day)
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Applicant

Applying Institution (e.g., University, Institute)			
In English			
(In Japanese)			
Address of Institution		Legal Status	
		Telephone	
		Facsimile	
		E-mail	
Department (e.g., Faculty/Department/Division, Center, Institute, etc.) that will conduct the project within the Applying Institution			
Name			
Address		Telephone	
		Facsimile	
		E-mail	
Project Director			
Name	Prof. Dr. Mr. Ms.		
Position within the Applying Institution	(President, Rector, etc.)		
Signature			

Project Outline

Project Title			
Grant Period	Yr.	Mo.	Day
	from	/	/
	to	/	/
	Yr.	Mo.	Day
	() months		
Project Cost	Total Project Cost		Amount Request from JF
	1 st year		
	2 nd year		
	3 rd year		
	Total		
Project Description			

