
Institutional Project Support Program in Japanese Studies Application Guideline & Instructions

OUTLINE

This program is designed to encourage innovative and sustained growth of Japanese studies in the United States. Each institution should formulate convincing proposals which will help stimulate and respond energetically to substantial initiatives in Japanese Studies.

Proposals should address the needs, opportunities, and visions of particular institutions. Applicants are encouraged to think practically and inventively about their discrete projects. 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.

The Japan Foundation welcomes IPS proposals that are designed to meet institutional needs in Japanese Studies, whether for collaborating institutions or for a single institution.

Applicants must be prepared to match the JF grant equally, and optimally, at higher levels. Matching funds can be both cash and in-kind contributions.

Projects must commence between April 1, 2012 and March 31, 2013 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.

SCREENING CRITERIA

1. Criteria for Evaluating the Content of the Proposals are:

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

2. 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
- Likelihood of expanding the Japanese studies program at the institution through the applied project (Higher priority may be given to institutions without well established graduate level Japanese studies programs)

3. Criteria for Assessing Matching Funds are:

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

SELECTION AND NOTIFICATION OF RESULTS

1. Proposals may be reviewed with the confidential assistance of specialists.
2. During the screening process, JF staff may ask the applying organization questions as the need arises.
3. Applicants will be notified of the results of the screening by April 2012 through the Japan Foundation, New York.
4. Competition for grants is expected to be intense and only a minority of proposals can be accepted for funding. In addition, because of the volume of applications, specific comments about the screening process or reasons for not accepting a specific application will not be provided.

APPLICATION

The following list details the items required for the Full Proposal Application.

Please complete the following, making sure to fill out all required sections:

- 1. Application Cover Sheet**
- 2. Detailed Project Budget**
- 3. Narrative Description of the Project**
- 4. Additional Information Request**

Proposals should be submitted to the Japan Foundation, New York by **November 1, 2011**.

NOTE

1. 2008, 2010 and 2011 IPS grantees may not apply through a project whose grant duration overlaps with their current grant project.
2. 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.
3. Small institutions, newly established institutions and institutions without an established program of Japanese studies at the graduate level are encouraged to apply.. They are encouraged to submit proposals that emphasize lasting impact and sustainability (for example, creation of new faculty positions in Japanese studies, etc.).
4. Consideration will also be given to proposals that identify and respond to national needs in Japanese Studies. Examples include, but are not limited to:
 - (i) Staffing and project proposals that foster Japan expertise in fields such as anthropology, business, economics, finance, history (pre-modern and modern Japan), law, political science psychology sociology;
 - (ii) Creative approaches to focusing on Japan through new disciplines, or through multi- or inter-disciplinary activities, including those that position Japan as a pivotal site in exploring transnational issues of historical and contemporary importance. Examples include but are not limited to: socio-cultural approach to science and technology, health and sexualities, disability studies, bioethics and life/death studies, information technology, medical anthropology, and environmental studies;
 - (iii) Stimulating Japanese Studies nationally by developing means of sharing innovative teaching and syllabi development, best practices in institution-building and effective modes of intellectual engagement with Japan;
 - (iv) Building undergraduate or graduate interest in Japan through substantive study abroad experiences such as internships and semester-long placements or exchanges, especially those that are integrally connected to curricular and scholarly projects.

APPLICATION INSTRUCTIONS

1. Application Cover Sheet

- Please be sure that all signatory parties' names are included on the application form, with their positions, titles, and signatures. The Authorized Representative, the Project Director, and the Bursar should be three different individuals.
- Please be sure to include a 200 word abstract of the project.

2. Detailed Project Budget

- All budget items, including expenses and revenue for the total project should be indicated on the form. All expenses, including those not requested through JF funds, should also be included. Moreover, all revenue sources, including funds requested from JF, those that come directly from the applicant, and any amounts or grants requested or received from other funding sources (separate from your institution) should be included. Please indicate the status of any grant proposals submitted to other organizations.
- Applicants must be prepared to match the JF 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.
- Each fiscal year's budget sheet should list the name and order of the activities corresponding exactly with the narrative description of the project. Even if the project is accepted, JF may not grant funds for all requested activities. Therefore, applicants should prioritize the activities requested with JF funds and list these in order of precedence.
- Classification of the budget items of each activity should be done with JF category designations: Honoraria/Wages; Transportation (International or Domestic); Accommodation (Meals, Hotels); Other Expenses (Acquisition of Research Materials, Production of Proceedings & Reports, Rental Fees for Venues and Equipment, Interpretation Cost, Translation Cost, Editing Cost, etc.).
- Each item must be given a detailed breakdown. For items to be covered by JF, please provide as detailed a breakdown as possible. For example: unit price x time (days/hours/months) x number of persons. You may use additional space/sheet to provide these breakdowns if necessary.
- In order to grasp the nature of the activity to be carried out and its priority in an efficient way, please list and provide a short description for each activity. In addition, each activity should be categorized in accordance with the following JF classification abbreviations below. These classification abbreviations should be put in parentheses before the description of each activity. For example,
 - Visiting Professorship (VP): Inviting a visiting scholar from Japan to instruct Japanese studies courses or classes at the institution.
 - Research Conferences (RC): Research Conferences, Seminars, Workshops and any events to be conducted as a "meeting."
 - Library Support (LS): Acquisition of research and teaching materials.
 - Staff Expansion (SE): Hiring new faculty in the Japanese Studies field.

- Publication Support (PS): Publication of textbooks, academic books on Japanese Studies.
- Study Tour (ST): Study tour of faculty, students to Japan for the purpose of Japanese Studies.
- Etcetera (ETC): Other projects not specified above.

(If the said project is a combination of several categories, please indicate it as such with RC&PS, VP&RC, etcetera.)

- In accordance with our world wide “Support Program for Organizations in Japanese Studies” requirements;
 1. Projects must fulfill the following requirements:
 - (1) The plan and method of implementation must be appropriate and there must be ample expectations that they will yield good results.
 - (2) They must not be used for religious or political purposes.
 - (3) They must not be commercial activities.
 - (4) They must not be activities in support of specific doctrines or claims.
 2. The aim of the project must be to promote Japanese Studies. The following proposals are not eligible:
 - Projects in the field of medicine, manual training or natural sciences
 - Organization of or participation in sporting events and training
 - Projects in the field of art
 - Goodwill exchanges
 - Social welfare or international development projects
 - Tourist-oriented programs
 3. Language education programs are not eligible. However, professional language training for Japanese Studies scholars of Japanese Studies departments, is eligible
- The applicant may not request JF funding for the following (excluded items can be included in the budget but should be covered by applicant or with other funding resources):
 - Indirect costs; or costs that are not directly needed to carry out the applied projects.
 - Overhead costs of the administrative body of the institution.
 - Salaries of administrative staff (funds may be requested for assistants directly related to the project, up to a limit of thirty days).
 - Costs to purchase equipment that may remain for a long time, such as computers, PC supplies, office supplies such as a photocopier, facsimile machine, electric appliances, furniture such as desks, chairs, racks, and all kinds of furnishing equipment, etc.
 - Costs to acquire real estate, and construction fees.
 - Rental fees for facilities that would be used long term.
 - Rental fees for facilities within the applying institution.
 - International airfare that is higher than the estimated fare for the shortest route from the city of boarding to the destination using economy class; IATA Special Excursion Fares (PEX discount fare).
- For hiring of faculty and staff, please be aware of the following regulations:
 - The position concerned is incremental and the institution regards the position being filled as having normal prospects for permanency (with the institution's own funds) after JF supports ends, rather than as a temporary addition. New positions filled by relocating current faculty members of the institution will not be

supported.

- JF contributions are limited up to half of the total cost for the appointee's salary and social welfare expenses during the grant period.
- “Social welfare expenses” are defined here as employer contributions to payroll benefits as required by law. JF will not lend support intended to exclusively cover such benefits.
- The cost for housing, relocation, research assistants or secretaries, and institutional overhead will not be covered by JF.
- The grant period will start from the time of formal appointment of the appointee to the position, and cannot exceed three years (36 months) from its commencement.
- The grant for consecutive years will not be made automatically; the decision whether or not to renew the grant is made each year upon examination of the reports submitted by the institution.

* If the project is accepted, applicants need to submit an additional budget sheet in order to finalize the amount of the grant prior to the project’s implementation. Allowances and/or expenses for accommodation, meals, transportation, and honorarium will be assessed based on JF regulations and the price levels of the country where the projects are being carried out. (For multi-year grants, funding for consecutive years will not be made automatically; rather, the decision to renew the grant will be made each year upon examination of the reports submitted by the institution).

3. Narrative Description of the Project

The narrative description should explain the importance and relevance of the proposed project in order to stimulate growth and expansion of Japanese Studies in the United States. You must also state how the plan/project is to be implemented. It should also provide concrete details about the project’s objective, its significance within the field, and its likelihood of continuation and self-support. The narrative is limited to 7 pages (single spaced, 12 point font).

The following must be included:

- **Significance of the Project**

Please be as specific as possible when describing the significance of the project within the field of Japanese Studies in the United States. It should include the proposal’s potential for lasting impact and sustainability, and also its potential for expansion, including any pertinent coordination, collaboration and networking. In addition, it might include how the proposal builds upon existing work and/or research in the field and how it will contribute to new knowledge or innovative approaches to Japanese Studies.

- **Participating Organizations and Individuals**

Please specify the names, affiliations, and titles of all proposed participants, as well as the selection and information on past collaborative work, as appropriate. Explain how labor will be divided among primary project participants.

- **Status of Preparation**

Please explain any research and/or work done in preparation for the project prior to proposal submission.

- **Activity Priorities Within the Project**
Where the project involves more than one activity during its duration, the narrative should emphasize the relative priority accorded to the multiple activities planned.
- **Benchmarks for Project Evaluation**
Please include clear benchmarks and specific plans for evaluating the project by both the project leaders and third parties (faculty, relevant institutional officers) to measure the success of the project.
- **Sustainability / Future Plan**
Please explain how project leaders plan to maintain the project when the grant from the Japan Foundation ends.

4. Additional Information Request

Please attach with your application the following:

- **Project Timetable**
Please include a detailed timetable, showing when each aspect of the project, from the planning state through the dissemination stage, will be carried out.
- **Institutional Information**
Please provide a brief summary of the history and current status of Japanese Studies programs within your institution, such as course offerings, department activities and number of faculty and students by using the “Outline of the Applying Institution” format. Please list all grants received from JF and the Center for Global Partnership within the past 10 years.
- **Curricula Vitae**
Curricula vitae for the project director should be submitted by using the attached “Curriculum Vitae” format. Attachments should be a maximum of two pages per person. For all other relevant or participating faculty, a listing of names, titles and affiliations is sufficient.
- **Letters from Collaborating Organizations/Individuals**
The letters should clearly indicate a commitment to participate in the proposed project and what form the participation will take. It is desirable that the steps the applicant plans to take in order to sustain this initiative past the JF funding cycle is referred to in the letter. If a commitment has not yet been secured, then the applicant should explain the status of their discussions with potential counterparts or participants as a separate attachment. Outside letters of recommendation are not required.

OBLIGATIONS OF GRANTEE

1. Grant programs of the Japan Foundation are operated in accordance with the relevant laws and regulations of the Japan Foundation. The Grantee is requested to follow the laws and regulations in carrying out the Grant Project.
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, when the project has been completed.

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.jpfi.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.
 - 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.
 - 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.
 - 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.

- 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.
- There may be cases in which the Japan Foundation sends questionnaires to the addresses written on the application form after the project has ended.
- There may be cases in which the project reports and other related publications are released to the public.
- The submitted materials will not be returned.