Institutional Project Support Program in Japanese Studies
Application Guidelines & Instructions

PROGRAM DESCRIPTION
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.

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 a single institution, collaborating institutions or consortia.

Small institutions, newly established institutions and institutions without an established program of Japanese studies at the graduate level are also highly encouraged to apply.

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, 2016 and March 31, 2017 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 decision of whether to fund beyond year one will not be made automatically, but upon assessment of the reporting from the institution.

*There are some exceptional cases for faculty hires. For details, please refer to page 3-Grant Conditions, Section 3.
ELIGIBILITY

- Only submissions from U.S. institutions and organizations with 501(c)3 status will be accepted.
- In principal, institutions that have received IPS support for three consecutive years, ending in the 2015-2016 fiscal year, are not eligible to apply to this IPS round. Current IPS grantees who will receive JF funds between April 1, 2016-March 31, 2017 may not apply.
- Multiple applications from one institution will not be accepted.
- Applicants to this program are eligible to apply to the IPS Small Grant Program for fiscal 2015-2016.
- Projects must fulfill the following requirements to be eligible for application:
  - They must not be used for political, religious, social welfare, or commercial activities.
  - They must not be activities in support of specific doctrines or claims.
- 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 (art-related projects such as exhibitions, film series, etc. that form a portion of a larger, comprehensive Japanese Studies project may be funded)
  - Goodwill exchanges
  - Social welfare or international development projects
  - Tourist-oriented programs
- Japanese language-related components may be supported if they are part of a more comprehensive Japanese Studies project. For grant opportunities designed specifically for Japanese language programs, please visit the Japan Foundation, Los Angeles website.

GRANT COVERAGE

- Full or part-time faculty, instructor, or staff salaries*
- Travel expenses, including per diem and accommodation expenses for scholars, lecturers, and students
- Honoraria for lectures
- Visiting scholar support
- Graduate and undergraduate support**
- Research and teaching materials
● Conference and seminar related expenses***
● Library and digital resource support

*The salary scale and CV should be attached to the application form.

**This includes scholarship and internship support, study abroad opportunities, and semester-long placements or exchanges.

*** ‘Related expenses’ may include venue/equipment rental fees, translation fees, and expenses toward the production or publication of proceedings. Costs for receptions and lunch/dinner will be given low funding priority.

**GRANT CONDITIONS**

1. 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.

2. Financial assistance from the Japan Foundation must begin between April 1, 2016 - March 31, 2017. The grantee may start using funds from March, 2017 at the latest. Preparatory activities that are regarded as sufficient can mark the beginning of the grant period. It is recommended that the grant period be set from August 1 - July 31 for each grant year, so that all of the projects fall within the institution’s full academic calendar.

3. 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.
   ● If the search for the new hire takes place in 2016-2017, making it impossible for the formal appointment to take place prior to March 31, 2017, financial assistance from the Japan Foundation may begin between April 1, 2017 and March 31, 2018, during which time the hire will formally begin employment (typically in the summer before the beginning of the new academic year). Please be sure that each grant year and the period where the appointee’s salary and social welfare expenses are paid match each other (please see the following sample cases). In such cases, JF funding for the formal appointment will not exceed three years (36 months) from its commencement and the total grant request
still cannot exceed $450,000.

**<Sample Cases>**

**Case 1** Funding request for the new hire only, where the search will take place in the fall of 2016 by the institution’s own resources, and the new hire will start from August 2017:

Year 1: August, 2017 to July, 2018   $X (Year 1 starts from 2017)
Year 2: August, 2018 to July, 2019   $X
Year 3: August, 2019 to July, 2020   $X

**Case 2** Funding request for combination of the new hire and other components, where the search for the new hire will take place in the fall of 2016 by the institution’s own resources, and the new hire will start from August 2017:

$X = \text{costs for sub-projects other than the new hire salary}$

$Y = \text{new hire salary}$

Year 1: August, 2016 to July, 2017   $X (Year 1 does not include the new hire salary)
Year 2: August, 2017 to July, 2018   $X + Y$
Year 3: August, 2018 to July, 2019   $X + Y$
Year 4: August, 2019 to July, 2020   $Y$

- JF contributions are limited to up to half of the total cost for the appointee's salary and social welfare expenses during the grant period. Applicants may propose to have the new appointee’s salary matched at 50% by JF for each year of the three years of salary support, or at a declining JF match (such as 75%-50%-25%) over the three years, as long as the JF support for the salary portion does not exceed 75% in any year.

4. Japan Foundation prioritizes expenses deemed crucial to the success of the project. Such items that are given high priority may include transportation (international and domestic), accommodation fees, and honoraria, while items such as reception costs and lunch/dinner expenses will be given lower priority.

**PRIORITIES**

1. Strong consideration will be given to proposals that identify and respond to national needs in Japanese Studies. Examples include, but are not limited to:

   (1) Staffing and project proposals that foster Japan expertise in fields such as anthropology,
business, economics, finance, history (especially pre-modern Japan), law, political science, psychology, sociology;
(2) 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;
(3) Demonstrating the existence of a broad-base of support for the proposal from Japan scholars and others with relevant expertise throughout the applicant organization;
(4) 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;
(5) 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.

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.

**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
   - Cost efficiency of funding request

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 after April 2016 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 MATERIALS AND DEADLINE**
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

Application materials must arrive at the JFNY office no later than Monday November 2, 2015. JFNY does not accept applications submitted by e-mail or fax.

**Application Deadline:** Monday, November 2, 2015
Mailing Address: The JFNY office will be located at a new address, as below, from Monday, August 17, 2015.

The Japan Foundation, New York  
C/O Japanese Studies Program  
1700 Broadway, Fl. 15  
New York, NY 10019

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
- Please include a separate budget sheet for each year of requested funding (Years 1-3, as in “Case 1” on pg. 4; Years 1-4, as in “Case 2” on pg. 4).
- 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.
- 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) x number of persons. You may use additional space/sheet to provide these breakdowns if necessary (Hotel: $200/day x 2 days x 3 persons = $1,200; e.g.). Please provide a short description of each activity on the budget sheet. In addition, each activity listed under the Specification and Breakdown section should correspond to the project abbreviation listed before the activity title in the Project Summary section.

- 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 30 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 discount fare.

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**
  CVs of all significant faculty participants must be submitted using the attached “Curriculum Vitae” format. Attachments should be a maximum of two pages per person.

- **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.

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**OBLIGATIONS OF GRANTEE**

1. Grant programs of the Japan Foundation are operated in accordance with the relevant laws and regulations of the Japan Foundation including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955). 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 and/or any of its sub-projects.

3. The Grantee shall submit the Final Project and Financial Reports about the activities and expenditures when the project has been completed.

4. The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. 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 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.
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 *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Report of the Japan Foundation), 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), materials such as submitted application forms 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/privacy](http://www.jpf.go.jp/e/privacy)

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 successful applicants, such as name, gender, occupation, position, affiliation, project title, project duration and project description, etc. are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Report of the Japan Foundation), 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 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.

- 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.