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U.S.-Southeast Asia-Japan Collaboration and Exchange Initiative  
Application Guidelines & Instructions

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**PROGRAM DESCRIPTION**

This program is designed to connect Japan scholars from the U.S., Southeast Asia, and Japan in order to enhance their collective scholarship through collaborative projects and exchanges, as well as to advance Japanese Studies in these three regions. The Japan Foundation hopes that Japan scholars and students from all three regions and across many disciplines will benefit mutually from the creation of scholarly networks and the sharing of Japanese Studies resources, research methodology, and practical collaborative work. Projects will be based at U.S. institutions with strong existing or developing Japanese Studies programs, in order to share the wealth of Japanese Studies resources present in the U.S., and to establish and/or strengthen connections with individuals and institutions in Southeast Asia and Japan.

In this program, the Japan Foundation encourages U.S. institutions to initiate and carry out the following types of projects:

- Invitation of Japan scholars from Southeast Asia and Japan (visiting professorship, visiting researcher, etc.)
- Collaborative research and/or collaborative publication with Japan scholars from Southeast Asia and Japan
- Seminars or workshops for Japan scholars and/or students from Southeast Asia and Japan
- Mutual exchange of Japan scholars and/or students from Southeast Asia and Japan
- Other types of collaborative effort among Japan scholars from the U.S., Southeast Asia, and Japan

**Note: All projects must have a degree of direct involvement with Japanese Studies counterparts (institutions or individuals) in Southeast Asia; involvement with Japanese Studies counterparts in Japan is encouraged, but not mandatory.**

Priority will be given to projects that contribute to the further development of Japanese Studies in Southeast Asia. In addition, projects with an interdisciplinary approach and/or with the intention to combine practice with academic research are given priority.

The Japan Foundation welcomes proposals from various types of applicants, whether from a single institution, collaborating institutions, consortia, or associations.

Projects must commence between April 1, 2018 and March 31, 2019 and must end **by September 30, 2020 at the latest.** The maximum project duration is two years. The maximum amount of the grant request from the Japan Foundation is \$100,000 per year. The decision of whether to fund the project beyond the first year will not be made automatically, but upon reviewing the project's first year progress report and a screening of the proposal for the subsequent year.

#### **ELIGIBILITY**

- Only submissions from U.S. institutions and organizations with 501(c)(3) status will be accepted.
- Multiple applications from one institution will not be accepted.
- 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 and Intellectual Exchange. The following proposals are not eligible:
  - Projects in the field of medicine, technology 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**

- Travel expenses, including per diem and accommodation expenses for scholars, lecturers, and students
- Honoraria for lectures
- Visiting scholar support
- Salaries for faculty, instructors, project staff, and assistants\*
- Graduate and undergraduate support\*\*
- Research and teaching materials
- Conference and seminar related expenses\*\*\*
- Report and Publication costs\*\*\*\*

\*Salary support may only be requested for personnel directly involved in the grant project.

\*\*This includes scholarship and internship support, study abroad opportunities, and semester-long

placements or exchanges.

\*\*\*'Related expenses' may include venue/equipment rental fees, interpretation fees, etc. Costs for receptions and lunch/dinner will be given low funding priority.

\*\*\*This includes editing fees, translation fees, and expenses toward the production or publication of proceedings.

#### **GRANT CONDITIONS**

1. Financial assistance from the Japan Foundation must begin between April 1, 2018 - March 31, 2019. The grantee **must start using** funds from March, 2019 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.
2. 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.
3. Funding from the applying institution and/or other resources is encouraged.

#### **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
  - Potential for enhancing networks
  - Cost efficiency of funding request
  - Preference will be given to proposals that involve scholars and/or students with limited or no academic experience in the United States.
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

## APPLICATION PROCESS

Application materials must arrive at the JFNY office **no later than** Wednesday, November 1, 2017. JFNY does not accept applications submitted by e-mail or fax.

Application Deadline:           **Wednesday, November 1, 2017**

Mailing Address:               **The Japan Foundation, New York  
c/o Japanese Studies Program  
1700 Broadway, Fl. 15  
New York, NY 10019**

## 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 2018 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.

## FULL PROPOSAL MATERIALS

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 Form
2. Detailed Project Budget
3. Narrative Description of the Project
4. Project Timeline
5. Curricula Vitae
6. Letters of Support
7. Proof of applying institution's 501(c)(3) status

## FULL PROPOSAL APPLICATION INSTRUCTIONS

### **1. Application Form**

- Please be sure that all signatory parties' names are included on the application form, with their positions, titles, and original handwritten 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.
- 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. Please list all grants received from JF and the Center for Global Partnership within the past 10 years.

## **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.**
- 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 (e.g. Hotel: \$200/day x 2 days x 3 persons = \$1,200). 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**

Please explain what is intended to be achieved as well as the significance of the proposed project. The narrative is limited to 5 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 U.S., Southeast Asia, and Japan. It should include the proposal's potential for lasting impact and sustainability, its potential for expansion and enhancing networks, and a description of the expected outcomes of the proposed collaboration and exchange. 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. 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.

### **5. Curricula Vitae**

CVs of all significant faculty participants must be submitted using the "Curriculum Vitae" form. Attachments should be a maximum of two pages per person.

### **6. Letters of Support**

This can include letters of support from the Applying Institute and letters of support from collaborating institutions/individuals as applicable. 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.

## **7. Proof of 501(c)(3) status**

### **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>

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.

#### **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 conduct your projects, such as the following:

- Check if there are any security alerts issued in the countries or cities where your project is taking place;
- Provide information on security and safety issues for your international guests (if any).