
Institutional Project Support Program in Japanese Studies Application Guidelines & Instructions

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I. PROGRAM DESCRIPTION

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

The Japan Foundation welcomes Institutional Project Support (IPS) proposals designed to meet institutional needs in Japanese Studies, whether for a single institution, collaborating institutions or consortia. Applications that create tenured or tenure-track positions in Japanese Studies are especially welcome.

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, 2020 and March 31, 2021 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.

II. 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 2019-2020 fiscal year, are not eligible to apply to this IPS round. Current IPS grantees who will receive JF funds between April 1, 2020 - March 31, 2021 may not apply.
- Multiple applications from one institution will not be accepted.
- Applicants to this program are not eligible to apply to the IPS Small Grant Program for fiscal 2020-2021.
- 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](#).

III. GRANT COVERAGE

- Full or part-time faculty, instructor, or staff salaries and benefits*
- 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 institution's salary scale and individuals' CVs must 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 meals will be given low funding priority.

IV. 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, 2020 - March 31, 2021. The grantee **must start using** funds from March 2021 at the latest. Preparatory activities that are regarded as sufficient can mark the beginning of the grant period.
3. It is recommended that the grant period be scheduled so that all of the projects fall within the institution's full academic year, e.g. August – July 21. For hiring of faculty, please be aware of the following regulations:
 - Ordinarily, funding will be awarded only for the creation of incremental positions. In all

cases, it is expected that the grantee institution will continue to support the position on a long-term basis after the initial period of JF funding ends. Neither temporary additions, nor new positions filled by relocating current faculty members of the institution will be supported. The Japan Foundation does not support costs related to searches for new faculty.

- If the search for the new hire takes place in 2020-2021, making it impossible for the formal appointment to take place prior to March 31, 2021, financial assistance from the Japan Foundation may begin between April 1, 2021 and March 31, 2022, 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 new hire starts from August 2020:

Year 1: August, 2020 to July, 2022 \$X

Year 2: August, 2021 to July, 2023 \$X

Year 3: August, 2022 to July, 2024 \$X

Case 2 Funding request for the new hire *only*, where the search will take place in the fall of 2020 by the institution's own resources, and the new hire will start from August 2021:

Year 1: August, 2021 to July, 2022 \$X *provisional approval in 2020*

Year 2: August, 2022 to July, 2023 \$X

Year 3: August, 2023 to July, 2024 \$X

Case 3 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 2020 by the institution's own resources, and the new hire will start from August 2021:

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

\$Y = new hire salary

Year 1: August, 2020 to July, 2021 \$X (Year 1 does *not* include the new hire salary)

Year 2: August, 2021 to July, 2022 \$X + Y

Year 3: August, 2022 to July, 2023 \$X+ Y

Year 4: August, 2023 to July, 2024 \$Y

- JF contributions are limited to up to half of the total cost for the appointee's salary and benefits 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.

V. PRIORITIES

1. Strong consideration will be given to proposals that identify and respond to national needs in Japanese Studies. Applications that create tenured or tenure-track positions in Japanese Studies are especially welcome.
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.

VI. 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

VII. SELECTION AND NOTIFICATION OF RESULTS

1. Proposals will be reviewed with the confidential assistance of the American Advisory Committee, which is comprised of distinguished scholars from various cultural and educational institutions across the United States.
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 in April 2020 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.

VIII. 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 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

Application materials must arrive at the JFNY office **no later than** Friday, November 1, 2019. JFNY does not accept applications submitted by e-mail or fax.

Application Deadline: **Friday, November 1, 2019**
Mailing Address: **The Japan Foundation, New York**
 Attn: Japanese Studies Division
 1700 Broadway, 15th Floor
 New York, NY 10019

IX. 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 must 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

- Please include a separate budget sheet for each year of requested funding (Years 1-3, as in “Case 1” on pg. 3; Years 1-4, as in “Case 2” on pg. 3).
- 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.
- Budget items for each activity should be classified under JF’s category designations: Honoraria/Wages; Travel Expenses (Transportation: International/Domestic; Lodging and Per diem); 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

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. Please describe the applying institution's plans to sustain any grant-supported

faculty hires beyond the funding period.

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 JF's "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 institution 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

X. 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.

XI. 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.

XII. 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) and other applicable laws. 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.
 - 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-related publications are released to the public.
 - The submitted materials will not be returned.
3. Applicants are requested to inform all individuals whose personal information appears on the

application materials of the above-mentioned policy.

XIII. 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).