

Institutional Project Support (IPS)  
Small Grant Program  
Application Guidelines & Instructions

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## **I. PROGRAM DESCRIPTION**

The Japan Foundation (JF) is accepting applications to the Institutional Project Support (IPS) Small Grant Program. This program is designed to: (i) support institutions that face difficulties maintaining current levels of infrastructure for Japanese Studies in the U.S.; (ii) stimulate infrastructural interest in Japanese Studies by small and newer institutions without an established program of Japanese Studies or those that lack personnel or resources; and (iii) provide support for particularly innovative programs that promote Japanese Studies.

A maximum of \$25,000 will be awarded to institutions that execute proposals designed to maintain and advance the infrastructural scale of Japanese Studies at their institution.

Projects must commence between April 1, 2020 and September 30, 2021. The duration can be up to twelve months (one year).

## **II. ELIGIBILITY**

- Only submissions from U.S. institutions and organizations with 501(c)(3) status will be accepted.
- Applicants to this program are not eligible to apply to the Institutional Project Support (IPS) Program for fiscal 2020-2021. In addition, institutions that are currently receiving IPS funds for fiscal 2019-2020 may not apply.
- 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 time 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

- 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.

\*\* '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.

\*\*\* This category may be given lower priority.

**NOTE:**

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

**IV. PRIORITIES**

- Projects from institutions that face difficulties maintaining current levels of infrastructure.
- Projects from small institutions and institutions without an established program of Japanese Studies or those that lack personnel or resources.
- Projects that initiate or sustain institutional partnerships, including those in Japan.

**V. SCREENING CRITERIA**

- Impact on the institution's ability to maintain and advance the scale of infrastructural support for Japanese Studies
- Likelihood of benefit for a significant number of students, scholars, and/or community members
- Significance within the field
- Necessity of grant support (level of financial need)
- Competence of project leaders and their institution to execute proposals
- Commitment from the institution (matching funds are not a requirement)

\*Applicants who have never received an IPS grant may be given priority over those who have received such a grant.

## **VI. 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, the Japan Foundation, New York (JFNY) staff may ask the applying institution questions as the need arises.
3. Applicants will be notified of the results of the screening in April, 2020 through JFNY.

## **VII. APPLICATION DEADLINE**

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  
c/o Japanese Studies Program  
1700 Broadway, Fl. 15  
New York, NY 10019**

## **VIII. APPLICATION MATERIALS**

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

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

## **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 should be three different individuals.
- The project abstract is limited to 250 words. Please provide further detail in the Project Narrative.
- 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.**
- The 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; Travel Expenses (Transportation: International/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.

## **3. Project Narrative**

Please explain the importance and relevance of the proposed project and how it contributes to the growth and expansion of Japanese Studies at your institution. Provide concrete details about the project's objective, significance in the field, and possibility for continuation. The narrative is limited to 4 pages (single spaced, 12 point font).

## **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. 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 Jigyō 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 Jigyō 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).