

## *Guidelines*

### *“Case Studies Japan:*

### *Research Trip to Japan for Interdisciplinary Scholars and Graduate Students”*

**Proposal Deadline:** Tuesday, December 1, 2020

**Funding Opportunity:** Institutional

**Travel Period:** Until November 30, 2021\*

**Funding Maximum:** Up to \$50,000 per applicant.

Please see Grant Coverage section for specific details on each item.

\*If COVID-19 prevents you from visiting Japan by November 30, 2021, the Japan Foundation CGP may approve an extension of the travel period.

## **Program Details**

This initiative offers an opportunity for an interdisciplinary group of faculty members and graduate students at U.S. institutions to travel to Japan and conduct case study field research in the realms of the humanities and social sciences. The goal is to provide participants, especially those who may not be familiar with Japan, with firsthand experiences to gain a deeper understanding of and make connections in Japan that will be useful in their own disciplines after the trip. Researchers who are experts on Japan at U.S. universities, colleges, think tanks or other research organizations are invited to apply for this grant to help fund a short-term study tour.

## **Eligibility**

- U.S. universities, colleges, or institutions with 501(c)3 status

## **Requirements**

1. Applying institutions are ultimately responsible for all organizational aspects of the visit to Japan, including but not limited to the following:

- Preparing appropriate itinerary
- Making and managing appointments
- Conducting the tour
- Securing additional financial resources as needed

For logistical information, please see the ***Reference Information*** listed at the bottom of the guidelines.

2. Project director: A faculty member from the applying institution who is a Japan specialist is required to serve as the “project director” and must accompany the group on the trip. Project directors should have a

PhD or terminal degree in their field and teach Japan-related courses. They are expected to provide guidance and expertise to the group before, during, and after the trip. Project directors are responsible for all practical academic and logistical aspects of the application. If necessary, the applying institution may have an additional individual or individuals assist the project director and attend the study-trip.

3. Participants: The applying institution, in conjunction with the project director, is responsible for selecting appropriate participants, who are either *faculty members and/or students at the graduate level affiliated with U.S. institutions*. The group must be comprised of at least *five (5) participants* not including the project director. The group must be *interdisciplinary* and more than *half of the participants must not be specialized in Japanese Studies*. Participants should primarily be from the applying institution, but those invited from relevant nearby institutions may also be considered when appropriate. Study tours may be incorporated into course syllabi but it is not mandatory.

4. Itinerary: Travel itineraries should be appropriately arranged for a group of participants with diverse, interdisciplinary backgrounds to generate interest in and broaden the understanding of Japan. The Japan stay must include *a minimum of five (5) days of academic activities* including three (3) lectures provided by scholars, curators, government officials, and/or other relevant individuals.

5. Timeframe: Application materials must arrive at the Japan Foundation CGP, New York office **no later than** Tuesday, December 1, 2020. The proposed grant period must *complete by November 30, 2021*, and the trip dates must fall within the grant period. Grant funds must be expended during the proposed grant period. The final report is due *two (2) months* after the grant period.

6. After the trip: Upon completion of the trip, participants are required to submit individual reports, minimum of 1,000 words, on how they will incorporate their experiences in the future. The project director will be responsible for collecting the essays and including them as one component of the final report to the Japan Foundation CGP. In addition, the project director is required to submit a brief essay (1,000-2,000 words) on the overall project. Some of the essays may be shared on the Japan Foundation or CGP's website or through SNS.

#### **Priorities**

- A group of participants with diverse, interdisciplinary backgrounds, who demonstrate strong qualifications
- Travel itineraries arranged appropriately to broaden the understanding of Japan, not reinforcing stereotypes
- Travel itineraries arranged to build on and expand networks with Japanese counterparts

- Consideration of long-term goals and sustainable commitments after the trip (i.e. plans to incorporate Japan elements in research, pre-or-post-trip seminars, new courses and course modules, etc.)
  - Strong proposals will include pre-trip preparation for participants that might include reading background materials and/or an orientation.

### **Grant Coverage**

1. The Japan Foundation CGP grant can help defray individual expenses for the following items only:
  - Round trip international flight between the United States and Japan: actual cost, up to the estimated fare for the shortest route from the city of boarding to the destination using economy class discount fare.
  - Per Diem: Accommodation, domestic transportation within Japan, meals, tickets, rail passes, overseas travel insurance, and other miscellaneous costs: up to US\$300 per person, per day.
  
2. The Japan Foundation CGP can provide **up to US\$2,000** for the project director as compensation for their workload and expenses associated with organizing the trip.
  
3. The Japan Foundation CGP can provide **up to US\$5,000 per group and up to US\$1,000 per group per day**, to help defray group expenses for the following items only:
  - Honoraria for lecturers
  - Rental fee for meeting room
  - Hiring an interpreter
  - Hiring a vehicle for local transportation

Other expenditures, such as visas, entrance tickets to historical sites or museums or performances, meals, travel agency fees, rail passes, etc., cannot be counted towards group expenses and should be covered as part of the per diem mentioned in #1 above, or by other funding sources.

Costs incurred due to accident, theft, etc. are the responsibility of the project director and the organizing institution and not the Japan Foundation CGP.

4. The maximum amount of the grant is **up to US\$50,000** per project.  
Please note that the grant amount will be determined based on the breakdowns.

5. The applicant may not request the 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.

### **Application Process**

1. Please contact **contact@cgp.org** to obtain application materials.
  
2. Application materials must arrive at the Japan Foundation CGP, New York office **no later than** Tuesday, December 1, 2020. CGPNY accepts applications submitted by e-mail as well as by post, but may request submission of an original application form with inked, handwritten signatures during the screening process.
  
3. Applications must include the following documents and supporting materials:
  - a. Application cover sheet – please contact The Japan Foundation CGP, New York  
Original, handwritten signatures are required from the Authorized Representative, Project Director, and Bursar. These roles must be appointed to three separate individuals.
  - b. Project Narrative (up to 4 pages, single spaced, 12 point font): Please explain the current climate of the study of Japan at the applying institution or in the relevant community, as well as the importance and relevance of the proposed project and how it contributes to the growth and expansion of Japanese Studies. Describe the project’s objective, significance for Japanese Studies at the applying institution, and possible plans after the trip.
  - c. Tentative itinerary for the proposed Japan visit – please include a list of the sites or cities, activities, individuals to meet with, and 3 lectures to be included in the study-trip
  - d. Tentative list of participants or the target participants (affiliation, occupation, field of study, etc.)
  - e. Detailed budget sheet, in Excel submitted via email using the Japan Foundation CGP’s template.
  - f. Curriculum vitae of the project director, and additional individuals if applicable
  - g. Institutional information (i.e. annual report, etc.)
  - h. Proof of 501(c)3 status

Applicants may also attach the following:

- Syllabus, if the study tour is incorporated into a course
- Letters of support, e.g. from the applying institution and/or collaborating institutions/individuals

The Japan Foundation CGP, New York accepts applications submitted by e-mail as well as by post, but may request submission of an original application form with inked, handwritten signatures during the screening process.

E-mail Address: [contact@cgp.org](mailto:contact@cgp.org)

Mailing Address: The Japan Foundation Center for Global Partnership, New York

Case Studies Japan Program

1700 Broadway, 15th Floor

New York, NY 10019

\*Please submit a copy of the Detailed Project Budget by Excel via email.

4. Applicants will be notified of the screening results within March. Proposals are reviewed using established peer-review procedures with the confidential assistance of the external scholars, which is comprised of distinguished scholars from various cultural and educational institutions across the United States.

5. Should the applying institution receive a Grant Letter from the Japan Foundation CGP, the institution must submit the following documentation, in principle, a minimum of 6 weeks prior to departure:

- Acceptance/Non-Acceptance of Grant and Request for Grant Payment form
- Full list of participants in the study tour
- Finalized itinerary including 3 academic lectures (speakers, topics, etc.)

Only after receipt of these required documents will the Japan Foundation CGP begin the process of disbursing funds.

### **Reference Information**

For general Japan travel information, please see the following Japan National Tourism Organization (JNTO) websites: <https://www.japan.travel/en/>

For guides and interpreters information:

Japan Federation of Certified Guides: [https://www.jfg.to/green/jfg\\_eng.html](https://www.jfg.to/green/jfg_eng.html)

Japan Guide Association: <https://jfg-e.jp/>

International Hospitality and Conference Service Association (IHCSA): <https://www.ihcsa.or.jp/eng/>

### **Additional JF Information**

#### **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 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.

#### **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. <https://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.

#### **Response to the spread of the COVID-19**

Depending on the impacts of widespread novel coronavirus, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably change the substance of its grant or the conditions attached as a result of changes in circumstances that have occurred after the decision to

provide the grant.

**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).

**Contact:**

The Japan Foundation Center for Global Partnership, New York

Case Studies Japan Program

1700 Broadway, 15th Floor

New York, NY 10019

[contact@cgp.org](mailto:contact@cgp.org)