**FY2018 Grant Program for Promotion of International Joint Research**

**General Guidelines for Grant Applicants**

May 1, 2018

International Office, International Affairs Division

With the aim of contributing to the global academic sphere and increasing its presence in the world, Waseda University offers financial support for overseas travel expenses to facilitate international joint research. The grant will continue to be available until February 28, 2019; however, the university will stop the funding when the maximum allocation limit for the fiscal year is reached. Please note that from April 1, 2018, part of the “Specified Partnership-based Researcher Exchange Program” will be integrated into this grant program.

1. Purpose

When applying for the grant, the applicant must be traveling or inviting his/her international research collaborator for either of the following purposes:

1. The applicant is traveling or inviting his/her international research collaborator to present his/her research work together with the research collaborator at an academic conference;
2. The applicant is traveling or inviting his/her international research collaborator to participate in an academic conference where each of them is making a different presentation on the research work;
3. The applicant is traveling or inviting his/her international research collaborator to discuss with the research collaborator the ongoing project to publish a book, co-edited book or joint research paper;
4. The applicant is traveling or inviting his/her international research collaborator to discuss with the research collaborator joint application for public research funds;
5. The applicant is traveling or inviting his/her international research collaborator to present his/her research work together with the research collaborator at an international conference, symposium or other academic events organized by an international consortium (APRU, ASEAN+3 UNet, U21, USJI, VIU etc.) together with the research collaborator. \*Waseda must be a member of the consortium based on a university-wide agreement; or
6. The applicant must be traveling to or inviting his/her international research collaborator from the designated institutions under the specified partnership between those institutions and Waseda. (designated institutions are shown in the last page of this guideline)
7. When to Travel

The recipient is allowed to carry out his/her research trip anytime in the year; however, the recipient must depart from Japan (in case of travelling overseas) or arrive in Japan (in case of invitation) during the period from April 1, 2018 to March 31, 2019. Also, the recipient must complete payment procedure in FY2018. Length of stay is not defined.

Note:

* The recipient must try his/her best not to inconvenience his/her students due to the research travel. In principal, busy times, including entrance examination periods, when the administrative offices are fully occupied must be avoided.
* No additional allowances such as stipends for part-time lecturers in absence of the recipient will be provided within the framework of this grant program.
* When the applicant satisfies either of the following conditions, he/she can apply for the program up to twice during the period from April 1, 2018 to March 31, 2019. When the applicant is making two applications for this program, the travel grant will be given to one person (the applicant him/herself or his/her research collaborator invited) for each application.
* When traveling for the purpose 1-1) or 1-2), the applicant’s overseas research collaborator with whom he/she is making a presentation **or** the research work on which his/her presentation is given must be different in every application he/she makes;
* When traveling for the purpose 1-3), the applicant’s overseas research collaborator with whom he/she is having a discussion **and** the ongoing project to be discussed must be different in every application he/she makes;
* When traveling for the purpose 1-4), the applicant’s overseas research collaborator with whom he/she is having a discussion **or** the public research funds they are jointly applying for must be different in every application he/she makes;
* When traveling for the purpose 1-5), the organizing consortium of the academic event or the academic event the applicant is participating in (the organizer could be the same consortium) must be different in every application he/she makes; or
* When traveling for the purpose 1-6), the travel must be between Waseda and one of the designated institutions different from the travel in the first application.

1. Eligibility

When applying for the grant, the applicant must satisfy all of the following conditions.

1. He/she must be a Tenured Professor/ Tenured-Associate Professor/ Tenured-Assistant Professor/ Associate Professor without tenure/ Assistant Professor without tenure/ Assistant Professor without tenure (Jokyou)/ Research Associate/ Senior Researcher (at Research Council)/ Researcher (at Research Council)/ Junior Researcher (at Research Council)/ Research Associate (for a research project)/ JSPS PD/ JSPS RPD

Note:

Research collaborators invited by the recipient to Japan must hold a status equivalent to that of a full-time faculty member or researcher at Waseda University.

1. Prior to this application, the applicant applied for public research funds, including KAKENHI, or open competitive grants provided by non-governmental foundations as a principal investigator and also fulfills either of the following conditions:
2. You have applied for public research funds at least one or more times during fiscal year 2016 or 2017 regardless of whether you succeeded or not;
3. The application for fiscal year 2018 is still in progress; and/or
4. You have applied for public research funds in FY2016, FY2017, or FY2018 for the same research theme for public research funds or open competitive grants.
5. The applicant is not enjoying a sabbatical leave from the University within the same fiscal year of this application.
6. Grant Amount

In addition to this grant, the recipient can apply other research funds to his/her research travel. This grant program is held in accordance with “学会・研究出張に係る旅費等に関する運用・算出基準” in (https://waseda-research-portal.jp/how-to-use/research-expenses-execution/) for more details regarding the policy, fund allocation and other rules. If there are additional charges (fees for cancellation, change and other unexpected expenditures) imposed, list the fees with the reasons and submit the document to Dean of the International Affairs Division. The Dean will decide whether the University covers the extra charge or not.

1. When the recipient him/herself travels overseas, the maximum amount is as follows:

* For countries and regions in East Asia/South East Asia: 200,000yen
* For other countries and regions: 300,000yen

\* The grant must be allotted only for “Travel expenses (actual cost)”, “Accommodation fee (actual cost)” and “Daily wage”.

1. When the recipient invites his/her international research collaborator to Japan, the maximum amount is as follows:

* For countries and regions in East Asia/South East Asia: 200,000yen
* For other countries and regions: 300,000yen

\* The grant must be allotted only for “Travel expenses (actual cost)” and “Living expenses”.

1. Application
2. The applicant must submit the following two documents (accepted only in Japanese or English) to the office of his/her department.

\* When one of the required documents is missing or the submitted documents include a blank in required sections, the application will not be accepted for selection.

1. “Research Plan” in a given format
2. One of the following documents (A copy of the document is acceptable):

* <When the purpose of the application is 1-1)>

Conference programs to prove the applicant is giving a presentation or conducting joint sessions at an academic conference with his/her research collaborator

\* Copies of emails shall not be accepted as appropriate documents.

* <When the purpose of the application is 1-2)>

Conference programs to prove the applicant is participating in an academic conference where each of them is making a different presentation on the research work

\* Copies of emails shall not be accepted as appropriate documents.

* <When the purpose of the application is 1-3)>

A letter that clearly states 1)Research Theme 2) Co-edited Book Title/Name of the publisher/Name of the journal in which the co-edited manuscript will be published 3)Determination to publish a co-edited book/joint research paper together with your research collaborator

\*The letter must be signed by the collaborator.

* <When the purpose of the application is 1-4)>

A letter that clearly states 1) Research Theme 2) Name of the public research funds 3) Name of the funding body 4) Scheduled application period 5) Determination to jointly apply for the funds

\*The letter must be signed by the collaboration candidate.

* <When the purpose of the application is 1-5)>

An invitation letter or proof of his/her registration to the academic event

* <When the purpose of the application is 1-6)>

A letter of approval from a host researcher/institution regarding the research stay

\*The letter must be signed by the host researcher/institution.

1. The office of each department submits the above two documents together with the director’s cover letter to the International Office by the last day of each month.
2. Flow of Selection/Necessary procedure after the program

All documents necessary for the application must be submitted to the International Office through your department office by the last day of each month. The flow presented below is a selection schedule for the first application in fiscal year 2018. The selection goes through the same process every month. The applicant must apply well in advance so that he/she can complete 3) below before travel/invitation.

1. February 28, 2018:

The application closes at the International Office.

1. Early March:

The applicant and the director of his/her department receive the results of the selection.

The grant has been allocated to each department.

1. The recipient obtains approval from his/her department and completes necessary procedures for overseas business trips or invitation including tax treaty prior to his/her departure or invitation.
2. The recipient submits a program report **within a month** by email to the International Office, with deliverables attached. He/she submits a business trip report to the office of his/her department.

Inquiries:

International Office, International Affairs Division

Usukura (71-5778, [h.usukura@waseda.jp](mailto:h.usukura@waseda.jp))

Hamada (71-2187, d-hamada@waseda.jp)

<Institutions Designated for the Specified Partnership-based Researcher Exchange Program >

\*Contact person for enquiries: Mr. Hamada

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| Partner Institutions | Number of Participants/  Exchange Period | Application  Deadline | Paid by  Host Institution | Notes |
| Institut d'Etudes Politiques de Paris | One or more  \*The participant must be younger than 65.  The sum of each participant’s exchange stay period must be 2　months. | 6 months prior to the start of the exchange | 3,000-3,900 euro per month  Not Provided (Assistance in finding appropriate lodging offered) | The host institution can ask the participant to teach classes for 6 hours per month. |
| Indiana University | One / 1 month | 4 months prior to the start of the exchange | Not Provided (Assistance in finding appropriate lodging offered) | Bloomington Campus, Indianapolis Campus |

NOTE:

1. After being chosen for the program at Waseda, the applicant must submit an application required from the host institution by the deadline set by the institution.
2. The period of the exchange stay cannot be extended after approval.
3. Each institution has its own application form. Visit the following web site and obtain the latest information.

* Institut d'Etudes Politiques de Paris (IEP):

No website (The International Office will provide contact information for the host institution)

* Indiana University:

<https://partner.iu.edu/opportunities/faculty/incoming.html>