

**Overseas Research Activities Grant
KUASU Challenge + 2019
-Guidelines-
Graduate School of Economics, Kyoto University**

1. Purpose and outline

In the aim of encouraging students to conduct their overseas research activities*, the Kyoto University Asian Studies Unit (KUASU) branch office at the Graduate School of Economics (GSE) is providing grants to those who are conducting the overseas research related in Asian Studies in a broad sense in the academic year 2019 (by the end of March 2020).

*Here, the “research activities” means:

1. Meeting faculty members at universities and receiving academic guidance on their dissertations
2. Carrying out field research
3. Collecting data at institutions and libraries
4. Interviewing officials from government agencies, businesses and NGOs

*Non-Japanese students can count Japan as overseas.

There are no specific preferences or restrictions in terms of research topic, host university or institution, and the country where the research activities will take place. Applicants are expected to rigorously carry out activities in a way that contributes to their ongoing research.

2. Eligibility

An applicant must be a graduate student of GSE, Kyoto University, and not taking a leave of absence.

*If the applicant is currently receiving other grants/scholarships, he/she needs to be sure that there will be no conflicts by obtaining this grant.

3. Fees covered by the grant

1) Transportation expense

- A round-trip airline ticket between Osaka (KIX/ITM) and the closest international airport to the first/last destination.
 - International Affairs Office of GSE will arrange and purchase the air ticket based on Kyoto University regulations.

*In case the research activities is conducted in Japan (only for non-Japanese applicant);

- A round-trip Shinkansen ticket between Kyoto and the closest Shinkansen station to the first/last destination.
 - If traveling by air stands to reason; a round-trip airline ticket between Osaka (KIX/ITM) and the closest domestic airport to the first/last destination. International Affairs Office of GSE will arrange and purchase the air ticket based on Kyoto University regulations.

2) Living expense

4,000 yen/research day (maximum 80,000 yen/month)

4. Duration of research activities

Overseas: minimum 10 days and maximum 2 months.

Japan: minimum 2 days and maximum 1 month.

The research activities must finish by March 15, 2020.

5. Application procedures

Applicants must prepare the following required documents and submit to International Affairs Office via email by November 29, 2019.

- 1 Application form (download : [Form 1-2: Short-term Program Application \(Not-For-Credit Programs\)](#))
- 2 Research proposal and plan (Free Format)
 - It must include specific purpose and actual research activities to be conducted in the destination.
- 3 Pledge (download : [Form 5: Pledge](#))
- 4 Evidence to support the applicant's planned research activities;
 - 4.1 An acceptance letter/email of the applicant's overseas instructor(s)
 - If the applicant is meeting faculty members at universities, he/her needs to submit a letter or email written by the member(s) that indicates the date and place of the meeting.
 - 4.2 A letter/email of the contact person
 - If the applicant is conducting field research, he/her needs to submit a letter or email written by the contact person that validates the applicant's field research.
 - 4.3 Proof of permission to enter the institutions/libraries
 - If the applicant is collecting data at institutions and libraries, he/her needs to submit a proof of permission that validates the applicant's activity.
 - In case there is no need to get a permission at the institutions/libraries, a letter or email written by the contact person or detailed information of this institutions/libraries must be presented.
 - 4.4 An appointment letter/email of the interviewee
 - If the applicant is conducting interviews with officials from government agencies, businesses and NGOs, he/her needs to submit a letter or email written by the interviewee that indicates the date and place of the interview.

*For the letter/email, you can also count the exchanges by app as the evidence. In that case, please take a screenshot/copy of the exchanges to submit.

*All required documents must be filled in/written by English or Japanese. In the case of written in other than English or Japanese, please submit the translation also.

6. Screening

The screening and selection process is conducted by several faculty members from GSE. All the applicants will be notified of their results by December 6, 2019.

*Applicants may be requested to provide further information if needed.

*Any inquiries regarding application status are not acceptable during this period.

7. After you are approved to receive the grant

Grant recipient must adhere to all terms and conditions. If they do not uphold the Recipient's Pledge, they may be asked to recover all grants received.

After the recipient receives the notice of approval, he/she must follow the following instructions and prepare for their research activities.

- A. Make the flight arrangements through International Affairs Office.
 - All flights should depart from and return to Osaka (Kansai or Itami International Airport).
 - The recipient will be asked to submit a copy of his/her passport.
 - If the recipient changes or cancels a flight due to personal reasons after the ticket has been issued, all the handling fees shall be charged to him/her.
- B. Obtain a visa (if needed)
 - The recipient must check all the required documents for obtaining visa and inform International Affairs Office if any documents should be prepared by the office.
 - Fees for obtaining visa are not covered by the grant.
- C. Take out overseas travel insurance (*Futai Kaigaku*).

The insurance must cover the entire research period, including the day the recipient departs Japan and the day the recipient returns to Japan.

Insurance fee is not covered by the grant.

After taking out the insurance, the recipient must submit a copy of the policy to International Affairs Office a week before his/her departure.

D. Be sure to sign up the insurances

All the recipients is required to sign up the both personal accident insurance and personal liability insurance.

Insurance fee is not covered by the grant.

The recipient must submit a copy of the policies to International Affairs Office a week before his/her departure.

E. Inform the International Affairs Office of accommodation

All GSE students are also required to submit Notification of Overseas Travel to Students Affairs Office when they are traveling overseas.

*In case the recipient is conducting his/her research in Japan, he/she is required to follow the above instruction D, E and the below instruction E;

F. Arrange the Shinkansen ticket.

In case the recipient is travelling by air, the flight arrangements must be made through International Affairs Office (details are the same as above instruction A).

8. After returning from your research activities

After the recipient returns from his/her research activities, he/she must follow the following instructions and report on their research activities.

A. IMMEDIATELY: submit the boarding passes to International Affairs Office.

The recipient must submit all boarding passes of the entire flight route arranged by the office.

In case the recipient is travelling by Shinkansen, he/she are required to take photos of their tickets and submit (make sure to take a photo before you get off the Shinkansen since the ticket will not come out after going through the ticket barrier).

B. WITHIN TWO WEEKS of your return: submit a report (download: [Overseas Study Returnee's Report](#)) to International Affairs Office.

The report can be written in Japanese or English.

The report must contain the purpose, schedule, outcome of the research, the recipient's future research plan (based or not on the research), and pictures taken at the destination (it must include at least one picture that shows the recipient himself/herself).

The report will be posted to the website of Kyoto University Asian Studies Unit.

9. Contact Information

International Affairs Office (IAO)

Faculty of Law and Faculty of Economics East Bldg., 2nd Floor

Graduate School of Economics, Kyoto University

Tel: 075-753-3476

E-mail: [iao.econ\[at\]mail2.adm.kyoto-u.ac.jp](mailto:iao.econ@mail2.adm.kyoto-u.ac.jp)

Note: Personal information about the applicants will only be used for the intended purpose and will not be disclosed to third parties.

