

Research Activities Grant KUASU Challenge + 2020

-Guidelines-

Graduate School of Economics (GSE), Kyoto University

1. Purpose and Outline

This grant is awarded to students who meet the eligibility requirements (see the Eligibility section) and are conducting research activities in Japan, related to Asian Studies or within the scope of the EA Programme. This financial support is to help cover travel expenses for participating in academic conferences (including participation fees), conducting field research and interviews, and receiving research supervision; and a portion of living expenses related to such activities.

2. Before applying

A grant recipient must adhere to Kyoto University's regulations and follow the instructions. Please cancel the activities if Kyoto University announce an increase the level of activity restriction to prevent the spread of coronavirus.

3. Eligibility

- An applicant must be a graduate student of the Graduate School of Economics of Kyoto University, planning to conduct research activities in Japan.
- An applicant must have not taken a leave of absence.
- Only available for international students. If Japanese student be considered eligible for grants to conduct domestic research activities, please contact the IAO.
- If an applicant is currently receiving other grants/scholarships/bursaries, he/she needs to be sure in advance that there are no conflicts involved in obtaining this grant.

4. Fees covered by the grant

1) Transportation expenses (the research activities are need to be conducted by physically)

- In principle grants for research activities in Japan are only available for international students. Only in exceptional circumstances will Japanese students be considered eligible for grants to support domestic research. If you are Japanese and wish to receive a grant to conduct domestic research activities as part of your thesis research, please

contact the IAO.

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

2) Living expenses

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

3) Participation fees

Participation fees for an academic conference (including an online conference)

An applicant is required to submit a receipt of the participation fee and the participation certificate to IAO.

- In the case of participating only in an online conference, it is not required to submit Health Check Sheet and documents related to transportation and whatever only applicable to conducting research activities physically.

5. Duration of Research Activities

- Japan: Minimum 2 days, and maximum 1 month.
Research activities must finish by February 26, 2021.

6. Application procedures

Applicants must prepare the following required documents and submit them to the International Affairs Office **via email** ([jao.econ\[at\]mail2.adm.kyoto-u.ac.jp](mailto:jao.econ[at]mail2.adm.kyoto-u.ac.jp)) **by December 25, 2020.**

- 1 Application form (Form 1)
- 2 Health check Sheet (checking from 7 days before to 14 days after travel) (Form2,3)
- 3 Research proposal and plan (open format)
 - Whilst the format is open, this must include specific details of the purpose of the research and the actual research activities to be conducted at the destination.
- 4 Evidence to support the applicant's planned research activities;
 - 4.1 An acceptance letter/email of the applicant's instructor(s)
 - If the applicant is meeting faculty members at universities, he/she 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/she 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 institutions/libraries

- If the applicant is collecting data at institutions and libraries, he/she needs to submit a proof of permission that validates the applicant's activity.
- In the case that prior permission at the institutions/libraries is not required, a letter or email written by the contact person or detailed information of the institutions/libraries must be presented.

4.4 An appointment letter/email from the interviewee

- If the applicant is conducting interviews with officials from government agencies, businesses and NGOs, he/she needs to submit a letter or email written by the interviewee that indicates the date and place of the interview.

*Regarding the abovementioned letter/email, exchange of messages via various message apps can also be counted as evidence. In such cases, please take a screenshot/copy of the exchanges to submit as evidence.

*All required documents must be filled in/written in English or Japanese. Please submit a translation in the case that documents are written in a language other than English or Japanese.

6. Screening

The screening and selection processes are conducted by several faculty members at GSE. All applicants will be notified of their results within two weeks.

*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

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 (if applicable) through the International Affairs Office.

- All flights should depart from and return to Osaka (Kansai or Itami International Airport).
- If the recipient changes or cancels a flight due to coronavirus infection after the ticket has been issued, he/she must inform IAO immediately.
- 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. Be sure to have signed up for other required insurances

- All the recipients are required to sign up for all the following insurance, Personal

accident insurance, Student Comprehensive Mutual Insurance, and Personal liability insurance.

- Insurance fees are not covered by the grant.

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

- C. All recipients are required to submit the address and contact details of their accommodation during their research activities.
- D. Arrange the transportation
- A grant recipient must submit all receipts of transportation to the IAO after the travel.
 - In case the recipient is travelling by air, the flight arrangements must be made through the International Affairs Office (details are the same as above instruction A).

8. Measures for Coronavirus during your research activities

- In accordance with the Japanese government's "New Lifestyle" proposals, a grant recipient must take all possible measures to prevent the spread of the novel coronavirus. (Such as the following: Maintain a safe distance from others, wear a mask, wash hands regularly, avoid the "3Cs" of closed spaces, crowded places, and close-contact)
- Inform us of the activities and people whom he/she will have met during the activities via email each day. (iao.econ[at]mail2.adm.kyoto-u.ac.jp) If a recipient would prepare a list of people who join the research activities or the meetings/conference sessions together, he/she must submit a copy of the documents to the International Affairs Office after the travel.
- Avoid after-work gatherings over food and drinks with numerous participants.
- Download and use the COVID-19 Contact Confirming Application (COCOA) and exposure notification systems provided by local governments.

9. 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 the 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 is 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 the International Affairs Office. *please ignore the title of the form
- 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, and pictures taken at the destination (it must include at least one picture that shows the recipient himself/herself).
 - Please note that the report will be posted to the website of Kyoto University Asian Studies Unit.

10. Contact Information

The 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



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