

Research Activities Grant KUASU Challenge + 2021

-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

The grant recipient must adhere to Kyoto University's regulations and follow its instructions. Please cancel any in-person activities if and when Kyoto University declares an emergency, requesting to restrict the level of activities to prevent the spread of COVID-19.

3. Application deadline (Via email: [iao.econ\[at\]mail2.adm.kyoto-u.ac.jp](mailto:iao.econ@mail2.adm.kyoto-u.ac.jp))

December 24 Fri. 2021

4. Eligibility

- An applicant must be a graduate student of the Graduate School of Economics of Kyoto University, planning to conduct research activities in Japan.
- In principle, the applicant must be an international student. Only in exceptional circumstances will a domestic (Japanese national) student be considered eligible for the grant to conduct domestic research activities. If you are a domestic student, please contact the International Affairs Office (IAO) of GSE.
- 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.

5. Fees covered by the grant

1) Transportation expenses (the research activities must be conducted in-person)

- A round-trip *Shinkansen* ticket between Kyoto and the closest *Shinkansen* station to the first/last destination for research related activities.
- 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 according to Kyoto University regulations.

2) Accommodation fee

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

3) Participation fees

- Participation fees for an academic conference (includes online conferences)
 - The grant recipient is required to submit a receipt for the participation fee and the participation certificate to the IAO.
 - If the grant recipient is only participating in online conferences, the submission of the Health Check Sheet and other documents related to travel is not required. These forms are only applicable to in-person activities.

6. Duration of Research Activities

- Minimum of 2 days, and a maximum of 1 month at a location inside Japan.
Research activities must be finished by February 25, 2022.

7. 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 24, 2021.**

1 Application form (Form 1)

- Applicants must fill out the supervisor's information, additionally applicants must ask the supervisor to send an email to the IAO stating that the supervisor have approved your travel instead of submitting a signed document.

2 Research proposal and execution plan (open format)

- It whilst the format is open, this must include specific details of the purpose and plan for the proposed research activities to be conducted in Japan.

3 Evidence to support the applicant's planned research activities;

- #### 3.1 An acceptance letter/email of the applicant's supervisor(s)

- If the applicant is receiving supervision from faculty members at universities, he/she must submit a letter or email written by the member(s) that indicates the date and place of the meeting.
- 3.2 A letter/email of the contact person in the field
- If the applicant is conducting field research, he/she needs to submit a letter or email written by a contact person that validates the applicant's field research plans.
- 3.3 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 a contact person or detailed information of the institutions/libraries must be presented.
- 3.4 An appointment letter/email from the interviewee
- If the applicant is conducting interviews with officials from government agencies, businesses or 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.

8. 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 accepted during this period.

9. 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. Submit a Health Check Sheet (Form2) **via email** ([iao.econ\[at\]mail2.adm.kyoto-u.ac.jp](mailto:iao.econ@mail2.adm.kyoto-u.ac.jp)).

For COVID-19 precautions, the applicant should keep a record of their health condition 14 days prior to departure.

- B. Make all necessary flight arrangements (if applicable) through the International Affairs Office for your domestic travels during grant period.
- All flights should depart from and return to Osaka (Kansai or Itami International Airport).
 - If the recipient changes or cancels a flight due to COVID-19 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 the recipient.
- C. Sign up for required insurance
- All the recipients are required to sign up for 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 insurance policies to the IAO a week before initiating any activities.
- D. All recipients are required to submit the address and contact details of their accommodation during their research activities.
- E. Arrange the transportation
- The grant recipient must submit all original receipts for transportation fees to the IAO after the travel. (Taxi and rental cars are not covered.)
 - If the recipient is travelling by air, all flight arrangements must be made through the IAO (as detailed above in instruction A).

10. Precautionary measures for COVID-19 during your research activities

- In accordance with the Japanese government's "New Lifestyle" protocols, the grant recipient must take all possible measures to prevent the spread of COVID-19. (Precautionary measures include the following: Maintain a safe distance from others, wear a mask, wash hands regularly, avoid the "3Cs": closed spaces, crowded places, and close-contact).
- Each day, the grant recipient shall briefly inform the IAO of the health condition (Body temperature, Respiratory symptoms), the activities and people whom he/she met during their activities via email (iao.econ[at]mail2.adm.kyoto-u.ac.jp). If the recipient has a list of people who joined a research activity, or a meeting/conference session they participated in, he/she should submit a copy of the document to the IAO after their travels.
- Avoid large group gatherings over food or drinks during off hours.
- Download and register to the COVID-19 Contact Confirming Application (COCOA) and exposure notification systems provided by local governments.

11. 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 all boarding passes to the IAO.
 - The recipient must submit ALL boarding passes from each flight route arranged by the office.
 - In case the recipient is travelling by *Shinkansen*, he/she is required to take a photo of their tickets and submit it to the office. (***)Make sure to take the photo of the ticket BEFORE you exit through the ticket gate, as the ticket will NOT come out of the machine, leaving you with no proof of entry).
- B. A receipt for the participation fee and the participation certificate for an academic conference to the IAO.
- C. A copy of hotel reservation to the IAO.
- D. Health Check Sheet (for COVID-19 precautions, the applicant should keep a record of their health condition 14 days after initiating research activity.) (Form3)
- E. WITHIN TWO WEEKS of your return: submit a report (Form4) to the IAO.
 - The report can be written in either 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 at the research site).
 - Please note that the report will be posted on the website of Kyoto University Asian Studies Unit.

12. 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](mailto: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.

