

Overseas Research Activities Grant

KUASU Challenge + 2022

-Guidelines-

Graduate School of Economics (GSE), Kyoto University

1. Purpose and Outline

This grant is awarded to students who meet the eligibility requirements (see section 4 on Eligibility) and are conducting research activities overseas on Asian Studies or a subject within the scope of the EA Programme. This financial support is to help cover travel expenses to participate in academic conferences (including participation fees), conduct field research, receive research supervision, and a portion of associated 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 Kyoto University declares an emergency, requesting any restrictions of activity to prevent the spread of COVID-19.

3. Application deadline (submit via email to: iao.econ[at]mail2.adm.kyoto-u.ac.jp)

December 23, 2022

4. Eligibility

- The applicant must be a graduate student at the Graduate School of Economics of Kyoto University, planning to conduct research activities overseas.
- In principle, this grant covers overseas research activities. If the applicant intends to conduct research in their home country, the International Affairs Office (IAO) must be informed that the overseas travel is for research purposes.
- If the applicant is currently receiving other grants or scholarships they must confirm in advance that there are no conflicts involved in obtaining this grant.

5. Fees covered by the grant

1) Transportation expenses (the grant recipient must be the person conducting the research activities)

Note: GSE faculty members will conduct a screening on each occasion based on the current situation.

- A round-trip Shinkansen train ticket between Kyoto and the nearest Shinkansen station to the first/last destination for research-related activities.
- If it 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 (IAO) will arrange and purchase the air ticket as per Kyoto University regulations.

2) Accommodation fee

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

3) Participation fees

- Participation fees for an academic conference (includes online conferences)
**The grant recipient must submit a receipt for the participation fee and the participation certificate to the IAO.

If the grant recipient only participates in an online conference, submitting the Health Check Sheet and other travel-related documents is not required. These forms are only applicable for those participating in in-person activities.

6. Duration of Research Activities

- Minimum of **2 days** and a maximum of **3 months**.
Research activities must be finished by February 24, 2023.

7. Application procedures

Applicants must prepare and submit the following documents to the International Affairs Office **via email** (iao.econ[at]mail2.adm.kyoto-u.ac.jp) **by December 23, 2022.**

1 Application form (Form 1)

- Applicants must fill out the supervisor's information and ask their supervisor to send an email to the IAO stating their approval for your research activities and travel.

2 Health check Sheet (pre-departure) (Form 2)

3 Research proposal and execution plan (open format)

- While there is no specified format, the proposal must include a detailed plan and purpose of the proposed research activities to be conducted and a statement that the applicant has sufficient language skills to conduct the research activities at their destination.

4 Pledge (download: Form 4)

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

- 5.1 An acceptance letter/email of the applicant's supervisor(s) receiving their visit
- If the applicant is receiving supervision from faculty members at different

universities; they must submit a letter or an email from the supervisor(s) specifying the dates and place of the prospective meeting.

5.2 A letter/email from a contact person at the field research site

- If the applicant is conducting field research, they must submit a letter or email written by a contact person validating the applicant's field research plans.

5.3 Proof of permission to enter institutions/libraries

- If the applicant is collecting data at institutions and libraries, they must submit proof of permission that validates their activities.
- If prior permission at the institutions/libraries is not required, a letter or email written by a contact person or detailed information about the institutions/libraries must be presented.

5.4 An appointment letter/email from the interviewee

- If the applicant is conducting interviews with officials from government agencies, businesses, or NGOs; they need to submit a letter or email written by the interviewee indicating the date and place of the interview.

*The abovementioned evidence does not have to be limited to letter/email. Correspondence through messages exchanged through various SNS apps are also acceptable. In such cases, please take a screenshot/copy of the exchanges to submit as evidence.

*All required documents must be written in English or Japanese. Please provide a translation of documents if they are written in a language other than English or Japanese.

8. Screening

The screening and selection processes are conducted by several GSE faculty members. 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 receiving the approval notice, the grant recipient must follow the following instructions and prepare for the research activities.

- A. Submit a Health Check Sheet (Pre-departure) (Form2) **via email** (iao.econ[at]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 travels during the grant period.

- All flights should depart 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, they 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. Purchase overseas travel insurance (Futaikaigaku: <https://www.tnpo.jp/newpage17.html>) with unlimited coverage for medical treatment and rescue expenses.

- In some countries, travelers are required to present proof of insurance or a certificate of insurance that clearly states that the insurance covers COVID-19-related medical and rescue expenses.
- 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 must 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 traveling by air, all flight arrangements must be made through the IAO (as detailed above in instruction B).

F. Contact information

In case of an emergency, the recipient may contact their direct supervisor and the IAO (iao.econ[at]mail2.adm.kyoto-u.ac.jp).

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, and avoid the "3Cs": closed spaces, crowded places, and close-contact).
- Each week, the grant recipient shall briefly inform the IAO of their health condition by sending a Weekly Health Check Sheet (Form6) via email (iao.econ[at]mail2.adm.kyoto-u.ac.jp). This includes body temperature and respiratory symptoms. As well as the activities and people they met during their activities.
- If the recipient has a list of people who joined a research activity or a meeting/conference session they participated in, they must submit a copy of the document to the IAO after their travels.
- Avoid large group gatherings over food or drinks during off-hours.

- (For those registered with IR&C) Confirm the registration certificate and contact information for the 24-hour support desk (if applicable). Download and install the **Pro Finder** application on smartphones or other mobile devices.
- Download and register to the COVID-19 Contact Confirming Application (COCOA) and exposure notification systems provided by local governments.
- Confirm information regarding the following: Public COVID-19 consultation services at the destination, local organizations that cases of infection must be reported to, emergency contacts, clinics that can provide novel coronavirus consultation and treatment to international patients, and contact details of the relevant embassy and consulate, requirements regarding room disinfection and other local requirements. (Form2)
- Check the health information for your destination(s) on the websites of the Quarantine Information Office of the Ministry of Health, Labour and Welfare of Japan (FORTH) (<http://www.forth.go.jp/>), World Health Organization (WHO) (<http://www.who.int/>), etc. These websites also provide information on vaccinations and infectious diseases.

11. After returning from your research activities

After returning from their research activities, the grant recipient 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 IAO.
- If the recipient is traveling by a Shinkansen or limited express train, they must submit receipts of a limited express ticket and boarding ticket.

Note: When purchasing a ticket at a JR station ticket counter (Midori-no-Madoguchi), the recipient must inform the counter clerk that they need a receipt at the time of purchase. If the ticket (reserved seat ticket, unreserved seat ticket, etc.) is purchased from a ticket machine at a JR station, a "receipt button" will appear on the screen. The receipt will be issued at the same time as the ticket.

Receipts cannot be issued at stations other than where the ticket was purchased. Also, a receipt cannot be issued at a later date, so please be sure to have a receipt issued at the time of purchase.

B. The recipient must submit the following documents to the IAO.

- Receipts both of a limited express ticket and boarding ticket for Shinkansen or a limited express train
- Receipts for the participation fee and the participation certificate for an academic conference
- A copy of the hotel reservation (Screenshot can also be valid.)
- Health Check Sheet (Post-arrival) (Form 3) (for COVID-19 precautions, the applicant should keep a record of their health condition 14 days after initiating research activity.)

- **A report: WITHIN TWO WEEKS of your return** (Form 5)
 - 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 Kyoto University Asian Studies Unit website.

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@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.

