

Overseas Research Activities Grant

KUASU Challenge + 2023

-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](mailto:iao.econ@mail2.adm.kyoto-u.ac.jp))

December 22, 2023

4. Eligibility

- The applicant must be a graduate student at the Graduate School of Economics of Kyoto University, not taking a leave of absence, and 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, he/she must clarify in their research proposal that the overseas travel is for research purposes.

*Non-Japanese students can count Japan as overseas.

- 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)

- A round-trip airline ticket between Osaka (KIX/ITM) and the closest international airport to the first/last destination.

*GSE faculty members will conduct a screening for each occasion based on travel conditions at the time. Depending on the price of the airline ticket, the applicant may need to cover a small portion of the cost.

*The International Affairs Office (IAO) will arrange and purchase the airline ticket as per Kyoto University regulations.

*In case the research activities are conducted in Japan;

- 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 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)

3-1. Before Payment

The grant recipient must submit a document which shows the amount and item paid (a copy of brochure or website which mentions the registration fee or a quote of article editing, etc.) to the IAO 10 days prior to its payment.

* The grant recipient must meet the deadline. Failure to do so may impact reimbursement.

3-2. After Payment

- Within a week upon paying registration fee

The grant recipient must submit a document which shows student's participation (such as an acceptance e-mail from the international conference organizer or a copy of brochure or website); a document which shows the amount of registration fee (such as a copy of web page); and a credit card receipt (final version) to the IAO.

- Within a week after participating in an international conference

The grant recipient must submit a report of conference presentation (Form 3) to the IAO (Without this form, payment procedure will not proceed).

6. Duration of Research Activities

- Minimum of **2 days** and a maximum of **3 months**.
Research activities must be finished by February 25, 2024.

7. Application procedures

Applicants must prepare and submit the following documents to the IAO via email (iao.econ[at]mail2.adm.kyoto-u.ac.jp) by **December 22, 2023**.

- 1) Application form (Form 1)
 - 2) 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 that will be conducted and a statement that the applicant has sufficient language skills to conduct the research activities at their destination.
 - 3) Pledge (Form 2)
 - 4) Evidence to support the applicant's planned research activities;
 - 4-1. 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 their prospective meeting.
 - 4-2. 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.
 - 4-3. 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.
 - 4-4. 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.
- 5) Approval from the supervisor (open format)
 - Applicants must ask their supervisor to send an email to the IAO (iao.econ[at]mail2.adm.kyoto-u.ac.jp) stating their approval for your research activities and travel.

8. Screening

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

*Applicants may be requested to provide additional 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.

- 1) Make all necessary flight arrangements (if applicable) through the IAO for your travels scheduled during the grant period.
 - All flights should depart and return to Osaka (KIX/ITM).
 - The recipient will be asked to submit a copy of his/her passport.
 - If the recipient changes or cancels a flight due to COVID-19 infection after the tickets have been issued, they must inform IAO immediately.
 - If the recipient changes or cancels a flight due to personal reasons after the tickets have been issued, all the cancellation and handling fees shall be charged to the recipient.
- 2) Obtain a visa (if needed)
 - The recipient must check all the required documents for obtaining a visa and inform IAO if any documents are required from the office.
 - Fees for obtaining a visa are not covered by the grant.
- 3) Purchase overseas travel insurance (Futaikaigaku: <https://www.tnpo.jp/newpage17.html>) with unlimited coverage for medical treatment and rescue expenses.
 - The recipient must sign up for the GAKKENSAI: Personal Accident Insurance for Students Pursuing Education and Research.
 - The insurance must cover the entire research period, including the days of traveling to and from the research destination.
 - 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.
- 4) Inform the IAO of accommodation details
 - All recipients must submit the address and contact details of their accommodation during their research activities.
- 5) Submit Notification of Overseas Travel to Students Affairs Office
 - All GSE students are required to submit Notification of Overseas Travel to the Students Affairs

Office when they are traveling overseas.

6) 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).

*In case the recipient is conducting his/her research in Japan, he/she is required to follow the instruction below:

7) Arrange the Shinkansen ticket

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

- The grant recipient must follow the Kyoto University's "Activity restriction measures to prevent the spread of the novel coronavirus / Kyoto University's Policy on the Novel Coronavirus (COVID-19) (<https://www.kyoto-u.ac.jp/en/about/safety/coronavirus>)".
- (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** app on smartphones or other mobile devices.

11. After returning from research activities

After returning from all research activities, the grant recipient must follow the following instructions and report on their research activities.

1) 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 along with 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 get a receipt at the time of purchase.

2) WITHIN TWO WEEKS of your return: submit a report (Form 3)

- For the recipient who will receive participation fees must submit a report within a week.
- 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.

