

Application Instructions

- (1) Please read the Fellowship Program Guideline 2014-2015 and the following instructions carefully before you complete the necessary forms. Applications that fail to follow these instructions (in terms of insufficient provision of documents or information) will not be considered.
- (2) Please use only the space given on an application form except where indicated.
- (3) Please keep one copy of the documents which an applicant submits to the Japanese Diplomatic Office. The application and other documents will not be returned.
- (4) An application form should be filled out in English or Japanese. Applications submitted in other languages will not be accepted.

Notes for filling in the application:

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- (1) *Name*: Write only in the Roman alphabet. It should be the same spelling that is in a passport.
- (2) *Nationality*: List all nationalities (citizenships) and permanent-residency permits.
- (3) *Present Address*: Give both institutional and home addresses and indicate the address to which the result of the screening should be mailed. Please notify promptly the relevant Japanese diplomatic mission of any change of these addresses.
- (4) *Present Position*: State concretely the current institution and position
- (5) *Higher Education*: Begin with the most recent degree. Indicate the degree earned, date, discipline, and name and address of the institution.
- (6) *Employment*: Begin with the most recent position. List all the institutions and organizations where an applicant has been employed, the positions the applicant has held, and the periods of employment.
- (7) *Research topic in Japan*: Give the title of the research in English.
- (8) *Proposed term of fellowship*: All fellows are required to start their fellowship within the period from May 20th 2014 to March 15th 2015. The duration of the fellowship must be between **30 days and 60 days**.

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- (9) *Affiliation in Japan*: In order to conduct research in Japan, the cooperation of an affiliated institution, advisor, or research associate is important. Give the exact name of the institution/person with which/whom an applicant intends to be affiliated, in English. Tick the current status of arrangements with this institution/person at the "Arrangements Confirmed" column in page 2 of the application form.

N.B. Applicants MUST find and arrange their proposed Japanese institution/host institution/advisor [Sections 9] by themselves. The Japan Foundation does not arrange advisors for the applicants.

When contacting the institution(s) and advisor(s) in Japan, an applicant should explain to them the following issues relating to this fellowship's purpose ("constructing academic networks"), as well as the applicant's research topic and plan in Japan:

- The advisor will be expected to consult with the fellow during the fellowship.
- The advisor is expected to introduce the fellow to researchers and students who share common research interests with the fellow.
- If possible, it is desirable that the advisor will have a small meeting/seminar in which the fellow can make a presentation and can exchange opinions about his/her research topic with experts or students in their field.
- It is expected that the advisor will write comments on the final report.
- The Japan Foundation will directly pay the supervisor fee (¥50,000) to the advisor.
- The Japan Foundation will directly pay the assistant fee (¥30,000) to the assistant if required from the advisor.

Note:

If an applicant receives confirmation of the affiliated organisation and advisor after submitting the application, they should inform about it to the Japan Foundation immediately through the Japanese Diplomatic Office by submitting a proof of the above confirmation.

- (10) Applicants who are in the process of contacting the affiliated organisation(s) and advisor(s) in Japan at the time of application must at least provide information such as the profile(s) and contact details of desirable institutions and advisors relevant to the proposed individual research topic. If contacting more than one institution/ advisor, please write all of them in order of preference.
- (11) English-language proficiency: Check the column to indicate the level of English-language ability, and attach a certificate of the proficiency (optional).
- (12) Previous stay(s) in Japan and other overseas experience(s): An applicant who has been in Japan and other countries should indicate the period and purpose of each stay, and list any grants received thereof. It is not necessary to indicate stopovers or short trips for sightseeing. If the applicant has been in Japan on a grant from the Japan Foundation, please specify the period and the name of the program, regardless of length.
- (13) Other grants: An applicant who is submitting requests to other funding organizations must

list the names of these organizations and the length of the term requested as well as the dates that awards will be announced. Indicate the results if already known.

- (14) Major publications, public presentations or other relevant professional activities and awards: Give the titles of major works or publications and of occasions or symposiums at which an applicant has presented his/her works or papers. Please also indicate awards and prizes the applicant has received, with relevant dates. Indicate the titles of Master's and Doctoral theses as well as the dates and universities where they were awarded.

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- (15) Summary of the Project: In the column, please write the summary of research plan. Use extra papers and give a concrete description of the research purpose, the method, and the plan to be carried out in Japan **within 5 pages**.
- (16) Referee Information: Give the name, institution, department, and position of the referee (See below "REFERENCE FORM").

Notes for other forms:

REFERENCE FORM

- (1) Ask an individual, who is willing and competent to judge an ability to carry out a research proposal, to write the Reference Form.
- (2) Fill in the boxes outlined in bold lines in the Reference Form, ask the Referee / Recommender to forward the filled Reference form to the Japanese Diplomatic Office (for applicants from Egypt, Hungary and Russia, the Japan Foundation office instead) to which the applicant should submit the application by the date set by the Diplomatic Office or the Foundation Office. The applicant should indicate the address of the Japanese Diplomatic Office / the Japan Foundation office concerned in the box outlined in bold lines. Reference Form received after that date will not be considered.
- (3) The referee / recommender may use the space provided on the form, or attach a signed free format reference letter.

LETTER OF AFFILIATION FORM

- (1) The Letter of Affiliation must be completed and signed by an applicant's academic advisor **in Japan** and forwarded directly from the advisor to the Japan Foundation Headquarters in Tokyo no later than **December 20, 2013**. An applicant should fill in the box outlined in bold lines prior to sending out the form to the advisor.
- (2) In case the letter of affiliation cannot reach to the Japan Foundation Headquarters till the deadline, the applicant should attach other documents such as a copy of correspondence

between the applicant and the advisor to the application package. In this case, the letter of affiliation must be sent to the Foundation Headquarters as soon as confirming the advisor.

(3) *The Foundation will not inform the advisor or referees/recommenders of the results of screening. Applicants should contact them directly.*

[end]