

Fellowship Program for Intellectual Exchange 2014-2015 Program Guideline

1. Program Details

Objectives and Program Overview

The Fellowship Program for Intellectual Exchange 2014-2015 is designed to provide selected intellectuals in Eastern Europe, the Middle East and Africa with an opportunity to visit Japan and conduct their own individual research on a chosen topic as well as networking/exchange activities. The program thus seeks to assist in the development of a new generation of Eastern European, Middle Eastern and African intellectual leaders who are familiar with Japan through established individual and institutional networks and are able to incorporate topics/elements related to Japan to their own field of research in future.

Eligibility of Applicants

1. Scholars, researchers (except undergraduate and graduate students), journalists and professionals who are engaged in research activities in the fields of the humanities or the social sciences, or who have practical experience in research, media, or non-profit organizations. In principle, the applicant's specialization is **not** necessarily limited to Japanese studies. Priority will be given to individuals either with related research or practical experience within their own field of specialty or who plan to take up new studies on or related to Japan.
2. An individual with adequate English-language proficiency to take part in collaborative interaction and to conduct research in Japan (Japanese-language ability is not assessed). Please attach a certificate showing the applicant's English-language ability, if he/she has one.)
3. An applicant must be under 45 years old at the point of April 1, 2014 (as a general rule), and holds nationality or permanent residency with an active academic/professional affiliation in any of the following countries:

[Eastern Europe] : *Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Estonia, Georgia, Hungary, Kazakhstan, Republic of Kosovo, Kyrgyz, Latvia, Lithuania, Former Yugoslav Republic of Macedonia, Moldova, Montenegro, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan*

[Middle East] : *Afghanistan, Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Palestinian Interim Self-Government Authority, Qatar,*

Saudi Arabia, Sudan, Syria, Tunisia, Turkey, United Arab Emirates, Yemen

[Africa] : *Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central Africa, Chad, Comoros, Democratic Republic of Congo, Republic of Congo, Côte d'Ivoire, Djibouti, Eritrea, Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Republic of South Africa, South Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe*

4. An applicant should be able to find his/her own affiliated institutions and advisors in Japan.
5. Applicants who intend to take Japanese-language training courses, industry training courses or courses in traditional culture (e.g., flower arranging, karate) are not eligible. Religious and political activities and training for governmental officials are not eligible as well.

Research Topics

The content must include surveys and/or individual research and/or collaborative research, in the fields of either the humanities or the social sciences. The research topic must be one that is appropriate for visiting Japan (i.e., there should be a reason the fellow wishes to conduct research in Japan).

The topic must fulfil at least one of these requirements:

1. It must incorporate Japanese issues into your area of specialization.
2. It must be of mutual interest to Japan – Eastern Europe (including Russia, Central Asia and Caucasus), or Japan - Middle East, or Japan - Africa.
3. It must be an international topic (global issue), related to Japan.

Examples of topics are given below (these are only examples; research topics are NOT limited to these):

Environment and Development, Peace and Security, Social order/Law enforcement, Globalization of the economy and international cooperation, Disaster Prevention, Corporate Social Responsibility, Education and human resource development, Energy issues, Gender issues, Population problem, etc.

Expected Number of Fellows

Approx. 30

Fellowship Period

A beginning date of fellowship must be in the period from May 20, 2014, to March 15, 2015.

The duration of the fellowship must be **between 30 days and 60 days**.

* It is advised, however, that fellows should avoid visiting Japan from December 20, 2014 through January 6, 2015, because meeting and travel arrangements are virtually impossible.

Obligations of the Fellows

1. Fellows will independently conduct their own individual research activities on their chosen topic as described in the application.
2. Fellows are expected to submit a final project report to the Japan Foundation within 1 month after returning back home.
3. It is desirable that Fellows will give presentations about their research during their stay in Japan.

Benefits

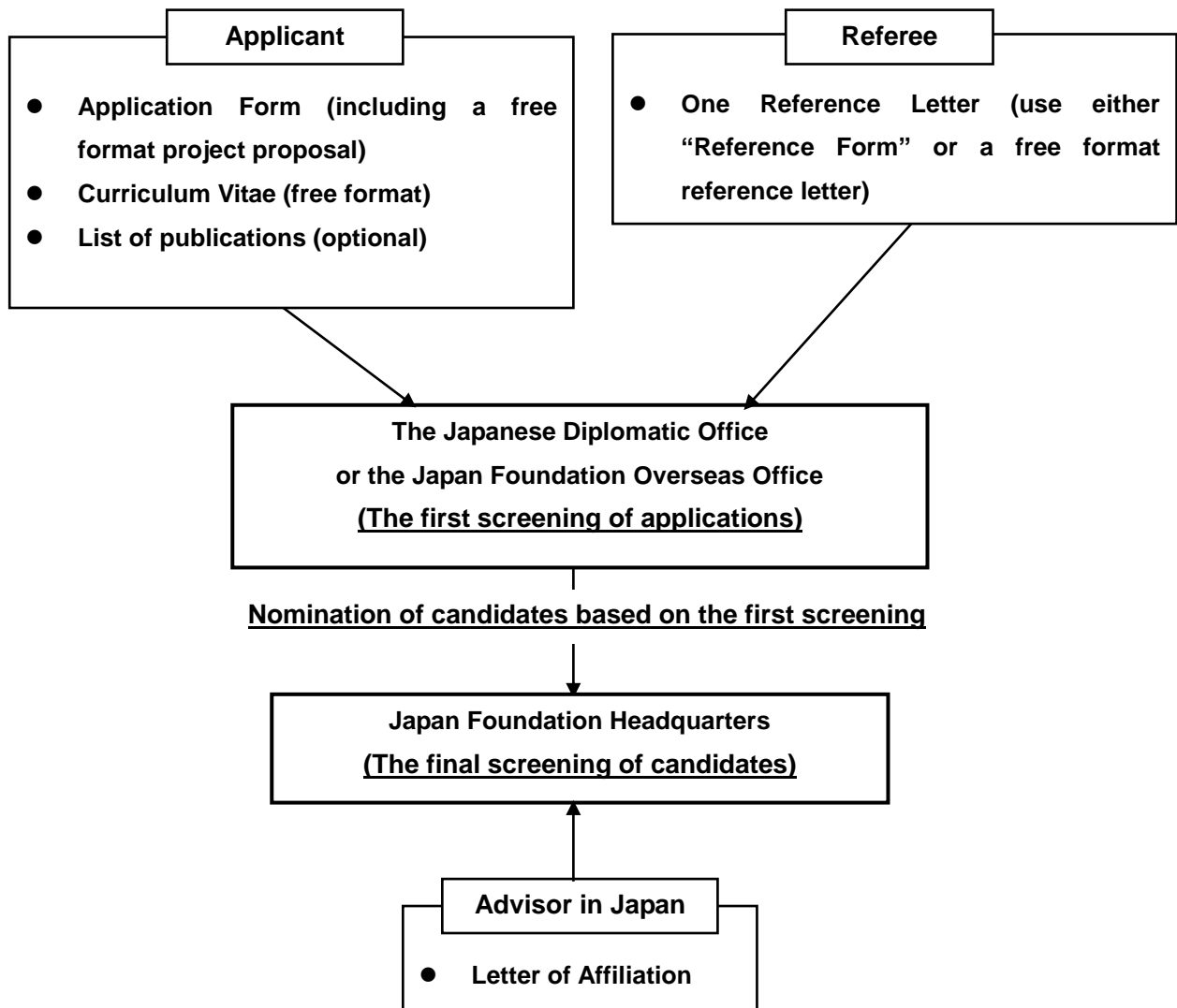
1. Round-trip, discount economy-class air ticket (PEX).
2. Allowance to cover accommodation, meals, local transportation, research expenses and other incidentals (17,000 Japanese yen per day).
3. Insurance:
The insurance coverage provided will be in accordance with the general guidelines set forth by the Foundation.
4. Domestic Transportation:
Domestic transportation expenses within Japan will be provided only when a Fellow needs to travel no less than 50 km from the airport to his/her site of research.
5. The Japan Foundation will directly pay the supervisor fee (JPY 50,000) to the academic advisor.
6. The Japan Foundation will directly pay the assistant fee (JPY 30,000) to the assistant to the fellow. Please note that the need for an assistant will be determined by the academic advisor.

Application Materials and Procedure

An application package should include the following items:

- (i) **Fully Completed Application Form (including a free format project proposal)**
- (ii) **Curriculum Vitae (free format)**
- (iii) **One Reference Letter (use either “Reference Form” or a free format reference letter)**
- (iv) **List of publications (optional)**
- (v) **Letter of Affiliation**

[Application Procedure]



1. “(i) Fully Completed Application Form”, “(ii) Curriculum Vitae (free format)” and “(iv) List of publications (optional)” must be sent from an applicant **to the Japanese Diplomatic Office in his/her home country except he/she falls into the following cases.**

[Case 1]: No Japanese Diplomatic Office in an applicant’s country.

Please contact the Japanese Diplomatic Office in the neighbouring country which is responsible for our program in his/her country.

[Case 2]: Applicants from Egypt, Hungary and Russia.

Be sure to send the necessary documents to the Japan Foundation Overseas Office instead of the Japanese Diplomatic Office.

Applicants from	Contact Office
Egypt	Japan Foundation Cairo
Hungary	Japan Foundation Budapest
Russia and Armenia	Japan Foundation Moscow

2. “(iii) Reference Letter” must be sent **directly from the referee to the same Office to which an applicant sends his/her application form.**
3. An application form directly sent to the Japan Foundation Headquarters will **NOT** be accepted.
4. “(v) Letter of Affiliation” must be sent **directly from an applicant’s academic advisor in Japan to the Japan Foundation Headquarters.** Please refer to the “Application Instructions” for detail.

Application Deadline

The deadline is set by the Japanese Diplomatic Office or the Japan Foundation Overseas Office. Please confirm the deadline with the adequate Office.

Application Screening

1. The First Screening (December, 2013 to January, 2014)
At the Japanese Diplomatic Office or the Japan Foundation Overseas Office to which an applicant will have submitted his/her application package.
2. The Final Screening (February to March, 2014)
At the Japan Foundation Headquarters.

Notification of Results

Notification will be sent by the end of April 2014 through the Office to which an applicant will have submitted his/her application package.

About the Japan Foundation and the Fellowship Program

For general information on the Japan Foundation and the Fellowship Program, please contact the Japanese Diplomatic Office or Japan Foundation Overseas Office in an applicant's country or visit the Foundation's website:

- *Japan Foundation*: www.jpf.go.jp
- *Fellowship Program for Intellectual Exchange*:
<http://www.jpf.go.jp/e/intel/exchange/organize/fellowship/index.html>

Disclosure of Information

1. Concerning projects we support, information such as the name of the fellowship program and project descriptions will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Report of the Japan Foundation Activities) and other public relations materials.
2. When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institution, etc." (Law No.140, 2001), as a general rule, submitted application forms and related materials will be disclosed, except for information stipulated by the law as something not to be disclosed.

Protection of Personal Information

1. The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003).
2. The Japan Foundation uses fellows' personal information, such as name, address, project title, and organization written on the application form, for the following purposes, as well as for screening, implementation, and evaluation procedures of the project.
3. Details of the fellowship, such as your name, gender, occupation, position, specialization, project title, and affiliation are published in the *Detailed Annual Report of the Japan Foundation Activities*, the *Annual Report*, *The Japan Foundation News*, the Japan Foundation's website, and in other public-relations material. They are also used in compiling statistics carried in the *Annual Report*.
4. There may be cases in which details of the fellowship, such as your name, gender, occupation, position, specialization, project title, and affiliation are released to the press for publicity purposes.
5. There may also be cases in which the Japan Foundation uses the information written on the application form to contact you to inform you of other Japan Foundation activities or to send you some public-relations materials.
6. Copies of applications, including attached documents, final project reports, and the

outcome of research projects are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects.

7. Concerning projects that we support, there may also be cases in which the Japan Foundation uses the information written on the application form to send questionnaires to follow-up on our projects.
8. There may be also cases in which the submitted final project reports and the outcome of research projects are released to the press for publicity purposes.
9. Submitted application forms and attached documents will not be returned to applicants.
10. Details of the fellowship, such as your name, nationality, address, gender, date of birth, project title, affiliation, position, term of fellowship are provided to the following institutions for necessary procedures:
 - The Ministry of Foreign Affairs of Japan and related Japanese Diplomatic Offices.
 - Insurance Company.
 - Travel agency and airline office.

Contact offices for Inquiries

For any inquiries, please contact the Japanese Diplomatic Office or the Japan Foundation Overseas Office which is responsible for our program in an applicant's country.

[End]