

# Grant for Overseas Research by the Division of Graduate Studies (DoGS)

## Application Guidelines for Selection for 2<sup>nd</sup> Semester of AY 2024

### 1. Purposes

The Division of Graduate Studies (DoGS) of Kyoto University aims to strengthen the global development of graduate school education by providing financial support for Kyoto University's graduate students to travel abroad to conduct field research, present their research at international conferences, conduct joint research overseas, or receive research guidance at overseas laboratories. The DoGS accepts applications twice for the first and second semesters of the 2024 academic year. Students not selected in the 1st semester application round may apply with the same travel plan after brushing up or a different one. Successful scholars of the 1<sup>st</sup> semester selection in the 2024 academic year are not eligible to apply because only one application per person will be accepted in the same academic year.

### 2. Amount of Grant

The amount of the grant is determined by the screening committee based on the amount applied for by the applicant (maximum of 400,000 yen per applicant).

The grant will be paid as a scholarship.

\*In principle, the grant will be provided before the travel.

\*Please specify the amount of the grant to apply in the Planning Sheet for Overseas Travel and provide a breakdown of the amount in the breakdown column. The maximum amount to apply is 400,000 yen per person.

The screening committee will determine the grant amount based on the information in the Planning Sheet for Overseas Travel.

\*The scholars may be asked to return the grant if any of the items listed in (3) of section 8. of this application guideline is applicable.

### 3. Number of Scholars

Around 25-40 students

### 4. Eligibility and Requirement to Apply

Applicants must meet all the eligibilities and requirements listed below.

- (1) Remain enrolled at Kyoto University as a full-time student (except those who are taking a leave of absence) when applying for and implementing the project and recommended by a supervisor.
- (2) The purpose must be researches overseas for at least 10 days, including the day of departure and the day of return.
- (3) Start the project between September 1, 2024, and April 30, 2025. Students who are already staying abroad on September 1, 2024, are eligible to apply.
- (4) Confirm in advance the criteria and necessary procedures for overseas travel stipulated by the graduate school to which the applicant belongs and expects to obtain permission from the graduate school to which the applicant belongs. If the applicant does not obtain permission from the graduate school before the start of the travel, the travel must be canceled.
- (5) In sound health to conduct a research project overseas.
- (6) Be fully aware of the risks of staying abroad and be self-disciplined since overseas activities are solely at your own risk.
- (7) Purchase overseas travel insurance with unlimited coverage for medical treatment and rescue expenses.
- (8) After acceptance, submit a letter of consent for dispatch from a supervisor before the start of the trip. The name, affiliation, and plans of the selected candidates will be made open to the public.
- (9) Submit the report two weeks after the return from the travel. (The report will be made open to the public.) The scholars may be asked to return the grant if the report is not submitted.
- (10) Watch a video of an overseas travel safety briefing (available on-demand) designated by the university. If you do not watch the video, you will not be allowed to travel abroad.
- (11) One person will be accepted once only in the same academic year, either in the 1<sup>st</sup> semester or 2<sup>nd</sup> semester.
- (12) This grant can be used in conjunction with other financial assistance; however, it cannot be awarded if it constitutes duplicative support. If you receive other financial assistance, you must confirm that the financial assistance does not prohibit you from receiving this grant in conjunction with it.

### 5. Screening Method

Documentary screening based on the Planning Sheet for Overseas Travel

\*Hearing may be held depending on the content of the application.

## 6. Screening Criteria

- The purpose of the planned travel, its goals, and the results to be obtained must be clearly stated.
- The applicant should describe how the planned travel will be utilized in future research activities and career development.
- The plan should be concrete and sufficiently expected to be realized. (If the applicant plans to conduct research at an overseas university or other research institution, prior negotiations between the applicant and the overseas host researcher must have been sufficiently conducted.)
- The plan should recognize the possibility of risks to travel and consider preventive and responsive measures.
- The applicant must have a plan for the use of the scholarship.
- Incomplete documents, such as a Planning Sheet for Overseas Travel exceeding the maximum of two pages, will result in disqualification.

## 7. Application Procedure

### (1) How to Apply

#### ① Prepare the Planning Sheet for Overseas Travel and Recommendation Letter.

(Download the format from the website below of the Division of Graduate Studies)

Website URL:

<https://www.kugd.k.kyoto-u.ac.jp/en/office/#p03>

\*Planning Sheet for Overseas Travel should be typed and written in either Japanese or English. Submit in Word format and the document's name should be "Planning Sheet for Overseas Travel\_full name."

\*Recommendation Letter needs a supervisor's signature and the application will not be screened without the signature. Submit a scanned Recommendation Letter (ex. pdf., jpeg., png. format), and the name of the document should be "Recommendation Letter\_Student's full name".

#### ② Apply online

Enter the information required and upload the Planning Sheet for Overseas Travel and Recommendation Letter separately. Please note that once uploaded, the documents cannot be withdrawn or modified. Please ensure to review thoroughly before uploading the required documents.

Online application form URL:

<https://reg31.smp.ne.jp/regist/is?SMPFORM=nfkf-litdpg-6f9b901d844ad3bb9807c4bba3f8dd08>

### (2) Schedule

◇Application deadline: Wednesday, August 21, at noon(Japan Standard Time)

◇Notification of results: By mid-September, by e-mail

◇After acceptance to departure: Submit a letter of consent by a supervisor and a document to transfer the scholarship. (Details such as formats and deadlines will be provided to the scholars at a later date.)

\*The transfer of the scholarship may be during or after the travel depending on your start day of the travel.

## 8. Points to Note for Scholars

- (1) In principle, no change is permitted after acceptance. If changes are unavoidable, prior application and approval must be needed.
- (2) If necessary, you may be asked to submit documentary evidence. Therefore, please be sure to save all transportation tickets and receipts used for flights and travel, hotel receipts, etc., so that you can be held accountable for the use of your scholarship.
- (3) The scholars may be asked to return part or all of the grant if any of the items listed below are applicable:
  - Failure to make the trip.
  - If it is discovered that the grant funds have been used for purposes other than those specified in the approved application.
  - Failure to submit the report by the deadline.
  - Casted doubts about the actual activities in the report to be submitted after return from the travel.
  - Find inappropriate behaviors as a student of Kyoto University in the research field.
  - Find inappropriate facts such as violation of any of the items listed in the application guidelines.
- (4) The grant amount will not be increased or decreased once it has been determined.
- (5) Information such as the name and affiliation of successful applicants will be publicly disclosed on the website of the Division of Graduate Studies.

**9. Contact**

Division of Graduate Studies (General Planning Section, International and General Education Promotion Department)

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