

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

## Application Guidelines for Short-Term Travel (First Semester of AY2025)

### 1. Purpose

The Division of Graduate Studies (DoGS) of Kyoto University provides grants for overseas research to strengthen the internationalization of graduate education. The grant is intended to financially support Kyoto University graduate students who travel abroad for short-term activities such as research presentations at international conferences, field research, research guidance at overseas laboratories, or joint research overseas.

Applications will be accepted twice in AY2025: once in the first semester and once in the second semester. Each round has two categories: Short-Term (under 13 days) and Medium- to Long-Term (14 days or more). You may apply to only one category per round. (e.g., you cannot apply to both categories in the same semester.) If not selected in the first semester, you may revise your plan and reapply in the second semester, including switching categories.

However, if you are selected in the first semester, you cannot apply to either category in the second semester.

### 2. Grant Amount

The grant amount will be determined by the screening committee based on the requested amount.

Up to **600,000 yen** per applicant will be provided as a scholarship.

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

\*Applicants must specify the requested amount and provide a detailed breakdown in the Planning Sheet for Overseas Travel.

\*Recipients may be required to return the grant if they fall under any of the cases listed in section 8(3) of this guideline.

### 3. Number of Scholars

Approximately 20-40 students.

### 4. Eligibility and Requirements

Applicants must meet all of the following requirements:

- (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 travel period must be **within 13 days**, including the departure and return dates.
- (3) The planned travel must commence between April 1, 2025, and March 31, 2026.
- (4) Confirm in advance the relevant criteria and procedures for overseas travel stipulated by your graduate school, and obtain permission from it before the start of the travel. 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 may be combined with other financial assistance, provided it does not constitute duplicate funding. Students are responsible for checking the terms of other grants.

### 5. Screening Method

Documentary screening based on the Planning Sheet for Overseas Travel

\*An interview may be conducted depending on the application content.

### 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=nfkg-malcnh-fl61e7e414800fce682ae07ebfe8c347>

### (2) Schedule

◇Application Deadline: Thursday, May 15, 2025, at noon (JST)

◇Notification of Results: Mid-June (via email)

◇After selection: Submission of a Letter of Consent from a supervisor and necessary documents for scholarship transfer (details will be provided later)

\* Depending on the departure date, the grant may be transferred during or after travel.

## 8. Notes for Successful Applicants

- (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.
  - If there are any doubts about the actual activities reported after 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

Email: [kikaku-graduate@mail2.adm.kyoto-u.ac.jp](mailto:kikaku-graduate@mail2.adm.kyoto-u.ac.jp)