

“Japan-America Collegiate Exchange Travel Program”

Proposal Deadline:	Rolling A minimum of 4 months prior to the planned start date of visit to Japan
Funding Opportunity:	Institutional
Funding Period:	N/A
Funding Maximum:	\$2,500 per student and project director (organizer) plus \$3500 for group expenses
Contact:	Carolyn Fleisher or Lisa Wong

Program Details

The Japan Foundation Center for Global Partnership (CGP) is pleased to announce a new initiative stemming from the Japan-U.S. Summit Meeting in November 2010. This new initiative intends to facilitate exchange and understanding between Japan and the U.S. by making travel funds available for students at the undergraduate level. Instructors teaching a Japan-related course at U.S. universities or colleges are invited to apply for a grant to help fund a short-term study-tour to Japan. Study-tours should be incorporated into course syllabi and itineraries arranged to build-on and enrich course contents. The goal is to provide students with firsthand experience that will allow them to gain a more nuanced and balanced understanding of Japan.

Eligibility

- U.S.-based universities and colleges

Requirements

1. Applying institutions are ultimately responsible for all organizational aspects of the visit to Japan including but not limited to the following:

- Preparing appropriate course-related itinerary
- Making reservations
- Managing appointments
- Conducting the tour
- Securing other financial resources as needed

Any visit supported through this grant program must be organized as a group study-tour comprised of students taking the same undergraduate level Japan-related course¹. Each group must have at least **five (5) student participants** and the Japan stay must include **a minimum of five (5) days of course-related activities.**

2. The faculty member teaching the course is required to serve as the “project director” and is responsible for all practical academic and logistical aspects of the application. Project directors will preferably have a PhD or terminal degree in their field; teach Japan-related courses; and must accompany their students on the trip. There is no nationality requirement for the project director.

If the project director and organizing institution deem it necessary to have an additional individual or individuals attend the study-trip, only one (1) individual may act as a project director, any additional individuals will be considered a “chaperone”.

Costs incurred due to accident, theft, etc. are the responsibility of the project director and the organizing institution and not CGP.

3. The applying institution, in conjunction with the project director, is responsible for selecting appropriate students to participate in the program. Students must have either U.S. citizenship or U.S. permanent residency status.

¹ A Japan-related course includes survey courses of any discipline in which the Japan component typically comprises a minimum of one-third of the course syllabus.

4. The study-tour itinerary must be structured around the course in which the students are currently enrolled.

It must include the following components:

- A minimum of two (2) academic-oriented lectures related to the course content and suitable for undergraduate students. Lectures can be provided by institutions of higher learning in Japan and/or other course-relevant organizations
- Visits to historical sites, museums, and other institutions and locales that enhance the understanding of Japanese culture

5. Student are required to submit an individual essay, minimum of 1000 words, based on their stay in Japan upon completion of the trip. The project director will be responsible for collecting the essays and including them as one component of the final report to CGP. Some of the essays may be posted on CGP's website.

If the study-tour includes a stay in Tokyo, a visit to CGP Tokyo is appreciated. For CGP Tokyo's location, please use the following link: <http://www.jpf.go.jp/e/about/outline/contact/map.html>

Priorities

- Travel itineraries appropriately planned to enhance course syllabus
- Travel itineraries broadening the understanding of Japan, not reinforcing stereotypes
- Travel itineraries highlighting close collaboration with Japanese counter-parts
- Lectures with strong academic foundations

Grant Coverage

1. CGP can provide **up to US\$2,500** per student to help defray individual expenses for the following items only:

- Round trip international flight between the United States and Japan
- Accommodations
- Domestic transportation within Japan
- Overseas travel insurance

2. CGP can provide **up to US\$2,500** for the project director, to help defray individual expenses for the same items mentioned in #1 above. If it is deemed necessary to have an additional chaperone, CGP may provide up to US\$2,500 for one (1) chaperone only to help defray individual expenses for the same items mentioned in #1 above.

3. CGP can provide **up to US\$700** per group per day, to help defray group expenses of up to **five (5) days of course-related activities** for the following items only:

- Honoraria for lecturers
- Hiring an interpreter
- Hiring a mini-bus for local transportation

Other expenditures, such as meals, entrance tickets to historical sites or museums, etc., cannot be covered by funding from this grant program.

Application Process

1. Applications are accepted on a rolling basis, but must be submitted at least **four (4) months** prior to the planned start date of the visit.

2. Applications must include the following documents and supporting materials:

- a. CGP "Japan-America Collegiate Exchange Travel Program" Application cover sheet – please contact CGP staff
- b. Tentative itinerary for the proposed Japan visit – please include a listing of the cities, activities, and

lectures to be included in the study-trip

- c. Syllabus of the applicant's Japan-related course or the complete syllabus of the survey course
- d. Detailed budget – please contact CGP staff for the CGP “Japan-America Collegiate Exchange Travel Program” budget template
- e. Curriculum vitae of the project director, and additional chaperone if applicable
- f. Institutional information (e.g. annual report, etc.)
- g. Proof of Tax Status

Please provide CGP with the original signed CGP application cover sheet and supporting documentation along with two (2) full copies of the same.

Applications should be submitted by mail or other postal delivery services to the CGP New York office. Applications via e-mail cannot be accepted at this time.

3. Applicants will be notified of the screening results 4-6 weeks after the proposal has been received.
4. Should the applying institution receive a Grant Letter from CGP, the institution must submit the following documentation a minimum of 6 weeks prior to departure:
 - Request for Grant Payment form – original with penned signatures
 - Full listing of students, and chaperone if applicable, taking part in the study-tour
 - Finalized itinerary including the two academic-oriented lectures (lecturers, etc).

Only after receipt of these required documents will CGP begin the process of disbursing funds.

Please note that the Grant Amount in the Grant Letter will reflect the maximum amount CGP can provide for the grant based on the submitted application. Upon completion of the study tour and submission of the final reports, CGP may require the return of funds based on the actual number of individuals that participated in the study-tour.

Reference Information

For general Japan travel information, please see the following Japan National Tourism Organization (JNTO) websites:

- <http://www.jnto.go.jp/eng/>
- <http://www.japantravelinfo.com>

For guides and interpreters information:

Japan Federation of Certified Guides

- http://www.jfg.to/green/jfg_eng.html

Japan Guide Association

- http://www.jga21c.or.jp/index_e.html

International Hospitality and Conference Service Association (IHCSA)

- <http://www.ihcsa.or.jp/english/index.html>

Additional CGP Information

Laws and Regulations

Grant programs of CGP are operated in accordance with the relevant laws and regulations of the Japan Foundation.

Disclosure of Information

When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Japanese Law No. 140 of December 5, 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by law as not to be disclosed).

Japanese law requires that all material submitted to CGP be subject to public disclosure after the screening process is completed, with the exception of personal information.

Information concerning projects that we support, such as the name of the grantees and project descriptions, will be made public in the Annual Report, on the website, and in other public relations materials of the Japan Foundation/CGP.

Access to Personal Information

CGP handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Japanese Law No. 59 of 2003). Please also see the Japan Foundation's website: <http://www.jpf.go.jp/e/privacy/>

CGP provides the information (including the personal information) given by the applicants on the application form and attached documents to outside consultants in the screening process and the projects evaluation.

For projects that we support, details of the personal information such as the names of the authorized representative, project director and other key participating individuals will be made public along with the project information in the Annual Report, on the website, and in other public relations materials of the Japan Foundation/CGP.

There may be other cases in which CGP uses the personal information written on the application form:

- To send public relations materials of other Japan Foundation/CGP activities
- To send questionnaires after the project has ended
- To seek professional comments on the relevant fields

Submit all materials to

The Japan Foundation Center for Global Partnership, New York
Intellectual Exchange Division
152 West 57th Street, 17th Floor
New York, NY 10019