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| **Case Studies Japan**  **Research Trip to Japan for Interdisciplinary Scholars and Graduate Students** | \\take\share2\日本研究・知的交流部\企画調整・米州チーム\41. R1新規事業(CGP予算)\企画案1 Case Study\CGPロゴ\CGP+color(jpg).jpg |

**Checklist for Complete Application**

**1. Application Coversheet, completed and signed**

● Original, handwritten signatures are required from the Authorized Representative, Project Director, and Bursar.

\*Authorized Representative is the individual within the applying institution who is legally responsible for administering grant funds. Project Director is a faculty member who is responsible for all practical academic and logistical aspects of the application and required to accompany the group on the trip. Bursar is the individual responsible for the financial reporting of the project. These roles must be appointed to three separate individuals.

● Fill out every section of the form and do not leave blanks.

**2. Project Narrative**

● Up to 4 pages, single spaced, 12 point font.

● Please explain the current climate of the study of Japan at the applying institution or in the relevant community, as well as the importance and relevance of the proposed project and how it contributes to the growth and expansion of Japanese Studies. Describe the project’s objective, significance for the applying institution, and possible plans after the trip.

**3. Tentative itinerary for the proposed Japan visit**

● Please include a list of the sites or cities, activities, individuals to meet with, and 3 lectures to be included in the study-trip

**4. Tentative list of participants**

**5. Detailed Project Budget**

● Please use the Japan Foundation CGP budget sheet form.

● Please submit a copy of the Detailed Project Budget in Excel via email.

**6 Curricula Vitae**

● The project director’s CV is required. Applicants may also attach separate CV forms for additional individuals, if applicable.

**7. Institutional Information**

**8. Proof of 501(c)(3) status**

**9. Optional Attachments**

● Course Syllabus

● Letters of Support. Please address all letters to the Japan Foundation CGP.

*Further details on these requirements can be found in the “Case Studies Japan:*

*Research Trip to Japan for Interdisciplinary Scholars and Graduate Students Guidelines.”*

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| **Case Studies Japan：**  **Research Trip to Japan for Interdisciplinary Scholars and Graduate Students** **Application Cover Sheet** | \\take\share2\日本研究・知的交流部\企画調整・米州チーム\41. R1新規事業(CGP予算)\企画案1 Case Study\CGPロゴ\CGP+color(jpg).jpg | |
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## 1. Study Tour Title:

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## 2. Applicant Information:

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| Name of Applying Institution: | | |
| Type of Institution (include legal status): | | |
| Name of Authorized Representative: | Name of Project Director: | Name of Bursar: |
| Title: | Title: | Title: |
| Address: | Address: | Address: |
| Signature: | Signature: | Signature: |
| Phone: | Phone: | Phone: |
| Email: | Email: | Email: |

## 3. Proposed Time Frame of Study Tour:　\* Please indicate the date the group leaves the U.S. for Japan and the date the group returns to the U.S. The trip dates must fall within the grant period (#4).

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| From: | To: |

## 4. Proposed Grant Period:　 \* The grant period must commence after September 1, 2020 and complete by November 30, 2021. This includes the preparation period (e.g. selection of participants). All grant funds must be expended within the grant period.

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| From: | To: |

## 5. Study Tour Site(s)/City(s):

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## 6. Study Tour Objective and Brief Description: (20 lines max.)

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## 7. Study Tour Costs:　\*Please attach a separate detailed budget plan using the JFCGP Budget Sheet.

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| ■Total Study Tour Cost: | ■Amount Requested from Japan Foundation CGP:    ■Date When Grant Funds are Required: |

## 8.　Description of Expected Participants of the Study Tour: Please include participants’ affiliation, title/occupation, field of study, and other relevant information.

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| ■Total number of participants including Project Director (s):  ■Project Director (name, title, affiliation, field of study):  ■Co-PD(s), if applicable (name, title, affiliation, field of study):  ■Briefly describe the other target participants (faculty / graduate students):    ■Collaborators in Japan, if any: |

## 9. Expected outcomes and plans after the trip: (20 lines max.)　 Please describe expected outcomes and impact of the project, as well as plans after the trip that will increase interest in and understanding of Japan in the applying institution or in the relevant community.

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## 10. Previous Japan Foundation and Center for Global Partnership Grants:

If applicant has received a grant from the Japan Foundation and/or the Center for Global Partnership in the past 10 years, please indicate the name of the project(s), the project reference number(s), the amount of the award(s), and the date(s) that the grant was received.

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