

# Frequently Asked Questions: Institutional Grant Programs in Japanese Studies

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## FAQS

### ELIGIBILITY

#### WHAT FIELDS OF JAPANESE STUDIES DOES THE JAPAN FOUNDATION (JF) SUPPORT?

- the academic study of Japan in fields of the Humanities and Social Sciences.
- open to supporting interdisciplinary and/or comparative proposals, as long as a significant portion of the project is focused on Japan.

#### WHAT KINDS OF PROJECTS CAN JF SUPPORT?

- Hiring a new faculty position in Japanese Studies.
- Academic events both in-person and online, such as symposia, workshops, guest lecture series; and institutional enrichment, such as library resources, student support and hiring new faculty.
- May include project components in arts, culture and Japanese-language education, as long as there is a significant academic component. For example: a guest lecture for a film screening; a symposium on Japanese language pedagogy.

JF is open to projects not included in this list. Have a unique idea? Get in touch with us at [japanese\\_studies@jpf.go.jp](mailto:japanese_studies@jpf.go.jp)

#### WHAT KINDS OF PROJECTS CAN IPS *NOT* SUPPORT?

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- solely arts & culture, such as starting a Taiko drumming club;
- solely Japanese language-education, such as hiring language instructors;
- Projects in fields of medicine, manual training, or natural sciences;
- solely individual research (see our [Fellowship](#) program);
- sightseeing trips to Japan or culture festivals;

JF may have other grant opportunities to support these kinds of projects, contact [ny\\_info@jpf.go.jp](mailto:ny_info@jpf.go.jp)

#### IS MY INSTITUTION ELIGIBLE TO APPLY?

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- JF **only supports institutions with tax-exempt status**, which is most often but not always 501(c)(3). Sometimes this may be the University Foundation or Board of Regents.
  - We can review IRS documentation that proves tax-exempt status at the state level, such as 170(c)(1).
- IPS applicants cannot apply to IPS-Small at the same time, but can concurrently receive other JF grants for different projects.
- All grantees are subject to JF's Terms & Conditions, which are non-negotiable.

## FUNDING PRIORITIES

#### WHAT MAKES A STRONG PROPOSAL?

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- Plan to reach a wide audience, across a department, institution or community;
- Have a long-term vision for building or strengthening Japanese Studies at the applying institution, and a sustainability plan for the project outcomes;
- Demonstrate institutional commitment to furthering Japanese Studies at the applying institution, beyond the end of the grant period.
- Demonstrate high financial need/necessity for funding.

- For IPS, strong priority is given to proposals that will create a new tenure-track position.
  - The creation of a new position that is not permanent or tenure-track can be eligible but may be given lower priority.

#### ARE MATCHING FUNDS REQUIRED?

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- Matching funds are only required for the [Institutional Project Support \(IPS\) grant program](#). For details, please see the program Guidelines.
  - Cost-matching is required for new faculty hire salary/benefits.
  - JF “cost shares” the salary and the annual salary amount must be demonstrated with salary scale documents
- Matching funds are not required for other grant programs. However, institutional contributions help demonstrate commitment to the project.

#### INSTITUTIONAL PROJECT SUPPORT (IPS) GRANT PROGRAM FAQS

##### HOW CAN JF SUPPORT A NEW FACULTY HIRE?

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- The [IPS program](#) can cover up to 50% of one or more new faculty hires’ salary and benefits over a 3-year period.
- Only new hires; cannot support promotion of existing faculty.
- Can be in Japanese Studies or another discipline, as long as the new hire’s specialty is Japan. For example, a new faculty line in [Environmental Studies](#) filled by a Japan specialist.
- May request multiple new faculty lines, but JF may decline to support more than one line. [Example](#) of a successful proposal with multiple faculty lines.

#### FREQUENT APPLICATION MISTAKES

- Please use the forms and templates found on the Japan Foundation *New York* website: <https://ny.jpf.go.jp/>
  - **Do not use** RJS-KP forms or templates found from the JF Headquarters website: <https://www.jpf.go.jp/e/>

- The Project Director must be from the applying institution. In the case of a collaborative project, select only one institution as the applicant.
- There may only be one Project Director.
- Authorized Representative and Project Director must be separate individuals.
- 501(c)(3) letter must match applying organization on Cover Sheet (please note if applying through university foundation).
- Authorized Representative must have signing authority for the applying institution.
- All budget requests must be justified in the project narrative.
- Budget proposal must have detailed breakdowns:
  - Project Coordinator = \$28,000.00
  - Project Coordinator, \$140 \* 200 days = \$28,000.00
- Grant funds can only be spent within the grant period; grant period should align with pay period
  - July 1, 2024 – July 1, 2025
  - July 1, 2024 – June 30, 2025

If your question is not addressed here or in the Program Guidelines, please contact [japanese\\_studies@jpf.go.jp](mailto:japanese_studies@jpf.go.jp)