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The Japan Foundation Japanese Studies Fellowship Program  
Application Guidelines & Instructions

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**1. Purpose**

In order to promote Japanese Studies overseas, this program provides support to outstanding scholars in the field by providing the opportunity to conduct research in Japan.

**2. Categories and Duration of Fellowship**

The minimum and maximum durations for the Fellowship are indicated in parentheses.\*

- **Scholars and Researchers (Long-Term)** (more than 3 months, up to 12 months): Scholars and researchers in the humanities or social sciences. Applicants must hold a Ph.D. or equivalent professional experience at the time of application.
- **Scholars and Researchers (Short-Term)** (21 days to 3 months): Scholars and researchers in the humanities or social sciences who need to conduct intensive research in Japan. Applicants must hold a Ph.D. or equivalent professional experience at the time of application.
- **Doctoral Candidates** (4-12 months): Doctoral candidates in the humanities or social sciences. Applicants must have achieved ABD status by the time the Fellowship begins.

\* Please note that for awardees in the Research (Long-Term) and Doctoral Fellowship categories, there is a possibility that the duration of the Fellowship may be adjusted to a whole-month unit or reduced by the Foundation. In such cases, the approved duration of the Fellowship will be as stated in the grant letter.

**3. Eligibility**

**Basic Eligibility Requirements**

- Applicants must be American citizens, American citizens temporarily residing abroad, or permanent residents of the United States.
- Americans who hold U.S. citizenship and permanent resident status in another country in which they are residing (except for Japan) should upload their application documents to the different Online Application Portal at <https://www.apply.jpf.go.jp> by 12 noon (Japan Standard Time) on December 2, 2022 using a different form.
- Applicants residing in the United States who are neither U.S. citizens nor permanent residents should upload their application documents to the different Online Application Portal at <https://www.apply.jpf.go.jp> by 12 noon (Japan Standard Time) on December 2, 2022 using a different form.
- Doctoral Candidates must have achieved ABD status by the time the Fellowship begins.

- Applicants for Scholars and Researchers program (both Long-Term and Short-Term) must hold a Ph.D. or equivalent professional experience in research, teaching and writing in the fields of the humanities or social sciences at the time of application.
- Previous recipients of Japan Foundation Fellowships, such as the Japanese Studies Fellowship, Abe Fellowship, etc., are eligible to reapply only if, on April 1, 2023, a full three years have elapsed since the termination of their most recent Fellowship. Previous Short-Term Research Fellows may reapply after one full year from the termination of their most recent Fellowship.
- Applicants may only apply to one category of the Fellowship Program. Multiple applications from the same applicant will make all applications invalid.
- Applicants may receive funding through only one Fellowship sponsored by the Japan Foundation during any one Japanese fiscal year, which runs from April 1 through March 31.
- Applicants must have the capacity to conduct research activities required for the Fellowship program.
- Applicants must be proficient in either Japanese or English.
- Applicants must secure all affiliation arrangements by the application deadline.
- In principle, applicants must be able to stay continuously in Japan for the term of Fellowship.

### **Ineligibility**

Individuals meeting any of the following conditions are not eligible to apply:

- Scholars or researchers in the natural sciences, medicine or engineering;
- Undergraduates; Master's degree candidates; those intending to enroll in Undergraduate or Master's courses at universities in Japan; or graduates intending to enroll in Ph.D. courses in Japan;
- Those who intend to use the Fellowship for political or religious purposes;
- Those who primarily intend to enhance their Japanese language ability or technical skills;
- Those who intend to develop and/or produce Japanese language teaching materials;
- Those who intend to acquire artistic training in the area of Japanese traditional culture (tea ceremony, flower arrangement, etc.)\*;
- Those who plan to receive other grants covering expenses for travel to and accommodation in Japan concurrently with the Fellowship;
- Those who will have been in Japan continuously for at least one year between April 1, 2022 and April 1, 2023.

\*Specialists and/or professional practitioners of Japanese visual arts who wish to conduct short-term (21 to 59 days) research in Japan should apply to the [Ishibashi Foundation/The Japan Foundation Fellowship for Research on Japanese Art](#) program.

### **4. Selection Criteria**

Project quality is evaluated on the basis of the following:

- a. The project's significance to the field and to the applicant's professional development

- b. The project's feasibility in terms of time and resources
- c. The securing of appropriate affiliation
- d. Evidence that residence in Japan is necessary for completion of the project
- e. Plans to disseminate research findings, etc., in Japan and abroad

Training, academic history, academic rank or position, professional reputation, and accomplishments are evaluated.

The project's contributions to diversity in the field will also be considered.

Former Japan Foundation Fellows who have been awarded two or more Foundation Fellowships will be put under particularly rigorous examination.

To the extent permitted by program requirements and selection criteria, efforts are made to maintain disciplinary, geographic, and institutional diversity. (Applications from Social Science fields are highly welcomed.)

Incumbent politicians will not be selected.

#### 5. Priorities

- Doctoral Fellowship: higher priority will be given to those who are expected to submit their dissertation shortly after the completion of the Fellowship, and to those who show promise of future achievement as Scholars of Japanese Studies.
- Research Fellowship (Long-Term): higher priority will be given to relatively junior scholars and researchers, and to those with less research experience in Japan.
- Research Fellowship (Short-Term): higher priority will be given to relatively experienced scholars and researchers who are expected to publish their research results shortly after the completion of their Fellowship.

#### 6. Benefits

##### *Research and Doctoral Fellowships*

	Research Fellows (Long-Term)	Doctoral Fellows
Airfare (see Note (1))	Discount economy class airfare to and from Japan (most direct and economical route)	
Certificate of Health	Up to JPY50,000	
Insurance	Traveler's insurance policy	
Settling-in allowance (see Note (2))	JPY250,000	
Departure allowance	JPY50,000	
Monthly stipend (covering living and research expenses)	JPY400,000	JPY310,000
Dependent allowance (see Note (3))	JPY10,000/month for each dependent	

Dependent Insurance	Provided by JF
Enrollment fees	Up to JPY25,000/month

Notes

- (1) Grantees already residing in Japan before the commencement of the Fellowship will receive only a one-way airfare to their home countries.
- (2) Grantees already residing in Japan before the commencement of the Fellowship are not eligible for this allowance.
- (3) This allowance will be provided to Fellows whose dependents (spouse and children 18 years old or under only) reside in Japan with the Fellow continuously for more than three months.

**Research Fellowship (Short-Term)**

Airfare (see Note)	Discount economy class airfare to and from Japan (most direct and economical route)
Certificate of Health	Up to JPY50,000
Insurance	Traveler's insurance policy
Stipend	JPY17,000/day

Note

Grantees already residing in Japan before the commencement of the Fellowship will receive only a one-way airfare to their home countries.

**7. Basic Terms and Conditions**

The Japan Foundation Fellowships are tenable only in Japan.

Fellows are expected to devote their full time to the research project described in their applications.

The proposed commencement date for a 2023-2024 Fellowship must fall between June 1, 2023 and March 15, 2024. However, the commencement date might change depending on the availability of the institutional affiliate.

In principle, no change in the month of the commencement of the Fellowship will be allowed. If a grantee must change their commencement date due to unavoidable circumstances, he/she must obtain the Foundation's approval beforehand, in writing. Under no circumstances is it possible to change the commencement month from a later date to June, due to the timing of visa application procedures between the Foundation and the Ministry of Foreign Affairs.

In principle, arrival in Japan prior to the "beginning date" indicated on the application is not permitted. The date of arrival in Japan is considered the beginning date of the Fellowship.

If a grantee is offered any other grant whose duration overlaps with that of the Foundation's Fellowship, he/she must decline either the Foundation's Fellowship or the other grant for the overlapping period.

No extension of the duration of the Fellowship can be allowed for any reason whatsoever.

Applicants are responsible for making the necessary arrangements for institutional affiliation. Fellows are also responsible for securing their own long-term accommodations.

#### 8. Selection and Notification of Results

1. Applications will be reviewed with the confidential assistance of the American Advisory Committee, which is comprised of distinguished scholars from various cultural and educational institutions across the United States.
2. During the screening process, the Japan Foundation, New York staff may ask the applicant questions as the need arises.
3. Principal awardees will be notified of the results in April, 2023 through the Japan Foundation, New York. Alternate awardees will be notified as Fellowships become available. The Foundation will send notification results to the advisors/affiliates of successful applicants, but will not inform their recommenders/language evaluators, nor advisors/affiliates of unsuccessful applicants.
4. The Foundation cannot discuss the status of any application during the screening process, or provide feedback about the results.

#### 9. Terms of Agreement

By applying to this program, the applicant will be deemed to have agreed to the following statements:

##### (1) Obligations of Fellows

- a. Fellows are expected to devote their full time to their research in Japan.
- b. In the case of being introduced to public relations media during the Fellowship period, Fellows are, in principle, to specify that they are in Japan on a Japan Foundation Fellowship.
- c. The Japan Foundation is intolerant of any fraudulent activity by applicants during the application process throughout the Fellowship period. Committing any form of fraud with regard to the Japan Foundation subsidies, etc., could result in penalty measures such as a revocation of the decision to provide Fellowships in whole or in part, the required return of benefits including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. "Act on Regulation of Execution of Budget Pertaining to Subsidies, etc." (Act No. 179 of 1955)).
- d. The Japan Foundation is intolerant of any fraudulent activity by applicants during the application process throughout the Fellowship period. Committing any form of fraud with regard to the Japan Foundation subsidies, etc., could result in penalty measures such as a revocation of the decision to provide Fellowships in whole or in part, the required return of benefits including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref.

“Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.” (Act No. 179 of 1955)).

(2) Disclosure of information on the project

- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF’s website and in other public relations materials.
- b. When the JF receives a request for disclosure of information in accordance with the “Act on Access to Information Held by Incorporated Administrative Agencies” (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.
- c. There may be cases in which project reports, deliverables, and other related publications are released to the public for publicity purposes.

(3) Handling of personal information

a. Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the “Act on the Protection of Personal Information” (Act No. 57 of 2003) (the “Act”), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the “EU General Data Protection Regulation (the “GDPR”),” the Personal Information Protection Law of the People’s Republic of China and related laws and regulations (the “Chinese Laws”), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation’s efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): [https://www.jpfbj.cn/jp/personal\\_information/](https://www.jpfbj.cn/jp/personal_information/)

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the “Personal Information”) from the applicants through the application forms, attachments, project reports, deliverables, etc. (the “Project Materials”). In addition, the Japan Foundation may acquire the applicants’ Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, family structure, names of family members, dates of birth of family members, nationalities of family members, genders of family members, addresses of family members, jobs of family members, photographs taken during or prior to the program, etc.

[Information on applicants’ educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information.

\* The Japan Foundation may acquire the Personal Information of the applicant's family members from the applicant. On such occasion, the applicant must obtain consent from his/her family members regarding the content of this "Handling of personal information" section before providing such Personal Information to the Japan Foundation.

c. Purposes of use and period of personal information

- (a) Based on the consent of the applicant and his/her family members, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "Purposes of Use").
- (b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.
- (c) In addition to the information specified in (b) above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
- (d) The Japan Foundation will handle the Personal Information of the applicants and their family members for the period necessary to achieve the Purposes of Use stated above.

d. Provision of personal information

- (a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
  - i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
  - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
  - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
  - iv. News media and other organizations (for public relations for the projects)
  - v. Other organizations and individuals who receive the information as needed for the projects

- (b) The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
- (c) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information
  - (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
  - (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.
- f. Security control of personal information

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.
- g. Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.
- h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.
- i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same



manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please contact the Japan Foundation, New York by e-mail at [Japanese\\_Studies@jfnny.org](mailto:Japanese_Studies@jfnny.org) for any opinions, questions, etc. regarding any matters specified in this “Handling of personal information” section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this “Handling of personal information” section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) Response to the spread of COVID-19

Depending on the spread of COVID-19, appropriate measures may be required when implementing a project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably change the substance of its grant or the conditions attached, or ask Fellows to modify their plan, including their original Fellowship commencement date, as a result of changes in circumstances that have occurred after the decision to provide the grant.

(5) Ensuring the necessary safety and security of projects

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you carry out your projects, including the following:

- a. Check if there are any security alerts issued in the countries and/or cities where your project is to be conducted;
- b. Share information on security and safety issues with people concerned with your research project (if any).

**10. Past Japanese Studies Fellows**

You can refer to the past recipients of the Japanese Studies Fellowship at <https://www.jpf.go.jp/e/project/intel/study/fellowship/index.html>

**11. Application Procedures**

The application deadline is 11:59pm EST on **Thursday, December 1, 2022**. Applications must be submitted online at <https://jfnnyfellowship.smapply.io/>. For further information or questions, please contact:

Japanese Studies Fellowship Program



The Japan Foundation, New York  
Email: [jf\\_fellowship@jfnny.org](mailto:jf_fellowship@jfnny.org)  
Tel: 212-489-0299

RJS-FW (US)

For fiscal 2023-2024

For US applicants only