

Institutional Project Support (IPS)
 Small Grant Program
 Application Guidelines & Instructions

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I. PROGRAM DESCRIPTION

The Japan Foundation (JF) is accepting applications to the Institutional Project Support (IPS) Small Grant Program. This program is designed to: (i) support institutions that face difficulties maintaining current levels of infrastructure for Japanese Studies in the U.S.; (ii) stimulate infrastructural interest in Japanese Studies by small and newer institutions without an established program of Japanese Studies or those that lack personnel or resources; and (iii) provide support for particularly innovative programs that promote Japanese Studies.

JF now requires a Concept Paper be submitted prior to the Full Proposal Application. Concept Papers must be completed using the Concept Paper Form and are due no later than October 31, 2022.

Projects must commence between April 1, 2023 and September 30, 2023. The duration can be up to twelve months (one year). A maximum of \$25,000 will be awarded to institutions that execute proposals designed to maintain and advance the infrastructural scale of Japanese Studies at their institution.

II. ELIGIBILITY

- Only submissions from U.S. institutions and organizations with 501(c)(3) status and other qualifying tax-exempt statuses will be accepted.
- Applicants to this program are not eligible to apply to the Institutional Project Support (IPS) program for fiscal 2023-2024. In addition, institutions that are currently receiving IPS funds for fiscal 2022-2023 may not apply.
- Multiple applications from one institution will not be accepted.
- Projects must fulfill the following requirements to be eligible for application:
 - They must not be used for political, religious, social welfare, or commercial activities.
 - They must not be activities in support of specific doctrines or claims.
- The aim of the project must be to promote Japanese Studies. The following proposals are not eligible:
 - Projects in the field of medicine, manual training or natural sciences
 - Organization of or participation in sporting events and training
 - Projects in the field of art (art-related projects such as exhibitions, film series, etc. that form a portion of a larger, comprehensive Japanese Studies project may be funded)
 - Goodwill exchanges
 - Social welfare or international development projects
 - Tourist-oriented programs
- Japanese language-related components may be supported if they are part of a more comprehensive Japanese Studies project. For grant opportunities designed specifically for Japanese language programs, please visit [the Japan Foundation, Los Angeles website](#).

III. GRANT COVERAGE

- Full time or part-time faculty, instructor, or staff salaries and benefits*
- Travel expenses, including per diem and accommodation expenses for scholars, lecturers, and students
- Honoraria for lectures
- Research and teaching materials

- Conference and seminar related expenses**
- Library and digital resource support***

* The institution's salary scale and individuals' CVs must be attached to the application form.

** 'Related expenses' may include venue/equipment rental fees, translation fees, and expenses toward the production or publication of proceedings. Costs for receptions and meals will be given low funding priority.

*** This category may be given lower priority.

IV. PRIORITIES

- Projects from institutions that face difficulties maintaining current levels of infrastructure.
- Projects from small institutions and institutions without an established program of Japanese Studies or those that lack personnel or resources.
- Projects that initiate or sustain institutional partnerships, including those in Japan.

V. SCREENING CRITERIA

- Impact on the institution's ability to maintain and advance the scale of infrastructural support for Japanese Studies
- Likelihood of benefit for a significant number of students, scholars, and/or community members
- Significance within the field
- Necessity of grant support (level of financial need)
- Competence of project leaders and their institution to execute proposals
- Commitment from the institution (matching funds are not a requirement)

VI. SELECTION AND NOTIFICATION OF RESULTS

1. Proposals 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 (JFNY) staff may ask the applying institution questions as the need arises.
3. Applicants will be notified of the results of the screening in April 2023 through JFNY.

VII. APPLICATION MATERIALS AND DEADLINE

JF now requires a Concept Paper be submitted prior to the Full Proposal Application. Concept Papers must be completed using the Concept Paper Form and are due no later than Monday, October 31, 2022. Please send the Concept Paper to Japanese_Studies@jfnny.org

Please complete the following, making sure to fill out all required sections:

1. Application Form
2. Detailed Project Budget
3. Project Narrative
4. Project Timeline

5. Curricula Vitae
6. Letters of Support
7. Proof of applying institution's 501(c)(3) status

Application materials must arrive at the JFNY office **no later than** Thursday, December 1, 2022. Please submit an Excel version of the Detailed Project Budget via email. JFNY accepts applications submitted by e-mail as well as by post.

Application Deadline: **Thursday, December 1, 2022**
E-mail Address: **Japanese_studies@jfny.org**
Mailing Address: **The Japan Foundation, New York**
 c/o Japanese Studies Program
 1700 Broadway, Fl. 15
 New York, NY 10019

VIII. APPLICATION INSTRUCTIONS

1. Application Form

- Please be sure that all signatory parties' names are included on the application form, with their positions, titles, and signatures. The Authorized Representative, the Project Director, and the Bursar must be three different individuals.
- The project abstract is limited to 250 words. Please provide further detail in the Project Narrative.
- Institutional Information: Please provide a brief summary of the history and current status of Japanese Studies programs within your institution, such as course offerings, department activities and number of faculty and students. Please list all grants received from JFNY, JFLA and the Center for Global Partnership (CGP) within the past 10 years.

2. Detailed Project Budget

- All budget items, including expenses and revenue for the total project must be indicated on the form. All expenses, including those not requested through JF funds, should also be included. Moreover, all revenue sources, including funds requested from JF, those that come directly **from the applicant, and any amounts or grants requested or received from other funding sources (separate from your institution) should be included.** Applicants must indicate the status of any grant proposals submitted to other organizations.
- The budget sheet must list the name and order of the activities corresponding exactly with the narrative description of the project in the Project Summary. Please provide a short description of each activity here. Each line item listed under the Specification and Breakdown section must correspond to the abbreviation (A, B, C...) in the Project Summary section. Even if the project is accepted, JF may not grant funds for all requested activities. Therefore, applicants should prioritize the activities requested with JF funds and list these in order of precedence.
- Classification of the budget items of each activity must be done with JF category designations: Honoraria/Wages; Travel Expenses (Transportation: International/Domestic, Accommodation: Meals, Hotels); Other Expenses (Acquisition of Research Materials, Production of Proceedings & Reports,

- Rental Fees for Venues and Equipment, Interpretation Cost, Translation Cost, Editing Cost, etc.).
- Each item must be given a detailed breakdown. For items to be covered by JF, please provide as detailed a breakdown as possible. For example: unit price x time (days) x number of persons. You may use additional space/sheet to provide these breakdowns (e.g. Hotel: \$200/day x 2 days x 3 persons = \$1,200). Budget items should be justified in the narrative.
 - The applicant may not request JF funding for the following (excluded items can be included in the budget but should be covered by applicant or with other funding resources):
 - Indirect costs; or costs that are not directly needed to carry out the applied projects
 - Overhead costs of the administrative body of the institution
 - Salaries of administrative staff (funds may be requested for assistants directly related to the project, up to a limit of 30 days)
 - Costs to purchase equipment that may remain for a long time, such as computers, PC supplies, office supplies such as a photocopier, facsimile machine, electric appliances, furniture such as desks, chairs, racks, and all kinds of furnishing equipment, etc.
 - Costs to acquire real estate, and construction fees
 - Rental fees for facilities that would be used long term
 - Rental fees for facilities within the applying institution
 - International airfare that is higher than the estimated fare for the shortest route from the city of boarding to the destination using economy class discount fare
 - Please submit an Excel version of the Detailed Project Budget via email.

3. Project Narrative

Please explain the importance and relevance of the proposed project and how it contributes to the growth and expansion of Japanese Studies at your institution. Please also provide concrete details about the project's objective, significance in the field, and possibility for continuation. If this proposal was submitted in a previous year, please clarify the changes made. The narrative is limited to 4 pages (single spaced, 12 point font).

4. Project Timetable

Please include a detailed timetable that shows when each aspect of the project, from the planning state through the dissemination stage, will be carried out.

5. Curricula Vitae

CVs of all significant faculty participants must be submitted using the "Curriculum Vitae" form. Attachments should be a maximum of two pages per person.

6. Letters of Support

Letters of support from the Applying Institute and letters of support from collaborating institutions/individuals can be included as applicable. The letters should clearly indicate a commitment to participate in the proposed project and what form the participation will take. Outside letters of recommendation are not required.

7. Proof of 501(c)(3) status

IX. TERMS OF AGREEMENT

By applying to our program the applicant will be deemed to have agreed to this statement:

1. Obligations

- a. The Grantee shall donate the designated quantity of publicity materials and deliverables to JF.
- b. The Grantee shall submit the Final Project and Financial Reports about activities and expenditures upon completion of the project.
- c. JF is intolerant of any fraudulent activity by applicants during the application process and throughout the grant period. Once a grant has been provided, committing any form of fraud with regard to Japan Foundation grant funds could result in penalty measures such as a revocation of the decision to provide a grant in whole or in part, the required return of the rescinded portions of the grant 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 JF (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF’s website and in other public relations materials.
- b. When 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 JF, except for non-disclosure information stipulated in such act, will be disclosed.

3. Handling of personal information

- a. Compliance with applicable laws
To the extent applicable, JF 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, JF will properly collect, use and control the same. For more information on the JF’s efforts to protect personal information (privacy policy), please visit the following websites:
(Related to the Act): (Japanese) <https://www.jpfi.go.jp/j/privacy/>
(English) <https://www.jpfi.go.jp/e/privacy/>
(Related to the GDPR): <https://www.jpfi.go.jp/e/privacy/index.html#gdrp>
(Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/
- b. Acquisition of personal information
JF 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, JF 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

* JF 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 JF.

c. Purposes of use and period of personal information

(a) Based on the consent of the applicant and his/her family members, JF 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 JF 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 JF (*Kokusai Koryu Kikin Jigyō Jisseki*), the Annual Report and the JF'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) JF 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) JF may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. JF 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) JF may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the JF headquarters) or other countries or regions for the Purposes of Use specified above. JF shall appropriately control the Personal Information in such countries or regions.
 - (b) In addition to the case specified in the preceding paragraph, JF 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
- JF 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 JF, such applicant may state his/her objections to JF 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 JF, 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 JFNY by e-mail at 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 JF.

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 JF may unavoidably change the substance of its grant or the conditions attached 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, JF highly recommends that you take the necessary security measures to ensure safety when you carry out your projects, including the following:

- a. Check and obtain security information about the area in which your project will be conducted to ensure the safe travel and accommodation of all related parties;
- b. Provide information on security and safety issues for your international guests (if any).