
**U.S.-Southeast Asia-Japan Collaboration and Exchange Initiative
Application Guidelines & Instructions**

PROGRAM DESCRIPTION

This program aims to connect Japan scholars from the U.S., Southeast Asia, and Japan to foster collaborative scholarship and strengthen Japanese Studies across these regions. Through joint research, exchanges, and resource-sharing initiatives, the Japan Foundation (JF) seeks to build vibrant academic networks and promote interdisciplinary and practical collaborations.

Projects must be based at U.S. institutions with established or developing Japanese Studies programs, leveraging the extensive resources available in the U.S., while facilitating meaningful connections with scholars and institutions in Southeast Asia and Japan.

In this program, JF encourages U.S. institutions to initiate and carry out projects that include, but are not limited to:

- Short-term invitation of Japan scholars from Southeast Asia and Japan (e.g. visiting professorships, visiting researcher, etc.)
- Collaborative research and/or publication with scholars from Southeast Asia and Japan
- Seminars or workshops for scholars and/or students from Southeast Asia and Japan
- Mutual exchange programs for scholars and/or students from Southeast Asia and Japan
- Other innovative forms of scholarly collaboration involving all three regions

Note: All projects must include direct engagement with Japanese Studies counterparts (institutions or individuals) in Southeast Asia. While collaboration with Japanese Studies counterparts in Japan is highly encouraged, it is not mandatory.

Funding Priorities

Priority will be given to:

- Projects that significantly contribute to the advancement of Japanese Studies in Southeast Asia, as well as those that introduce the trends and achievements of Japanese Studies in Southeast Asia to the U.S.

- Interdisciplinary projects that promote diversified approaches to Japanese Studies in the United States
- Projects that integrate practical applications with academic research

JF welcomes proposals from single institution, collaborative partnerships, consortia, or associations.

Program Timeline and Grant Amount

- Projects must begin between April 1, 2026 and March 31, 2027
- Project duration can be up to three years
- Maximum amount: \$100,000 per year
- Applicants may apply for up to three consecutive years; however, funding beyond the first year is contingent upon successful progress report and evaluation of the subsequent year's proposal.

ELIGIBILITY

- Applications are accepted only from U.S.-based institutions with 501(c)3 status.
- Only one application per institution will be considered.
- Projects must not support political, religious, social welfare, or commercial objectives.
- The project's primary aim must be to advance Japanese Studies or related fields.

Ineligible Projects:

- Medical, technological, or natural science research
- Sports event or training
- Standalone arts projects (art-related activities may be included if part of a broader Japanese Studies initiative)
- Projects solely promoting friendship or goodwill exchanges
- International development projects
- Tourist-oriented projects

Note: Japanese language education components are eligible if integrated into a broader Japanese Studies project. For language-specific grants, please refer to [the Japan Foundation, Los Angeles website](#).

GRANT COVERAGE

Eligible expenses may include:

- Travel (international/domestic), accommodation, and per diem for scholars, lecturers, and students
- Honoraria for lecturers, collaborators, and interpreters; wages for project related staff and assistants
- Graduate and undergraduate support (e.g., scholarships, internships, study abroad placements)
- Research and teaching materials
- Conference/workshop-related expenses (e.g., venue and equipment rental)
- Publication and report production (e.g., translation, editing, layout, printing)

Note: Receptions and meal expenses will receive low funding priority.

GRANT CONDITIONS

1. Grant projects must begin between April 1, 2026 and March 31, 2027. The grantee **must start using** funds from March 2027 at the latest. Preparatory activities may mark the beginning of the grant period. A recommended grant period is August 1 - July 31 to align with the academic calendar.
2. Priority will be given to essential expenses that directly support the success of the project.
3. Matching funds or cost-sharing from the applying institution and/or other sources is strongly encouraged.

SCREENING CRITERIA

1. Evaluation of Project Content:
 - Significance and relevance within Japanese Studies
 - Potential for lasting impact and sustainability
 - Contribution to building academic networks
 - Cost-effectiveness and efficient use of funding
2. Evaluation of Applicants:
 - Institutional support and commitment (e.g. endorsement by president and provost)
 - Experience and capabilities of leaders and institutions
 - Feasibility and robustness of proposed partnerships
 - Geographical balance across the U.S., Southeast Asia, and Japan
 - Potential to expand the applicant's Japanese Studies program

APPLICATION PROCESS

1. Concept Paper (Recommended, not required)

Applicants are strongly encouraged to submit a 2-5 page concept paper by **Friday, October 31, 2025**, including

- Applicant and institutional information
- Project objectives
- Project timeline and methodology
- Anticipated outcomes & dissemination plans
- Target audience

Concept papers should be submitted **via email**: Japanese_studies@jpf.go.jp

2. Full Proposals

Full proposals must be received by **the Japan Foundation, New York office (JFNY)** no later than **Monday, December 1, 2025**. JFNY accepts applications submitted by email as well as by post.

Application Deadline: Monday, December 1, 2025

Email Address: Japanese_studies@jpf.go.jp

Mailing Address: The Japan Foundation, New York
810 Seventh Avenue, Suite 3410 34th Floor,
New York, NY 10019, USA
Tel. 212-489-0299

***The office will relocate to the above address on October 6, 2026.**

SELECTION AND NOTIFICATION OF RESULTS

1. Applications will be reviewed with the confidential assistance of experts.
2. JF staff may contact applicants for clarification during the review process.
3. Results will be announced after April 2026 via JFNY.
4. Due to competitive demand, not all applications will be funded. Feedback on unsuccessful applications will not be provided.

FULL APPLICATION MATERIALS

Required documents include:

1. Application Cover Sheet
2. Detailed Project Budget
3. Narrative Description of the Project
4. Additional Information Request (see below)

FULL APPLICATION INSTRUCTIONS

1. Application Cover Sheet

- Include names, titles, and signatures of the Authorized Representative, the Project Director, and the Bursar (must be different individuals).
- Provide a 200 word abstract of the proposed project.

2. Detailed Project Budget

- Include all project expenses and revenue, even if not covered by JF
- Specify funding sources and grant proposal statuses submitted to other funding organizations
- Clearly prioritize JF-funded activities in line with the narrative description of the project, as JF may not grant funds for all requested activities.
- Categorize using JF-designated classifications:
 - Honoraria/Wages
 - Transportation (International or Domestic)
 - Accommodation (Hotels)
 - Other Expenses (Research Materials, Translation, Editing, Rentals, etc.).
- Provide detailed breakdowns (e.g. Hotel: \$200/day x 2 days x 3 persons = \$1,200). Please provide a short description of each activity on the budget sheet.
- Excluded items (must be funded by applicant or other sources):

- Indirect costs
- Overhead costs
- Long-term equipment or furnishings (e.g. PCs, photocopier, facsimile machine, electric appliances, furniture, etc.)
- Real estate acquisition, construction fees.
- Long-term facility rentals
- International airfare exceeding economy-class discount fare.

3. Narrative Description of the Project (Max. five pages)

Please describe the objectives and significance of the proposed project. The narrative must not exceed five pages (single spaced, 12-point font).

The narrative must include the following components:

- **Significance of the Project**

Explain the project's contribution to Japanese Studies in the U.S., Southeast Asia, and Japan. Discuss its potential impact and sustainability, its ability to enhance networks, its contribution to innovative approaches in the field, and the expected outcome.

- **Participants and Partner Institutions**

List all key individuals and partner institutions involved in the project. Refer to any prior collaborative work, if applicable. Clearly define the roles and responsibilities of each participant and partner institutions.

- **Status of Preparation**

Explain any preparatory work or research completed prior to proposal submission.

- **Activity Prioritization**

Please clarify the relative priority of each project components.

- **Evaluation Plan**

Please outline benchmarks and specific procedures for evaluating the project. Evaluation should be conducted by both the project leaders and external reviewers (e.g. faculty members or relevant institutional officers).

- **Sustainability / Future Plan**

Please explain how the project will be sustained after the conclusion of the JF funding.

4. Additional Information Request

Please attach the following documents to your application:

- Project Timetable

Please provide a detailed timeline, outlining each stage of the project, from planning through dissemination.

- Institutional Information

Use the “Outline of the Applying Institution” format to describe the Japanese Studies programs at your institution, including relevant courses offered, department activities and number of faculty and students.

Please also list all grants received from JF and the Center for Global Partnership within the past ten years.

- Curricula Vitae

Please submit CVs (maximum two pages each) for all core faculty participants using the attached “Curriculum Vitae” format.

- Letters from Collaborating Organizations/Individuals

The letters must clearly state a commitment to participate in the proposed project and outline the nature of that participation. If a formal commitment has not yet been secured, include a brief update of the status of discussions as a separate attachment. Outside recommendation letters are not required.

TERMS OF AGREEMENT

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

1. Obligations

- a. The Grantee shall acknowledge JF's financial support when the Grantee produces any materials related to the Grant Project such as publicity materials (e.g., websites, catalogs, posters, flyers, etc.), conference materials, books, videos, etc.
- b. The Grantee shall submit the Final Project and Financial Reports about activities and expenditures upon completion of the project. In addition, the Grantee shall donate the designated quantity of publicity materials and deliverables to JF.
- c. JF does not tolerate 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 JF 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, in principle.

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), related Cabinet Orders and Ministerial Orders, and various guidelines established by the Personal Information Protection Commission and any agencies authorized by the said Commission, 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.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#gdpr>

(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 JF projects.

(c) In addition to the information specified in (b) above, the applicants’ contact information (i.e., address, email 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 JF projects; request the applicants to provide information for formulation of future JF 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 email 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 infectious diseases

Depending on the spread of **infectious diseases**, 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).