

**Kyoto University Special Research Project**  
**“International On-site Education Program (IOSEP) for Global Human Resources”**

**Intensive Program for International Research Output Training (IP-IROT)**  
**Application Guideline (FY2018)**

**<<Program Outline>>**

In April 2013, Kyoto University launched a special project for ASAFAS students named “International On-site Education Program (IOSEP) for Global Human Resources,” which is managed by the Center for On-Site Education and Research (COSER). This project offers several kinds of subsidy funds for ASAFAS students; one of them is the “Intensive Program for International Research Output Training (IP-IROT)”, which aims to encourage students to present their research results at international forums.

**Course Details for**

**“Research C&M (Collaboration & Management Support) Course for IROT”**

This course aims to develop skills for organizing international conferences/workshops and also encourages international collaborative research proposed by ASAFAS students. The course provides subsidy funds for ASAFAS students who wish to organize international conferences/workshops to be held in Kyoto University or in foreign countries. Students who take this program can get course credits titled as International Research-Group Program for Graduate Students (Subject code: 5134).

**(1) Conditions and Expenses to be covered by the Program**

This course will cover necessary expenses for holding international conferences/workshops (see the below Appendix). Conferences/workshops supported by this program should satisfy the following all conditions:

- i) Conferences/workshops should be held in any languages other than Japanese.
- ii) The group member of the conference/workshop should include students who belong to different divisions in the ASAFAS.
- iii) Conferences/workshops supported by this course can include other speakers who are not supported by the program.
- iv) Conferences/workshops should be held by 28th February 2019 (If you plan to hold a conference/workshop in March 2019, please consult with us in advance).

**(2) Eligible Applicants**

A project manager should arrange the research group with the following conditions, and then

submit the application form to the Shien office([shien-app@asafas.kyoto-u.ac.jp](mailto:shien-app@asafas.kyoto-u.ac.jp)).

- i) The number of the group should be at the maximum of five.
- ii) A project manager should be a graduate student of ASAFAS, who has already submitted and passed a pre-doctoral thesis, or ASAFAS graduate students who have enrolled from other graduate schools after taking a master's degrees.
- iii) The research group should include the graduate students from at least two divisions of ASAFAS.
- iv) The research group should appoint one ASAFAS faculty (Professor, Associate Professor, Assistant Professor or Program-Specific Assistant Professor) as an advisor for the project.

DC research fellows can apply for this course as a project manager or group member. ASAFAS students who are supported by other research grants can also apply for this course as a project manager or group member although there are several requirements to apply (please ask the Shien office: [shien-app@asafas.kyoto-u.ac.jp](mailto:shien-app@asafas.kyoto-u.ac.jp)). However, they do not take priority over other ASAFAS students.

PD research fellows and Research Fellows (*Kenkyuin, Kenshuin*) of ASAFAS cannot apply for this course as a project manager, but they can join in the project as group members.

ASAFAS students who take a leave of absence can neither apply for this course nor join in the project as group members.

### **(3) Application and Important Dates**

■ The number of recruitment:

6 groups

■ Maximum expenses to be covered by the course:

Around 500,000-1,000,000 JPY (It depends on the decision of the selection committee. The committee requires a detailed explanation on the expense account for the conference/workshop. For more details, ask the Shien office.)

■ Application period:

1st June to 30th September in 2018.

• Applicants should send a specific application form via e-mail to: [shien-app@asafas.kyoto-u.ac.jp](mailto:shien-app@asafas.kyoto-u.ac.jp) with a title of “IP-IROT: C&M Course (full name of project manager).”

You can download the application form from <http://www.asafas.kyoto-u.ac.jp/jisedai/shien/>

• Project plan is reviewed on each occasion in terms of its consistency, executive feasibility for organizing the international conferences/workshops. We might have an interview for the application if necessary.

• Applicants will be directly notified of the results of the process via e-mail.

#### **(4) Obligations for the Project Managers and Group Members**

A project manager would be required to collect papers from each speaker of the conference/workshop, and submit a publication to SHIEN office within 2 weeks after the conference/workshop. This will be called the “Final Report of the Conference/Workshop” and should include the following information regarding the conference/workshop:

- i) Basic information on the conference/workshop (date, venue, co-organizers, program)
- ii) Summary of the conference/workshop
- iii) Abstracts of each presentation at the conference/workshop
- iv) A short article (1,500 words for each article) of each presentation at the conference/workshop

SHIEN office will release the submitted publication with ISBN number, also disclose the submitted publication at the ASAFAS website.

When publishing any academic articles based on the outcome of this course, an acknowledgment of the program should be mentioned clearly:

Example: This paper is a part of the outcome of the “International On-Site Education Program (IOSEP) for Global Human Resources, Kyoto University.”

#### **Appendix Calculation Guideline for C&M Course**

##### i) Air Tickets

- Shien office will reimburse actual costs and expenses for air tickets.
- The members should arrive/depart at/from the Kansai International Airport (KIX) or Osaka International Airport (Itami Airport) (ITM).
- The members should not use LCCs (Low-Cost Carriers).
- The project manager should submit the application form with itinerary and quotation of each participant which are issued by travel agencies. If it is difficult to get the itinerary and quotation from travel agencies, you can also quote from the ticketing website (e.g. Expedia, Skyscanner) tentatively.

##### ii) Operational expenses

- Shien office will reimburse the local accommodation, daily allowance and local transportation from the airport to Kyoto.
- The project manager should calculate the sum of these expenses by following the instructions listed below (based on the formal travel rule of Kyoto University):

a) Local accommodation per night and daily allowance per day

Status of the member from abroad	Daily allowance	Local accommodation
Dean	5,000JPY	17,000JPY
Professor and Associate Professor	5,000JPY	15,000JPY
Assistant Professor and (Senior) Lecturer	4,200JPY	12,900JPY
Other researchers and Graduate Student	3,500JPY	10,000JPY

b) Local transportation fee between Kansai International Airport (KIX) or Osaka International Airport(ITM) and Kyoto:

Airport Limousine: 5,100 JPY

MK Skygate Shuttle: 8,200JPY (late night or early morning fee is 8,800JPY)

Train: 5,700JPY

- Other expenses for preparation will be covered by this fund (e.g. facility rental fee).

iii) Costs for English proofreading

- Shien office will reimburse the cost of English proofreading for papers of presentation or proceeding.

- The project manager should calculate the sum of these expenses by following the instructions: one sheet of A4 paper includes 400 English words, each word cost 6 JPY in the proofreading process.