

Kyoto University Graduate School of Asian and African Area Studies
Center for On-Site Education and Research

Explorer Program for Domestic Research Trips Application Guidelines for the Academic Year 2020

Given the difficulties with overseas travel due to the COVID-19 pandemic, the Center for On-Site Education and Research (COSER) has initiated the Explorer Program for Domestic Research Trips. Under this new program, COSER will provide funding for research trips for data or document collection within Japan. While we invite applications for the Explorer Program, please note that there remains the possibility that your award may be cancelled even after your proposal has been approved; given the evolving situation with regard to the COVID-19 pandemic and likely changes in Kyoto University safety regulations and policies.

1. Overview

The Explorer Program is chiefly intended to support students who have thus far NOT submitted their preliminary dissertation. Students who have submitted a preliminary dissertation, however, and third-year transfer students can also apply: though their applications will be receive less priority if an excessive number of applications are received.

Depending on the conditions, credits will be awarded for the "On-site seminar I, II, III" or "Guided Research". Please check with your academic advisor regarding the conditions for those credits.

2. Qualification requirements

1) All ASAFAS students, except for students on leave of absence (*kyugaku*) or JSPS research fellows, may apply. Note that students on leave of absence are eligible to apply if they return to school before starting the research trip: please consult with the COSER staff before submitting the application. Applications are accepted for graduate students who receive research grants or scholarships except for JSPS research fellows.

2) Research plans that are not adequately related to the applicant's doctoral research will not be accepted. Also, we will preferentially accept research plans that are eligible for credits within the ASAFAS curriculum. Credits may be granted for domestic research trips that involve a total of 5

days or more.

3) We will preferentially accept applications that are well prepared and ready for implementation. This does not mean that every aspect of the research plan and schedule must be finalized before submission.

(4) Research plans should involve appropriate measures to avoid COVID-19 infection; particularly, if they involve face-to-face interviews or meetings. Note that your research trips may be canceled, even after approval, depending on the university policies to prevent COVID-19 infection.

Kyoto University's Response to the Novel Coronavirus (COVID-19);

<https://www.kyoto-u.ac.jp/en/about/safety/coronavirus.html>

3. Number of proposals to be accepted

15 proposals for the first call for application.

4. Funding policy

1) Data collection, document collection, and internships that need to be conducted within Japan by March 15, 2021, are eligible for application. A research proposal may involve multiple research trips provided that they are for the same research purpose.

2) Based on Kyoto University's travel expense regulations, daily allowance (1,500 yen per day), accommodation expenses (8,500 yen per night), and transportation expenses will be paid. No other expenses will be paid.

Note: You have to provide proof of actual travel with a receipt on student discount of your round trip ticket if you take a bullet train or limited express train. In the case of air travel, we require an itinerary, estimate, receipt to be submitted to the COSER office at least two weeks prior to your departure. On your return to Kyoto university, you have to submit the stub of a boarding ticket.

5. Application Procedures

Unlike the Overseas Explorer Program, the "entry" procedure is not required before application. Please send the completed application form by e-mail to the COSER <shien-app@asafas.kyoto-u.ac.jp>. The subject must be "Explorer program for domestic trips." Also, please be sure to CC your

academic advisor. The first recruitment is for research trips that start by the end of December. The deadline for the first recruitment is October 28, 12:00 JST. For research trips beginning on or after January 1, please apply for the second recruitment.

The selection committee will review the application form, and the results will be notified by e-mail. If the selection committee instructs you to change the application form or itinerary, please promptly submit the revised research plan.

6. Precautions

As a measure against the COVID-19, please keep a record of the travel routes, the places of visit, and the names and information of the persons you have contacted during the survey.

7. Documents to be submitted after approval

1) Pre-trip submissions

Students will be asked to submit the Travel Form (*ryoko-ukagai*) and the Notification of Domestic Travel to the COSER office at least 2 weeks prior to the starting day of the research trip. Students who are planning multiple trips will be asked to submit the Travel Form before each trip is made.

2) Reporting requirements

After completion of the trip, you will be required to submit reports. Those who have failed to submit required reports are not entitled to submit applications to support programs run by the COSER. Reporting instructions will be posted on the Explorer Program webpage.

8. Plan changes

In case you are obliged to change your research plan after your application was approved, consult your supervisors and COSER staff promptly. Note that the approval may be withdrawn if the research plan is significantly changed, such as when the research goals are altered.

9. Notes

1) Please consult with your supervisors so as to determine your aim, a destination/study area, and the travel plan before submitting your application.

2) You cannot combine this program with trips other than research/educational purposes.

3) For inquiries concerning the explorer program, please send mail to <shien-app@asafas.kyoto-u.ac.jp>.