

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  
(Second recruitment)**

Given the difficulty of traveling overseas due to the COVID-19 pandemic, the Center for On-Site Education and Research (COSER) calls for applications for the Explorer Program for Domestic Research Trips, which provides funding for research trips for data or document collections in Japan. Please note that we might be forced to cancel the program, even after your proposal is approved, depending on the state of the COVID-19 pandemic and university policy.

## **1. Overview**

This program is intended to support students who have NOT submitted a preliminary dissertation to carry out fieldwork, document collection, and internships in Japan. Students who have submitted a preliminary dissertation and third-year transfer students can also apply. However, their applications are less prioritized if we receive an excessive number of applications.

Depending on the conditions, credits will be awarded for the "Asia on-site seminar," "Africa on-site seminar," or "Global on-site seminar." 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 adopted. Also, we will preferentially adopt 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 adopt 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 second call for application.

### **4. Funding policy**

1) Data collection, document collection, and internships conducted in 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) Expenses for daily allowance and accommodation (Total maximum 5,000 JPY/day; this amount may be adjusted based on the contents of the research), and transportation expenses will be paid. No other expenses will be paid.

### **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 CODER <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 second recruitment is for research trips that start **after 1st December**. The deadline for the second recruitment is **November 28, 12:00 JST**.

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 contact information of the persons you 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 Shien Office. 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 has approved, consult your supervisors and COSAR 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](mailto:shien-app@asafas.kyoto-u.ac.jp)>.