**Fellowship Program for Intellectual Exchange**

For FY 2015

**Program Guideline**

# 1. Objectives and Program Overview

The Fellowship Program for Intellectual Exchange 2015-2016 is designed to provide selected intellectuals in Eastern Europe, the Middle East, and Africa with an opportunity to visit Japan and conduct their own individual research on a chosen topic as well as networking/exchange activities. The program thus seeks to assist in the development of a new generation of Eastern European, Middle Eastern, and African intellectual leaders who are familiar with Japan through established individual and institutional networks and are able to incorporate topics/elements related to Japan to their own field of research in the future.

# 2. Eligibility

1. Scholars, researchers (except undergraduate and graduate students), journalists, and professionals who are engaged in research activities in the fields of humanities or social sciences, or who have practical experience in research, media, or non-profit organizations. In principle, the applicant’s specialization is **not** necessarily limited to Japanese Studies. Priority will be given to individuals either with related research or practical experience within their own field of specialty or who plan to take up new studies on or related to Japan.
2. An individual with adequate English-language proficiency to take part in collaborative interaction and to conduct research in Japan (Japanese-language ability is not assessed). Please attach a certificate showing the applicant’s English-language ability, if he/she has one.
3. An applicant must be under 45 years old at the point of April 1, 2015 (as a general rule), and holds nationality or permanent residency with an active academic/professional affiliation in any of the following countries:

**[Eastern Europe]**: *Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Estonia, Georgia, Hungary, Kazakhstan, Republic of Kosovo,**Kyrgyz, Latvia, Lithuania, Former Yugoslav Republic of Macedonia, Moldova, Montenegro, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan*

**[Middle East]**: *Afghanistan, Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Palestinian Interim Self-Government Authority, Qatar, Saudi Arabia, Sudan, Syria, Tunisia, Turkey, United Arab Emirates, Yemen*

**[Africa]**: *Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central Africa, Chad, Comoros, Democratic Republic of Congo, Republic of Congo, Côte d'Ivoire, Djibouti, Eritrea, Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Republic of South Africa, South Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe*

1. An applicant should be able to find his/her own affiliated institutions and advisors in Japan.
2. Applicants who intend to take Japanese-language training courses, industry training courses, or courses in traditional culture (e.g., flower arranging, karate) are not eligible. Religious and political activities and training for governmental officials are not eligible either.

#### 3. Research Topics

The content must include surveys and/or individual research and/or collaborative research, in the fields of either humanities or social sciences. The research topic must be one that is appropriate for visiting Japan (i.e., there should be a reason the fellow wishes to conduct research in Japan).

*The topic must fulfil at least one of these requirements*:

(1) It must incorporate Japanese issues into your area of specialization.

(2) It must be of mutual interest to Japan – and Eastern Europe (including Russia, Central Asia, and Caucasus), or Japan – and the Middle East, or Japan – and Africa.

(3) It must be an international topic (global issue), related to Japan.

Examples of topics are given below (these are only examples; research topics are NOT limited to these):

*Environment and Development, Peace and Security, Social order/Law enforcement, Globalization of the economy and international cooperation, Disaster Prevention, Corporate Social Responsibility, Education and human resource development, Energy issues, Gender issues, Population problems, etc.*

# 4. Expected Number of Fellows

Approx. 15

# 5. Fellowship Duration

The beginning date of the fellowship must fall between May 20, 2015, and March 15, 2016. The duration of the fellowship must be **between** **30 days and 60 days**.

\*It is advised, however, that fellows should avoid visiting Japan from December 20, 2015, to January 6, 2016, because meeting and travel arrangements are virtually impossible.

# 6. Obligations of the Fellows

1. Fellows will independently conduct their own individual research activities on their chosen topic as described in the application.
2. Fellows are expected to submit a final project report to the Japan Foundation within 1 month after returning back home.
3. It is desirable that Fellows will give presentations about their research during their stay in Japan.
4. If fellows are mentioned in publicity or media during or after the fellowship period, fellows are required to specify that they are/were in Japan on a Japan Foundation Fellowship Program for Intellectual Exchange.

# 7. Benefits

1. Round-trip air tickets (discount economy class).
2. Allowance to cover accommodation, meals, local transportation, research expenses, and other incidentals (17,000 Japanese yen per day).
3. Insurance:

The insurance coverage provided will be in accordance with the general guidelines set forth by the Foundation.

1. Domestic Transportation:

Domestic transportation costs within Japan will be provided only when a Fellow needs to travel no less than 50 km from the airport to his/her site of research.

1. The Japan Foundation will directly pay the supervisor fee (JPY 50,000) to the academic advisor.
2. The Japan Foundation will directly pay the assistant fee (JPY 30,000) to the assistant of the fellow. Please note that the need for an assistant will be determined by the academic advisor.

# 8. Application Materials and Procedure

An application package should include the following items:

1. ***Fully Completed Application Form (including a free format project proposal)***
2. ***Curriculum Vitae (free format)***
3. ***One Reference Letter (use either “Reference Form” or a free format reference letter)***

***(iv) List of publications (optional)***

1. ***Letter of Affiliation***

**[Application Procedure]**

* **Application Form (including a free format project proposal)**
* **Curriculum Vitae (free format)**
* **List of publications (optional)**

**Applicant**

* **One Reference Letter (use either “Reference Form” or a free format reference letter)**

**Referee**

**The Japanese Diplomatic Mission**

**or the Japan Foundation Overseas Office**

**(The first screening of applications)**

**Nomination of candidates based on the first screening**

**Japan Foundation Headquarters**

**(The final screening of candidates)**

* **Letter of Affiliation**

**Advisor in Japan**

(1)“(i) Fully Completed Application Form”, “(ii) Curriculum Vitae (free format)” and “(iv) List of publications (optional)” must be sent from an applicant **to the Japanese Diplomatic Mission in his/her home country except he/she falls into the following cases**.

**[Case 1]: No Japanese Diplomatic Mission in an applicant’s country.**

Please contact the Japanese Diplomatic Mission in a neighboring country which is responsible for our program in his/her country.

**[Case 2]: Applicants from Egypt, Hungary and Russia.**

Be sure to send the necessary documents to the Japan Foundation Overseas Office instead of the Japanese Diplomatic Mission.

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| **Applicants　from** | **Contact Office** |
| Egypt | Japan Foundation, Cairo |
| Hungary | Japan Foundation, Budapest |
| Russia and Armenia | The Japanese Culture Department  “Japan Foundation” of the All-Russia State Library for Foreign Literature (Moscow) |

(2) The “(iii) Reference Letter” must be sent **directly from the referee to the same Mission/Office to which an applicant sends his/her application form**.

(3) An application form directly sent to the Japan Foundation Headquarters will **NOT** be accepted.

(4)“(v) Letter of Affiliation” must be sent **directly from an applicant’s academic advisor in Japan to the Japan Foundation Headquarters.** Please refer to the “Application Instructions” for details.

# 9. Application Deadline

The deadline is set by the Japanese Diplomatic Office or the Japan Foundation Overseas Office. Please confirm the deadline with the adequate Office.

# 10. Application Screening

1. The First Screening (December 2014 to January 2015)

At the Japanese Diplomatic Office or the Japan Foundation Overseas Office to which an applicant submitted his/her application package.

1. The Final Screening (February to March 2015)

At the Japan Foundation Headquarters.

# 11. Results Notification

Notification will be sent by the end of April 2015 through the Office to which an applicant submitted his/her application package.

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# 12. About the Japan Foundation and the Fellowship Program

For general information on the Japan Foundation and the Fellowship Program, please contact the Japanese Diplomatic Office or Japan Foundation Overseas Office in an applicant’s country or visit the Foundation’s website:

* *Japan Foundation*: <http://www.jpf.go.jp/e/>
* *Fellowship Program for Intellectual Exchange:*

<http://www.jpf.go.jp/e/intel/exchange/organize/fellowship/index.html>

# 13. Disclosure of Information

1. Details of projects supported by the Japan Foundation (e.g., the name of the fellow and project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation’s website, and in other public-relations materials.
2. When a request for information based on the “Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc.” (Law No. 140 of 2001) is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

# 14. Handling of Personal Information

1. The Japan Foundation handles personal information appropriately in accordance with the “Law Concerning Access to Personal Information Held by Independent Administrative Institutions” (Law No. 59 of 2003). Details of the Japan Foundation’s personal information protection policy can be reviewed at the following website: <http://www.jpf.go.jp/e/privacy>
2. The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:

* Details of the fellowship, such as the fellow’s name, gender, job and position, affiliation, project duration, and project description, etc., are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation’s website, and in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
* If accepted, such personal information as your name, nationality, address, gender, date of birth, project title, affiliation, position, and term of fellowship will be released to the following organizations.
* Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan (for visa application and sending of documents)
* Insurance companies and its agents (for overseas travel insurance)
* Airlines, transport companies, and travel agents (for air tickets and other travel arrangements)
* There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects.
* There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application forms after the project has ended.
* There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.

1. Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
2. There may be cases in which the project reports and other related publication are released to the public.
3. Information may be released to other fellows for the purpose of exchange of information among them.

# 15. Contact offices for Inquiries

For any inquiries, please contact the Japanese Diplomatic Office or the Japan Foundation Overseas Office which is responsible for our program in an applicant’s country.

[End]