

石橋財団・国際交流基金 日本美術リサーチフェローシップ
申請要領Ishibashi Foundation/The Japan Foundation Fellowship for Research on Japanese Art
Application Instructions**1. PURPOSE**

This program aims to support the development of professionals specializing in the study of Japanese art by providing an opportunity for curators and researchers from abroad to conduct research in Japan, and by so doing, promote the study of the field and the introduction of Japanese art overseas.

This fellowship is implemented by the Japan Foundation with generous funding from the Ishibashi Foundation.

2. ELIGIBILITY**(1) Eligible Area and Activities**

The research project related to Japanese art should have clear objectives and plans to achieve its goal. The project should necessitate travel to Japan in order to carry out research, gather materials, etc., intensively, over a short period of time. The main target area is contemporary Japanese art. Priority will be given to projects that include in its proposals, plans for research results to be shared widely among the overseas public through the implementation of exhibits or the publication of books.

(2) Eligible Applicants

Individuals who conduct the activities stipulated in "(1) Eligible Area and Activities" living in a country outside of Japan (curators, researchers, coordinators, educators, conservators, etc.).

(3) Nationality and Permanent Residency

- a. Applicants must hold nationality (or permanent residency) in countries that have diplomatic relations with Japan.
- b. A Japanese applicant who does not hold nationality (or permanent residency) in a country other than Japan is not eligible even if they reside abroad.
- c. An applicant holding nationality of a country not maintaining diplomatic relations with Japan is not eligible to apply, even if the applicant has permanent residency in a country with diplomatic relations with Japan.

(4) Other Necessary Conditions

- a. Applicants must be in good health both physically and mentally.
- b. Applicants must be proficient in either Japanese or English.
- c. Applicants must be able to stay continuously in Japan for the term of fellowship.
- d. Applicants must not violate the law or regulations of their own country by receiving a fellowship from the Japan Foundation.

(5) Ineligibility

Individuals meeting any of the following conditions are not eligible to apply:

- a. Those who intend to conduct research in an area other than Japanese art.
- b. Those who intend to create artworks.
- c. Undergraduates; Master's degree candidates; those intending to enroll in undergraduate or Master's courses at universities in Japan; or graduates who are to pursue Ph.D. courses in Japan.
- d. Those who intend to use this Fellowship for political or religious purposes.
- e. Those who intend to work for profit-making or fund-raising purposes.
- f. Those who intend to enhance Japanese-language ability.
- g. Those who plan to receive other grants concurrently with this Fellowship.

3. BENEFITS**(1) Fellowship Period**

21 days to 59 days

(2) Grant Coverage

The following are provided to successful applicants (hereinafter called “fellow(s)”). No extra benefit will be provided for person(s) accompanying the Fellow.

- a. Per Diem: JPY 17,000/day
- b. Airfare: Round-trip discount economy-class airfare (the most direct route) (see Note)
- c. Insurance: Overseas traveler's insurance policy (The insurance coverage will be determined by the Japan Foundation.)
- d. Research Allowance: Actual amount, up to JPY 100,000 (Items eligible for coverage will be specified separately.)

Note: Grantees already in Japan before the commencement of the fellowship will receive only a one-way ticket to their home countries.

4. SELECTION POLICY

In addition to the contents, significance and viability of the proposed research, we will take into consideration whether the proposal is in accordance with the Japan Foundation's mission. We will also take personal qualifications, such as the applicant's career and achievements, as important criteria for the reviewing process.

- a) The purpose and goal of research should be clear, and the goal should be achievable during the proposed term of fellowship.
- b) Research in Japan should be essential to the project.
- c) The project should be planned in a concrete and practical framework and the proposed term of fellowship should be of an appropriate length that enables the achievement of the project goal.
- d) Applicants should hold notable achievements in their respective fields. The proposed project should be consistent with these achievements and should potentially make future contributions to the field.
- e) Applicants should have potential for future development as Japanese art experts.
- f) Achievements based upon the fellowship should extend beyond the applicant's individual output and be shared with society at large through exhibits and publications.
- g) Priority will be given to applicants who are likely to present the results of their research shortly after the completion of their fellowship.
- h) Applicants should potentially contribute to the development of their research field and beyond.

5. APPLICATION PROCEDURES

(1) Where you can obtain an application form

An application form can be downloaded from the website of the Japan Foundation.

URL: <http://www.jpff.go.jp/e/program/culture.html>

(2) Submission of an application form and the deadline

Submit 1 (one) application set (one original and one photocopy) *to the nearest Japan Foundation overseas office or Japanese diplomatic mission no later than December 3, 2018*. Submission via E-mail and fax will not be accepted.

(3) Points to be Noted

- a. Applications not submitted on the Japan Foundation's official forms will not be accepted. Please note that applications and attached materials, including reference/recommendation letters, will not be returned.
- b. Applications received after the deadline will not be considered.
- c. Multiple applications from the same applicant will make all applications invalid.

6. BASIC TERMS AND CONDITIONS

- (1) Grant programs of the Japan Foundation are operated in accordance with the relevant laws and regulations of the Foundation.
- (2) This Fellowship is tenable only in Japan.
- (3) The fellowship's commencement date for the fiscal 2019-2020 must fall between May 20, 2019 and March 15, 2020.
- (4) In principle, no change in the month of the commencement or of the termination of the fellowship will be allowed. If a Fellow must change either for unavoidable reasons, he/she must obtain the Foundation's approval beforehand.
- (5) The Fellowship grant may only be received for research held in Japan. Therefore, leaving Japan temporarily is not approved

in principle.

- (6) If a successful applicant is offered any other grant or fellowship whose duration overlaps with that of this Fellowship, he/she must decline either this Fellowship or the other grant/fellowship for the overlapping period.
- (7) No extension of the duration of the fellowship can be allowed for any reason whatsoever.
- (8) Fellows may be asked to give a public lecture based in his/her research theme during the fellowship period.
- (9) Applicants are responsible for making the necessary arrangements with institutions/individuals who will support and cooperate with them during the fellowship period. Fellows are also responsible for finding their own accommodations.

7. RESULTS NOTIFICATION

- (1) The results will be announced to the applicants by the end of April 2019 through the Japan Foundation overseas offices or Japanese diplomatic mission. (The Japan Foundation will not announce the results of the screening to reference persons or referees of the applicants.)
- (2) The Japan Foundation cannot discuss the reason of results.

8. OBLIGATIONS

- (1) Fellows are expected to devote their full time to the pursuit of the goals described in their applications in Japan.
- (2) Fellows are responsible for all causes and effects resulting from his/her activities during the fellowship. The Japan Foundation shall not be responsible or liable for any illnesses or accidents that occur during the fellowship period.
- (3) Fellows are expected to attend an orientation held at the Japan Foundation Headquarters shortly after arriving in Japan. For fellows who conduct research in a city far from Tokyo, domestic transportation expenses by the most direct and economical route will be paid by the Foundation.
- (4) Fellows are to submit a final report and the outcome of the project, i.e., books or reports, etc., to the Japan Foundation. In addition, fellows are to submit a manuscript for the annual report that the Japan Foundation will publish in printed form and on its website.
- (5) If fellows are mentioned in the media during the fellowship period, fellows are, in principle, to specify that they are in Japan with support from the Ishibashi Foundation / The Japan Foundation Fellowship for Research on Japanese Art.
- (6) Fellows are required to acknowledge support from the Ishibashi Foundation/The Japan Foundation Fellowship for Research on Japanese Art when the outcome of the fellow's research project is publicized or presented to the public.
- (7) Should there be any transgressions of the above and regulations of the Japan Foundation, the fellowship will be revoked, stipends (including airfare) will be terminated, and the Japan Foundation may ask for a refund of the entire sum and additional penalty charges (if any) from the Fellow.

9. DISCLOSURE OF INFORMATION

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, 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 December 5, 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by law as not to be disclosed).

10. 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 May 30, 2003) and other applicable laws. The Japan Foundation's privacy policy can be referred to on the following website:
<https://www.jpf.go.jp/e/privacy/index.html>
- (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 purpose:

- a. Details of the fellowship, such as fellows' name, sex, job and position, cooperating institutions/individuals, project duration, and project description, etc., are published in the *Kokusai Koryu Kikin Jisseyo* (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - b. There may be cases in which information is released to the following organization and institution:
 - a) Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc., at the place where the recipient lives in order to prepare a visa, etc.
 - b) The insurance company or their representatives, etc., in order to cover your activity during your stay in Japan by an overseas traveler's personal accident insurance, etc.
 - c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to the Ishibashi Foundation and outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation will make a request to the Ishibashi Foundation and the consultants to take measures to ensure safety of the provided personal information.
 - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - e. 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 activities related with the Japan Foundation and the Ishibashi Foundation.
 - f. There may be cases in which the Japan Foundation provides a copy of the application form to the cooperating institutions in Japan for the Fellow to be able to do research effectively, if necessary.
- (3) Information, such as the Fellow's name, sex, occupation and position, affiliation, project theme, E-mail address, cooperating institutions, name and specialization of the cooperating individuals may be released to other fellows for the purpose of exchange of information among them.
- (4) There may be cases in which the project reports and other related publication are released to the public. The Japan Foundation and the Ishibashi Foundation will publish a collection of fellows' reports in printed form and upload it on their websites.
- (5) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (6) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

11. CONTACT

(1) For submitting the application and general inquiries about this program, please contact the nearest Japan Foundation overseas offices. When there is no regional Japan Foundation office in the applicant's country, please contact the nearest Japanese diplomatic mission.

- The Japan Foundation Overseas Offices
<http://www.jpf.go.jp/e/world/index.html>
- Japanese Diplomatic Missions
http://www.mofa.go.jp/about/emb_cons/mofaserv.html

(2) For further inquiries, please contact the following sections of the Japan Foundation Headquarters, according to geographic area;

The Japan Foundation (Headquarters)
Arts and Culture Department

International Operations Section I (Asia, Oceania and Americas) TEL +81-(0)3-5369-6061 / E-mail: arts1@jpf.go.jp

International Operations Section II (Europe, Middle East and Africa) TEL +81-(0)3-5369-6063 / E-mail: arts2@jpf.go.jp

Instructions to Fill in the Application Form

General Instructions

(1) These materials include:

- a. Application form (six pages);
- b. Two letters of reference.

(2) Please read the Application Instructions stated above and the following instructions carefully before you complete these forms. If these instructions are not followed properly, the applicant will not be considered for a fellowship.

(3) Please use only the space given on the application form except where indicated.

(4) The application form should be filled out in Japanese or in English. Applications submitted in other languages will not be accepted.

(5) Applicants are required to print (use block letters) when filling out the application form in handwriting.

Application Form

1. Applicant (Page 1-2)

(1) Name: Those who have names in Chinese characters should give their names both in Chinese characters and the Roman alphabet. Other candidates should write only in the Roman alphabet.

(2) Nationality/Permanent residency: List all nationalities (citizenships) and permanent residencies held.

(3) Current address: Give the address of your current residence.

(4) Profession: Give the name of the institution with which you are affiliated in English or in Japanese. Give your own position and specialization either in Japanese or in English.

(5) Contact information: Give the contact information of your institution or address of your current residence. Please promptly notify any change of your current address and contact information to the relevant Japan Foundation office or Japanese diplomatic mission where you have submitted the application.

(6) Higher Education: Begin with the most recent degree to the bachelor's degree. Indicate the degree earned, date, discipline, and name and address of the institution.

(7) Employment: Begin with the most recent position. List all institutions or organizations where employed, the positions held, and the periods of employment.

(8) Major works and publications: Give the titles of your major works or publications, of occasions or symposiums at which you have presented your works or papers, and of exhibitions which you have curated, focusing on research relevant to the applying project, if the applicant has conducted any. Please also indicate awards and prizes you have received, with relevant dates. Indicate the titles of your master's and doctoral theses, as well as the dates and universities on/from which they were awarded.

(9) Japanese-Language Proficiency: Check the column corresponding to the level of your Japanese-language ability.

(10) English-Language Proficiency: Check the column to indicate the level of your English-language ability.

(11) Previous stay in Japan: Applicants who have been in Japan should indicate the period and purpose of each stay, and list any grants/fellowships received. It is not necessary to indicate stopovers or short trips for sightseeing. If in Japan on a grant/fellowship from the Japan Foundation, please specify the period and the name of the program, regardless of length.

2. Outline of the Research (Page 2-3)

(1) Project Title: Give the title of the project.

(2) Summary of the Project: Give the summary of the project within 200 characters in Japanese (100 words in English).

(3) Beginning Date and Proposed term of fellowship: The fellowship must begin between May 20, 2019 and March 15, 2020. The term of the fellowship must be between 21 days and 59 days.

(4) Schedule: Give the activity schedule in Japan.

(5) Cooperating Institutions / Individuals in Japan: In order to conduct research in Japan, cooperating institutions/individuals are necessary. Give the exact name of the institution/individual whose cooperation you intend to obtain. Check the current status of your arrangements with this institution/individual in the "Status" section of page 3.

- (6) Referees/Recommenders: List the names of two individuals to whom you are sending the Letter of Reference Form.
- (7) Other grants: Applicants who are submitting requests to other funding organizations must list the names of these organizations and the length of the term requested as well as the dates that awards will be announced. Indicate the results if already known.

3. Contents of the Research (detailed) (Pages 4-6)

Type in the given space only in 10 pt. font.

- (1) Describe the research purpose and significance, including relevant research, if any.
- (2) Describe the research content concretely.
- (3) Write a concrete research method, giving the plan and the necessary period of time. Give a specific reason for the need to stay in Japan instead of remaining in one's own country.
- (4) Describe the status of preparations for the applying research project.
- (5) Describe the goal of the applying research project and the method to disseminate the outcome.
- (6) Describe your mid-long term goal in research and career.

LETTERS OF REFERENCE FORMS (Pages 7-8)

- (1) Applicants should ask two individuals, who are not applicants' cooperating individuals in Japan, and who are willing and competent to judge the applicant's ability to carry out their proposal. One should be an expert in the field of the research project for which they are applying.
- (2) Applicants should fill in the boxes outlined in bold lines, ask reviewers to forward the Letter of Reference forms to the same place where the applicant should submit the application no later than December 3, 2018, and indicate the address in the box outlined in bold lines.
- (3) The reviewer may use the space provided on the form, or attach a signed letter.