

## Application Instructions

- (1) These materials include: a. an application form (three pages); b. a letter of reference; c. a letter of affiliation (three pages)
- (2) Please read the Fellowship Program Announcement 2011-2012 above and the following instructions carefully before you complete these forms. Applications that fail to follow these instructions (in terms of insufficient provision of documents or information) will not be considered.
- (3) Please use only the space given on the application form except where indicated.
- (4) Please keep one copy for your own use. The application and other documents will not be returned.
- (5) The application form should be filled out in English or Japanese. Applications submitted in other languages will not be accepted.

### Notes for filling in the application:

#### Page 1

- (1) *Name*: Candidates should write only in the Roman alphabet. It should be the same spelling that is in your passport.
- (2) *Nationality*: List all nationalities (citizenships) and permanent-residency permits you hold.
- (3) *Present Address*: Give both institutional and home addresses and indicate the address to which the result of the screening should be mailed. Please notify promptly the relevant Japanese diplomatic mission of any change of these addresses.
- (4) *Present Position*: Please state concretely you institution and position
- (5) *Higher Education*: Begin with the most recent degree. Indicate the degree earned, date, discipline, and name and address of the institution.
- (6) *Employment*: Begin with the most recent position. List all the institutions and organizations where you have been employed, the positions you have held, and the periods of employment.
- (7) *Research topic in Japan*: Give the title of the research in English.
- (8) *Proposed term of fellowship*: The fellows are required to start their fellowship within the period from May 20<sup>th</sup> 2011 to March 25<sup>th</sup> 2012. The duration of the fellowship must be between **30 days and 60 days**.

#### Page 2:

- (9) *Affiliation in Japan*: In order to conduct research in Japan, the cooperation of an affiliated institution, advisor, or research associate is important. Give the exact name of the institution/person with which/whom you intend to be affiliated, in English. Tick the current

status of your arrangements with this institution/person in the “Arrangements Confirmed” section of page 2.

N.B. Fellows **MUST** find and arrange their proposed Japanese institution/host institution/advisor [Sections 9] by themselves. The Japan Foundation does not provide this service.

1. When contacting the institution(s) and advisor(s) in Japan, the applicant should explain to them the following issues relating to this fellowship’s purpose (“constructing academic networks”), as well as the applicant’s research topic and plan in Japan:

- The advisor will be expected to meet the fellow at least three times during the fellowship.
- The advisor is expected to introduce the fellow to researchers and students who share common research interests with the fellow.
- If possible, it is desirable that the advisor will have a small meeting/seminar in which the fellow can make a presentation and can exchange opinions about his/her research topic with experts or students in their field.
- It is expected that the advisor will write comments on the final report.
- The Japan Foundation will directly pay the supervisor fee (¥50,000) to the advisor.

**Note:**

1. Those who are in the process of contacting the affiliated organisation(s) and advisor(s) in Japan at the time of application, must at least provide information such as the profile(s) and contact details of desirable institutions and advisors relevant to your proposed individual research topic. If you are contacting more than one institution/ advisor, please write them in order of preference.
  2. If the applicants receive confirmation of the affiliated organisation and advisor after submitting the application, they should inform the Japan Foundation immediately and submit proof of the above confirmation.
- (10) Those who are in the process contacting with the affiliation(s) and advisor(s) in Japan at the time of filing the application, must provide pertinent information such as the profile(s) and contact addresses (e-mail address and telephone no.) of desirable institutions and advisors relevant to your proposed individual research topic. If you are contacting more than one institution/advisor, please write them in order of preference.
- (11) English-language proficiency: Check the column to indicate the level of your English-language ability, and attach a certificate of your proficiency (optional).
- (12) Previous stay(s) in Japan and other overseas experience(s): Applicants who have been in Japan and other countries should indicate the period and purpose of each stay, and list

any grants received thereof. It is not necessary to indicate stopovers or short trips for sightseeing. If you have been in Japan on a grant from the Japan Foundation, please specify the period and the name of the program, regardless of length.

- (13) 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.
- (14) Major publications, public presentations or other relevant professional activities and awards: Give the titles of your major works or publications and of occasions or symposiums at which you have presented your works or papers. 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 where they were awarded.

### Page 3

- (15) Summary of the Project: In the column, please write the summary of your research plan. Use the extra paper and give a concrete description of your project, the method, and the plan to be carried out in Japan **within 5 pages**.
- (16) Referee Information: Give the name, institution, department, and position of an individual to whom you are sending the Letter of Reference Form.

### Page 4

#### LETTERS OF REFERENCE FORMS

- (1) Applicants should ask an individual who is willing and competent to judge your ability to carry out your research proposal.
- (2) Applicants should fill in the boxes outlined in bold lines, ask the reviewer to forward the Letter of Reference form to the Japan Foundation office (Russia, Hungary and Egypt)/Japanese diplomatic mission to which the applicant should submit the application by the date set by the Foundation office or the Embassy. The applicant should indicate the address of the Foundation office/Japanese diplomatic mission concerned in the box outlined in bold lines. Letters of Reference received after that date will not be considered.
- (3) The reviewer may use the space provided on the form, or attach a signed letter.

### Pages 5-7

#### LETTER OF AFFILIATION FORM

- (1) The Letter of Affiliation must be completed and signed by your academic advisor **in Japan** and forwarded directly to the Foundation Headquarters in Tokyo no later than **January 14**,

**2011.** Applicants should fill in the box outlined in bold lines prior to sending out the form to the advisor.

(2) The Foundation will not inform the advisor or referees/recommenders of the results of screening. Applicants should contact them directly.