

*Please note that the translation of the Application Guidelines, Form 1, and the Report of Outcome are provided for reference to assist with the completion of the application documents in Japanese. Please use the Japanese language application forms when submitting an application. Please follow the instructions of the student affairs section of your graduate school regarding whether or not you are permitted to complete the Japanese language application forms in English.

[Call for Additional Applications]

**2020 Kyushu University Fund Support Grants
Application Guidelines for the Overseas Study Support Program (Postgraduate Grants for
Participation in International Conferences)**

1. [Purpose]

To cultivate an international perspective among Kyushu University's graduate students by giving them more opportunities to present their research at international conferences, grants are provided to fund participation in international conferences for the purpose of delivering papers (including co-authored papers) and presenting research findings (orally or in poster form) at international conferences.

2. [Application Requirements]

Applicants must be graduate students at Kyushu University who will participate in an international conference being held overseas or intend to do so (limited to those who intend to give an oral or poster presentation).

However, those who have received funding for their travel expenses from another source or who are in receipt of a Japan Society for the Promotion of Science (JSPS) Research Fellowship for Young Scientists are not eligible.

3. [Qualified International Conferences]

International Conference hosted by internationally renowned organizations and academic research institutions, attended by researchers from multiple countries (more than three countries including Japan), held overseas from April 2020 to the end of March 2021.

4. [Expected Number of Successful Applicants]

Around 90

5. [Size and Permitted Uses of Grants for Participation in International Conferences]

(1) Each successful application will be awarded between ¥50,000 and ¥250,000 (maximum), depending on the location where the international conference is to be held.

Category	Amount	Location
Category A	¥50,000	Taiwan, Republic of Korea
Category B	¥100,000	People's Republic of China, Southeast Asia (※1)
Category C	¥150,000	North America (Hawaii), Pacific Islands, Mongolia, Russia (Far East), South Asia (※2)
Category D	¥200,000	Oceania
Category E	¥250,000	North America (except Hawaii), Europe, Russia, Middle East, Central America, South America, Africa

(※1) Indonesia, Cambodia, Singapore, Thailand, Philippines, Brunei, Vietnam, Malaysia, Myanmar, East Timor

(※2) India, Bangladesh, Sri Lanka, Bhutan, Nepal, Maldives, Pakistan

*Please inquire if the location of the conference concerned does not fall into any of these categories.

(2) Grants for participation in international conferences may be used to cover the cost of transport required to get to the international conference that is the subject of the application in order to

give a presentation, other travel expenses such as accommodation charges, and conference registration fees.

6. [How to Apply]

(1) Guidelines for applications by applicants

- Applicants should submit **the following documents by the deadline as below.**

- 1) Application Form (Form-1)
- 2) Recommendation Letter (Form-2)
- 3) (Engineering & ISEE) Application Form (Form-3)
- 4) Materials with information about the international conference
- 5) Document showing your name and presentation format (oral/poster) (if it has been confirmed that you will give a presentation)

- When submitting the application, applicants will require a recommendation from a faculty member at this University (professor, associate professor, lecturer or assistant professor).
- Applicants may receive a grant only once in the academic year in question.
- Applications may be submitted either before or after participating in an international conference.

[Deadline for students of Engineering and ISEE]

16:00 TUESDAY NOVEMBER 17th 2020

How to apply:

Access the URL below and input required information and upload application documents.

*Form-1 must be uploaded as Excel and the others as PDF.

Please be sure that your STUDENT ID is included in filename.

(e.g. 3TE20000T_Form-1)

URL:

https://forms.office.com/Pages/ResponsePage.aspx?id=iV9x12qT90q7daV6yZZG-vJtrL_kHZJMjDneFEUzrZpUMkpWVINBRUJOVkfFSQkFJUE1RU05YVU5aRi4u

(2) Guidelines for submission of a list of applicants by the graduate schools to which applicants belong

- The graduate schools to which applicants belong shall screen the application documents submitted by the applicants and then send a list of applicants in order of priority (using the designated form) in electronic form to the International Student Exchange Division of the International Affairs Department by the deadline below.

Deadline: May 31, 2019

- Please note that each faculty member (professors, associate professors, lecturers, and assistant professors) may, in principle, recommend only one application per year. When faculty members recommend an application, that faculty member's record of donations to the Kyushu University Centennial Anniversary Project or the Kyushu University Fund will be examined. (Applications will not be accepted if the supporting faculty member has no record of having made such donations.)

<Wording in the event of an additional call for applications>

- The relevant box in the list of applications should be used to indicate those who withdrew after being selected in the last year's initial call for applications.

(3) Important notes

- This program shall be run in accordance with the revised rules for the Kyushu University Fund's support grants, as set out in "Revision of 'Rules for the Handling of Duplicate Applications to the Support Grant Program' (approved by the Fund Planning Committee on May 9, 2013)" (approved by the Fund Planning Committee on July 10, 2018).

*In the event of an application, checks shall be made to ensure that it does not fall foul of the restrictions on duplicate or consecutive receipt of grants.

7. [Timing of Decision on Recipients]

From July 2020

8. [Responsibilities of Grant Recipients]

- (1) After the conference, grant recipients shall submit to the student affairs section of their graduate school a Report on the Outcome of International Conference Participation by the deadline specified by the graduate school concerned.
- (2) The Student Affairs Section shall submit a report on the outcome of International Conference Participation (including a proof copy of the program) submitted by the grant recipient to the International Student Exchange Division of the International Affairs Department within one month of the recipient's return to Japan.

9. [Important Notes for Grant Recipients]

- (1) Those who were unable to present their research findings (orally or in poster form) at the international conference or who do not fulfill the aforementioned Responsibilities of Grant Recipients will be required to return their grant for participation in international conferences.
- (2) The names of grant recipients will be published on the University's website and elsewhere, along with their graduate school, field of specialism, and year of study.

10. [Selection Method]

The number of applications from each school, institute and faculty to be selected will be determined based on a percentage calculated using the total sum applied for by each school, institute and faculty divided by the sum available in the budget. Grants will then be awarded to applicants based on the order of priority assigned by each school, institute and faculty, starting with the applicant assigned the highest priority.

Please note that applications from those recommended by a faculty member who cannot be confirmed as having made a donation as of the time of selection will not be selected, even if they have been assigned the top priority.

11. [Contact]

Student Affairs Division (#203, 2nd floor in the West 4 building in ITO campus)

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