

Application Guide for TUAT Encouragement Grant for Research Internship at Overseas Institution (Academic Year 2024 – 2nd Call)

1. Purpose

This program is sponsored by the TUAT Foundation to develop global human resources. It aims to provide students opportunities to cultivate their own future value by challenging research activities at overseas institutions, before entering graduate school or at the early stage of graduate school. Fourth-year undergraduate students (or sixth-year undergraduate students at Cooperative Department of Veterinary Medicine) who plan to enter a TUAT graduate school, and master's students (including professional degree program students, and first- and second-year students in five-year integrated doctoral programs) are eligible to apply to this grant.

<Outcomes expected of participating students to achieve through this program>

As a young researcher, in order to cultivate own new future value, to nurture the growth of the following talents:

- Developing the foundation of international networking and joint research
- Exploring to develop one's career from a global perspective
- Reflecting on the value and potential of one's own research in the international community and exploring to create new values

2. Eligible applicants

TUAT students who will or are expected to meet one of the following conditions between (1) and (4) on the starting date of the applicable research activity for this grant.

- (1) Fourth-year undergraduate students who plan to enter a TUAT graduate school (excluding students at Cooperative Department of Veterinary Medicine)
- (2) Sixth-year undergraduate students at Cooperative Department of Veterinary Medicine who plan to enter a TUAT graduate school
- (3) Master's students or professional degree program students
- (4) First- and second-year students in five-year integrated doctoral programs

* (1) or (2) students, who have not yet submitted an application to a TUAT graduate school and/or who are in the middle of their research internship overseas, are still eligible to apply as far as they are planning to enroll in a TUAT graduate school and their enrollment is to be approved by the end of March 2025.

3. Overseas travel requirements for this program

The overseas travel must be one for the purpose of conducting research activities at an overseas university, research institution or organization (hereinafter referred to as the "overseas institution"), and one which fulfils all following (1) to (3) requirements.

- (1) Your research activities at the overseas institution must be started between August 1, 2024 and March 20, 2025. The duration of the period in which research activities are conducted in an overseas institution must be between 2 months and 6 months (*), and the research activities must be conducted continuously for the duration.

- (2) You have obtained approval from your TUAT supervisor in advance prior to applying to this program.
- (3) The overseas institution where you will conduct research has concrete prospects for your visit (at the application stage of this program, it is not mandatory that formal approval of your visit is granted by the host institution).

* If you wish to continue to stay and conduct your research activities at the overseas institution by supporting yourself with your own expenses or by receiving other financial support, there are cases where you may be permitted to continue your activities even after the activity period initially approved by this program. However, whether you are permitted to do so or not depends on such as the length of your additional activity period and content of your activities. Therefore, if you wish to do so, be sure to consult in advance with TUAT International Affairs Office (please refer to the last page of this guide for contact information). Please note that even if the continuation of activities is approved, this program grant will only cover the activity period initially approved for and it will not cover any additional period.

* While you are abroad, short-term travel to a third country (or returning to Japan for a short time) to attend an academic conference or event can be permitted if approved by both supervisors of TUAT and the overseas institution. However, in this case, the expenses for such travel must be borne by yourself.

4. Number of grant recipients

Approximately 10 people per year (there may be a slight increase or decrease in the number of recipients depending on the budget allocation).

5. Grant breakdown

This program will support the expenses of the following (1) and (2) to carry research activities at an overseas institution (hereinafter referred to as the “grant”).

- (1) **Travel expenses:** up to 200,000 yen for the cost of flight tickets to travel
- (2) **Stipends:** for the duration of activities at the overseas institution (maximum 6 months), 100,000 yen or 150,000 yen per month depending on the destination as in the [Table 1]*

* Classification of the regions in the [Table 1] is deemed to be equivalent to that of the “TUAT Regulations for Handling Travel Expenses”, according to which TUAT supports its students and staff with their overseas travel expenses.

[Table 1] Monthly stipend by region

"Regulations for Handling Travel Expenses" region classification	Region	Monthly stipend
Designated cities	Singapore, Los Angeles, New York City, San Francisco, Washington D.C., Geneva, London, Moscow, Paris, Abu Dhabi, Jeddah, Kuwait City, Riyadh, Abidjan	150,000 yen
Region A	North America, Europe and the Middle East other than the designated cities	150,000 yen

Other than above	Asia, Central and South America, Oceania, Africa other than the designated cities	100,000 yen
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6. How to apply

① Application documents:

Submit (1) and (2) by the application deadline below.

- (1) Fill in the application form on Google Forms via the following link and submit it (send the form online).

Application form on Google Forms: <https://forms.gle/JHPwUNFyCHDAUhx06>

- (2) Submit the following a. to c. by uploading files to Google Forms.

a. Activity Plan (Form-A)

b. Copy of a letter, e-mail, or other documents which show that you have taken communication with the overseas institution about your visit (noncompulsory: only submit this when approval of your visit has been granted by the host institution)

c. Letter of Recommendation from your TUAT supervisor (free format)

② Application submission deadline:

Friday, June 14, 2024

7. Grant recipient screening

Grant recipients will be determined after undergoing a document screening of the submitted application documents (first screening) and interviews (second screening) by the "Encouragement Grant for Research Internship at Overseas Institution Screening Committee" established under the TUAT International Education Exchange Program Subcommittee.

We will inform the details of the interviews (second screening) to the applicants who will pass the first screening when we announce the first screening results.

<Screening points and criteria>

Screening points	Screening criteria
1. Clarity and feasibility of the research plan and goal	<ul style="list-style-type: none"> ◆ Are your plan and goal concrete and feasible? ◆ Does your plan seem promising to achieve the goal?
2. Challengingness and purposefulness of the research plan and goal toward creating social values	<ul style="list-style-type: none"> ◆ Are your plan and goal challenging, which aim to further develop the research you have so far conducted and to create new values? ◆ Are your plan and goal ones which demonstrate that you have reflected on the social significance of your research and you have a purpose to create new values in society?
3. Clarity and feasibility of the activity plan and goal toward developing one's career and cultivating future value	<ul style="list-style-type: none"> ◆ Are your plan and goal concrete, and are they ones with which you can fully utilize this overseas travel opportunity? ◆ Does your plan seem promising to achieve the goal? ◆ Are your plan and goal ones that are expected to cultivate your future value in society?

4. Effectiveness of the activity plan to impact other students after returning to Japan	◆ After you return to Japan, is your plan one that is expected to encourage other students to study abroad, too?
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8. Schedule for screening and other procedures

- **Application deadline** Friday, June 14, 2024
- **Announcement of first screening results** Wednesday, July 3 (tentative)
- **Second screening (interviews)** Early July*
 (*Students who have passed the first screening will be informed of detailed schedules.)
- **Announcement of grant recipients** Early to Middle of July
 (will be announced at latest by July 18)

* Announcement of screening results will be sent to the TUAT "@st" e-mail addresses of the students via e-mail. If you did not receive a notification e-mail after the above dates are passed, please contact the International Affairs Office (contact information below).

9. Duties of a grant recipient and procedures after being selected as a grant recipient

① Procedure to receive the grant

In order to receive the grant, students who are selected as the grant recipients (hereinafter referred to as the "recipients") must submit the following documents at least by three weeks prior to your travel start date. Please note that if the submission of these documents is not completed by the given deadlines, your status as a recipient can be revoked.

<Additional documents to submit to receive the grant>

- a. Finalized overseas travel plan (we will contact the recipients individually about the format)
- b. Bank Transfer Request Form

* The International Affairs Office will guide the recipients individually of the details such as by when, where to submit the documents.

* In addition to the above documents, the recipients must also submit documents required by related departments for overseas travel, such as "Study Abroad Request (留学願)" or "Travel Abroad Notification (海外渡航届)", by the deadlines specified by the departments.

② Submission of a written report and reporting of accomplishment at a debriefing session after returning to Japan

- (1) The recipients must submit a "Accomplishment Report" (in a prescribed format) and report their accomplishments at a debriefing session.
- (2) For the purpose of reporting to donors of TUAT Foundation, please submit a "Activity Report" (in a prescribed format), which will be posted to such as the website that explains how the TUAT Foundation fund is utilized (<https://www.tuat.ac.jp/outline/executive/fund/katsuyo/gakusei.html>) and its pamphlets that TUAT will prepare for.

* The International Affairs Office will inform the recipients individually of the prescribed formats of the reports and details of the debriefing session.

10. Change of plan after being selected as a grant recipient

After being selected as a recipient, if you wish to change your overseas travel plan, such as the travel start date, travel period or overseas institution, you must submit a Notification for Change of Plan (we will inform the recipients individually of the prescribed format). Then, we will again undergo a screening of your submitted Notification for Change of Plan. If we determine that your initial research plan and goal are deemed to be achieved even with this change, such change will be approved. However, please keep in mind that for changes which involve your travel period to be less than 2 months or travel start date to fall in the next academic year, such changes will not be approved.

11. Things to note

Please note the following when applying.

- (1) If false or misleading statements are found in the documents you have submitted, the decision will be revoked even if you have been selected as a recipient and we will request you to return all amount you have received as a grant.
- (2) Receiving this program grant and other financial support in duplicate will be handled as follows.
 - ① About **“travel expenses”**: this program allows that you receive financial support by this program and other program(s) in duplicate if the total amount of the support amount designated for the cost of the flight tickets by the other program(s) and by this program does not exceed the cost of the actual flight tickets paid by the recipient. However, the recipients are ineligible for the "Travel Expense Support for Overseas Dispatch Programs (medium- to long-term dispatch)", approved by the International Education Exchange Program Subcommittee to support prospective overseas dispatch programs that are 90 days or longer.
 - ② About **“stipends”**: this program allows that you receive other scholarship(s) or grant(s) while receiving the stipends from this program in duplicate. However, there are scholarship or grant programs which do not permit you to receive another scholarship or grant in duplicate. Please check the details by yourself before applying to this program.

On another note, if you wish to receive this program grant and other financial support in duplicate, and if the other program(s) sets a limit on the total amount you can receive in duplicate, it is possible that we can adjust to reduce the grant amount you will receive by this program. Please consult the International Affairs Office if necessary.

- (3) One student is allowed to receive this program grant only once in a same academic year.
- (4) If a student cannot meet one of the conditions in 2 (1) - (4) on the starting date of the research activity after being a grant recipient, his/her status as a recipient will be revoked and the grant will not be offered.

[Inquiries about this program]

TUAT International Affairs Office (Ms. Ishizaki/Ms. Shimada)

E-mail: kokusai[a]cc.tuat.ac.jp (Please change [a] to @)

TEL: 042-367-5821