

**2017 Academic Year  
Grant-in-Aid for Overseas Research Activities  
Application Guidelines**

To pursue the sophistication and internationalization of academic research in graduate school, Hosei University offers partial grants to graduate students traveling abroad to present their research at international academic conferences. The application guidelines are as below;

**1. Qualification requirements**

Qualified applicants: Hosei University Graduate School Master's or Doctoral Degree Candidates

1) Applicants who take a year off at the time of the application are not eligible. Students traveling abroad during a leave of absence are not eligible, either.

For fall-semester-entrants: "current academic year" referred to here is the period from September 16, 2017 to September 15, 2018.

2) Exchange students from overseas who are granted for special tuition reduction are not eligible.

3) Students who are studying abroad and are receiving the grant in accordance with "Regulation of Study Abroad for Graduate Students" are not eligible.

**2. Eligible activities for grant**

Presenting at conferences, seminars, study groups and workshops abroad which are sponsored by international academic organizations is only applicable for this grant. (Attending a conference without presenting your research or fieldwork is not applicable.)

1) Poster session is regarded as presenting at conference.

2) Those students who have already finished school at the time of application period because of graduation in September are eligible only if he/she was a full-time student in Hosei when the research activities had conducted.

3) In case you are not sure if your application is eligible, please inquire about details by e-mail at [i.hgs@ml.hosei.ac.jp](mailto:i.hgs@ml.hosei.ac.jp).

**3. Number of applications**

Approximately 60 applications are accepted in all the campuses each year.

#### 4. Specific eligibility criteria

##### 1) Travel expenses

Applicable expenses	Not applicable
Actual costs by using public transportation (coach, train, etc.) from students' residence to an airport nearby. Receipts and/or ticket stubs must be attached when submitting an application (Be sure to use Form III).	Taxi
Expenses incurred for traveling abroad by air. (Including Airport fees, fuel surcharge, taxes, etc.) * One-way or round-trip	
Accommodation Fees (up to ¥10,400/per night).	Meals
Public transportation fees in the destination of your trip (city in foreign country) are only covered if it is a reasonable route using economy class. A coach and/or train must be used to travel from the airport to the city of your destination. Receipts and/or ticket stubs must be attached when submitting an application (Be sure to use Form III.)	Transportation fees (Taxi, City buses, subway etc.)
Conference fees (membership fees are not covered)	Others (Cost for photocopy, handouts, etc.)
Travel insurance	

\*Subsidized travel ... Departing from and arriving in Japan during the period of April 1<sup>st</sup>, 2017 through March 31<sup>st</sup> 2018.

\*One application is made per one travel.

##### 2) Amount of grant/Number of times students can apply

Up to 100,000 JPY and once a year (1 travel)

If there is a large number of applicants, the amount allotted each person may decrease.

##### 3) Announcement

Successful applicants will be announced on a bulletin board in each campus in the middle of March, 2018. The amount of grant for each applicant will also be announced on a bulletin board at the same time.

## 5. Application Period

Application period of students in Koganei campus:

**[First Application Period] September 11, 2017 (Mon) ~ September 28, 2017 (Thu)**

**[Second Application Period] January 15, 2018 (Mon) ~ February 20, 2018 (Tue)**

**\*\* No exceptions allowed**

- \*1. Application must be submitted to the Academic Affairs Section of Graduate School Office during its office hours (9:00~17:00).
- \*2. Students must submit all necessary documents during the application period otherwise application will not be accepted.
- \*3. If student's travel schedule does not meet the first application period, application may be submitted with all necessary documents during the second application period.
- \*4. Special cases may apply to the second application period. Please refer to the lists below;

	Expected cases	Procedures
Case ①	Returning to Japan from the destination of your trip by February 12, 2018(Mon).	Submit all necessary documents during the second application period (see 6 "Necessary documents")
Case ②	Returning to Japan from the destination of your trip on or after February 13, 2018(Tue), and application is submitted during the second application period	All necessary documents except Form II should be submitted. Form II should be turned in by March 10, 2018 (Sat) to the Graduate School Office. (NO EXTENTION ALLOWED)
Case ③	Departure prior to or during the second application period, and you cannot submit the application documents during the application period	Representative may submit the application on behalf of the student. All necessary documents except Form II need to be submitted to the Graduate School Office by March 10, 2018 (Sat) (NO EXTENTION ALLOWED)
Case ④	Departure after the second application period	All necessary documents except Form II should be submitted during the application period. Please note that the amount of grant will be fixed prior to departure. After that, other expenses exceeded the grant or generated will not be paid.  (All receipts that you have at this point should be submitted during the application period).  Must return to Japan by March 31, 2018 (Sat) and submit Form II to the Graduate School Office by April 2, 2018 (Mon).

\* Students need to observe the deadline. Grant will be paid once all necessary documents are submitted.

\*If departing from Japan is on or before March 31 and arriving in Japan is on or after April 1, please come to the Graduate School Office (9:00 ~ 17:00) and ask for further assistances.

## 6. Documents to be submitted

Necessary documents are as listed below. Be sure that all are in order when submitting.

	Necessary documents
1)	<b>Application Form (Form I )</b>
2)	<b>Research Activities Abroad Report (Form II )</b>
3)	<b>Receipts</b>  * It should be made out to the applicant and the applicant name, the name of the issuer, date, and total amount on receipt should be indicated.  *Only receipts issued on or after April 1 of the current academic year are applicable.  *See “ <b>Points to consider *2</b> ” below.  *Applicants need to submit the detailed statement of expenses and flight routes if the receipt only shows its total amount.  *If payment is made in foreign currency, submit receipts with a statement for the exchange of foreign currency, a foreign exchange statement, or a printout of your credit card statement showing a foreign exchange rate for the date of the receipts.
4)	<b>Conference Summary</b>  *Paper bearing printed conference details (name, venue, date etc.).
5)	<b>Formal Presentation Acceptance Letter (by Conference Sponsors)</b>
6)	<b>Conference Program</b>  *It should include the title, venue and dates as well as the applicant’s name.
7)	<b>Abstract or Paper</b>
8)	<b>Statement of expenses for transportation (Form III)</b>

### Points to consider

- \*1. Although a presentation is done as a group at a conference, each student should state his/her part of the presentation in writing.
- \*2. Invoices or bank transfer forms are not considered adequate proof of payment. Be sure to obtain receipts made out to the applicant. Payment by credit card is acceptable only if the applicant is the credit cardholder. Please submit appropriate receipts by the application deadline.  
Additionally, this grant is processed by Hosei Accounting standards. The receipts failed to meet the standards may be unacceptable. (Especially, the payment by credit card and receipts issued by internet should be careful.) In this case, additional documents may be required.  
Moreover, payment made in foreign currency will be reimbursed based on the exchange rate of the date when the payment was made. Please obtain money exchange sheet and submit it to us. (It should show the exchange rate).
- \*3. Those who receive other grants from Hosei University are ineligible for this grant.  
Those who receive other financial assistances such as subsidy from the government, or grants from other institutions is eligible, however, it should be approved by the department that is in charge of grants from other institutions.

## 7. Application to be submitted to

\*For Graduate School of Computer and Information Sciences: Academic Affairs Section of Graduate School at Koganei Campus Office

## 8. Selection and grant disbursement

Successful applicants are selected after a fair review by the Graduate School Committee which all graduate schools and their departments belong to. The announcement is posted on each campus's bulletin board after applicants have been selected. Successful applicants and the amount of grant for each student will be announced on the bulletin board in mid-March. The announcement will include the selected applicant's department of graduate school, year, Student ID number and amount of the grant. Note that all grants will be transferred to a student's bank account. (The payment will be made between the end of March and late April.)

## 9. Payment cancellation and refund

The applicant's selection (and grant payment) will be rescinded in the following conditions:

- 1) If the applicant has applied for withdrawal or has been expelled.
- 2) If the applicant has made a false application
- 3) If the applicant has not submitted the necessary documents
- 4) University adjudges that the applicant does not need/merit the grant.

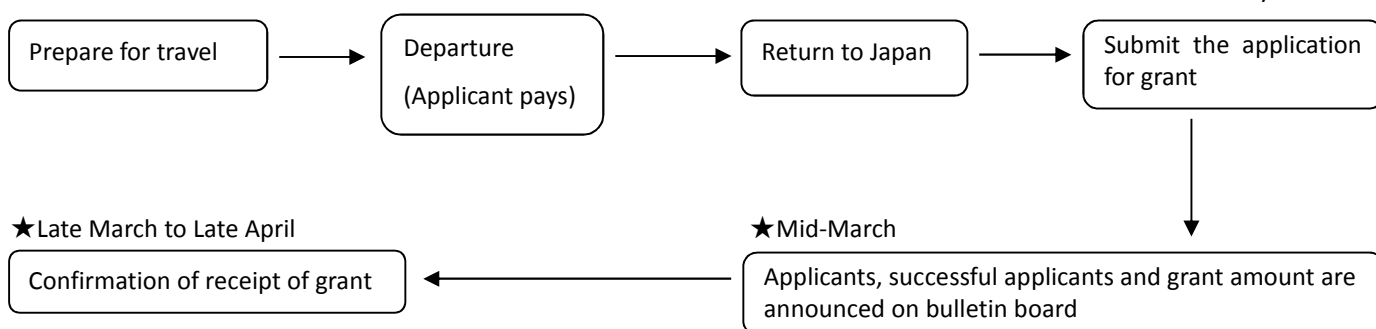
## 10. Note

- 1) This grant corresponds with a series of procedures/arrangements including the carrying out of travel plans, travel procedures, air flight. Allow plenty of time for correcting mistakes/miscalculations and be prepared for the unexpected.
- 2) Applications for this grant require the remarks/observations of the applicant's supervisor.  
Be sure to consult with your supervisor as to plans and for advice and you should report to him/her once you return.

## 11. Sample flow chart of a series of the application procedures

★April 1 to Date of Application

★Late September  
Or Mid-February



\* The above schedule is rough timeline of the whole application procedures.

## **12. Additional note**

- (1) There are not any restrictions as to where this grant may be used.
- (2) After the 2nd submission period, all submitted applications will be reviewed and the amount of grant will be fixed. There is not any advantage or disadvantage between the submission period of 1st and 2nd.
- (3) In case the total amount of application exceeds the budget, the amount of grant will be fixed in accordance with the application state at the end of the fiscal year 2016
- (4) It is possible to use this grant along with other non-University academic research grants such as the supervisor's scientific research grant(s). However, be aware that you need to provide receipts when applying for the grant. If, for example, you are to use the scientific research grant for your departure from Japan and Hosei's grant for the return, you need to have separate receipts for departure and return. You need to consult with the department in charge for details and proceed with the application accordingly. In case the amount exceeds the grant, you will need to pay for the excess at your own expense.
- (5) It is not possible to apply for other grants provided by university and you can apply for one of the grants only, therefore it is necessary to make sufficient deliberations prior to the application.
- (6) If the information provided in the application is incomplete, or has many errors, the application will be rejected regardless of whether there are enough budgets or not.
- (7) Receipts for any expense to be covered by this grant must be submitted. However, if the total amount spent exceeds the maximum amount of ¥ 100,000, it is not necessary to submit receipts for the excess.
- (8) The applicable route for this grant is round-trip between the conference venue and applicant's home. If it is deviate from the standard, the grant will not be given.
- <Example>
- Conference venue: San Francisco
- Departing flight: Tokyo (Narita) to San Francisco /Return flight: Los Angeles to Tokyo (Narita)
- In this case, the departing flight is applicable route, but the return flight is not applicable and payable.
- Accommodation fee is only payable for the period of conference and equivalent.

## **13. For more information, contact:**

Grant-in-Aid for Overseas Research Activities Section  
Administrative Office, Academic Affairs Section of Graduate School  
TEL: 03-5228-0519 FAX: 03-5228-0555  
e-mail: hgs@adm.hosei.ac.jp