

**The Japan Foundation, Budapest  
Japanese Studies Traveling Lecture Program 2020/2021**

**Call for Proposals and Guidelines**

**1. Description of the Program**

This program is designed to provide possibilities for universities or institutions in the countries of Central and Eastern Europe to supplement missing fields of individual universities and to widen the range of available fields and themes for students through to organization of joint lectures, workshops and seminars in the field of Japanese studies (hereinafter „traveling lectures”). In this travelling lectures scheme the individual universities would be able to invite professors or scholars (hereinafter „lecturers”) in the field of Japanese Studies from other Central and Eastern European universities in cooperation with the Japan Foundation, Budapest (hereinafter JFBP).

Considering the prevention of the spread of coronavirus (COVID-19), projects implemented online and do not accompany traveling are eligible.

As the Japan Foundation, Budapest (JFBP) oversees programs of the Japan Foundation in countries of Central and Eastern Europe, namely *Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Kosovo, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, and Slovenia*, interested universities which have Japanese Departments or courses related to Japanese Studies in these countries are eligible to apply. The Japan Foundation maintains an office in Budapest only. Therefore, the universities that are based outside of Hungary should also contact JFBP and inquire directly.

**2. Eligibility**

**Eligible applicants**

- Applicants must be universities or institutions which have Japanese Studies Departments or courses related to Japanese based in Central and Eastern Europe (for eligible countries, see above).
- Applicants must have the capacity necessary for implementing projects based on a concrete plan of action.
- The cooperation with or support from JFBP must not violate any laws, regulations, or ordinances in their countries.

**Eligible traveling lecture projects:**

- Projects should commence on or after September 1, 2020, and be completed by March



19, 2021, in consideration of the end of the Japanese fiscal year (hereinafter „JFY”) 2020, which is March 31, 2021.

- The length of a lecturer’s stay should be within one week.
- Projects should be of a non-profit nature that will enhance Japanese studies in the applying universities and in the countries of Central and Eastern Europe. However, projects in the field of natural science, medicine, manual training are not eligible.
- Lecturers must specialize in the field of Japanese Studies and belong to universities in Central and Eastern Europe (for countries, see above) or Austria.
- JFBP considers the prevention of the spread of the coronavirus (COVID-19) of utmost importance, therefore the applying projects must comply with the safety regulations of the host country. Accordingly, it is required that applicants indicate the epidemiological regulations of their country, as well as the planned preventive measures for the duration of the project in the Application Form.
- Projects implemented online are eligible.

The following projects are not eligible:

- Religious and political activities.
- Profit-making activities.
- Projects that take place in Japan.
- Language educational programs.

### **3. Responsibilities and cost sharing of JFBP and the applicants**

#### **JFBP shall cover the following expenses, and pay directly to the lecturers**

- the Lecturer’s honorarium, per diem (if travelling), the amount to be assessed under the rules of JFBP.
- round-trip international travel expenses from the lecturers residing city to the applicant’s located city (airline, railway or buses, In case of airline, the amount would be limited to discount economy class airfare). In case of traveling by the lecturer’s private automobile, the petrol cost is not eligible.

#### **Applicants shall**

- Provide the location and organize the traveling lecture
- Select and negotiate with the lecturer and arrange the travel for the lecturer.
- Assist arrangement of visa for the lecturer, if necessary.
- Cover accommodation fee and domestic transportation of the lecturer and other expenses for the lecture except the items covered by the JFBP.
- Submit a Final Report about the project to the JFBP.
- Cost sharing for the Lecturer’s Honorarium, per diem, and/ or travel expenses are highly welcomed.

### **4. Number of projects to be approved for JFY 2020**

We are scheduled to approve 2 to 3 projects in JFY 2020.

## 5. Selection policy

### Screening will be made in line with the following policy

- Demonstration of a strong need of support from JFBP.
- Contents of the project: past achievements, academic quality, future potential, sustainability and development of plan of the Japanese studies of the applying universities, feasibility and spillover effect, etc.
- System for project implementation: Status of preparations, cost-benefit in terms of number of beneficiaries of the traveling lecture, etc.
- Co-funding preparedness: Willingness to put forth the applicants' own funds as well as funds from other sources in order to implement the project are appreciated and should be included in the project design.

### The following projects will be given lower priority

- Projects whose effects are restricted to and can be shared only as exchanges between specific groups/individuals.
- Projects with an extremely low number of participation and attendance.

## 6. Application deadline and reporting requirements

Please contact JFBP staff before making a formal application in order to discuss eligibility and other pertinent matters.

Contact info: SHIRAI Sayuri (Ms.)

The Japan Foundation Budapest

T. +36-1-214-0775

F. +36-1-214-0778

Email: shirai@jfbp.org.hu

Applications should be submitted in English at least 2 months prior to the start of a project.

e.g.) If the project is to be implemented on the 30th of November, the application should be submitted by the 31st of September, at latest.

This fiscal year we only accept applications submitted electronically. Please take note that the scanned version of the original, signed documents is required to make the application valid.

As the fiscal year in Japan ends in March, projects that are scheduled near the end of the fiscal year, especially in February and March need a special time frame in order to meet the reporting requirements before the end of the fiscal year. Such applicants should contact JFBP staff for details well beforehand to discuss the deadline for application as well as the schedule for meeting other requirements.

## 7. Notification of Results

The applicant will be informed of the results of the screening. If the application is successful, JFBP and the applying universities or institutions (hereinafter “institutions”) will conclude an agreement and payments by the JFBP will be done according to the procedures stated in the following (see item 9).

## 8. Conditions

- 1) In cooperating with JFBP, the institutions must not act in violation of laws of Hungary nor the country where the applicant is based. JFBP cannot participate in projects of religious nor political purposes.
- 2) JFBP reserves the right to open to the public, the details of the project, including the Japan Foundation’s contribution for the project.
- 3) JFBP reserves the right to revoke a decision to cooperate, or order to return the payments already paid (in whole or in part), if any one of the following events occurs in relation to the project.
  - The institutions gave false information in making the application for the grant.
  - The project is ceased or abandoned.
  - There is no chance of the institution’s execution of the project.
  - The project is proved to be against the conditions of the agreement noted above in item 7.

Further Terms and Conditions of the agreement will be communicated to successful applicants directly.

## 9. Procedure

Application forms will be sent by e-mail upon request.

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**Application flow-chart: Application process and notification of acceptance, project completion.**

**\*(A)=Applicant, (J)=Japan Foundation, Budapest**

(A) Refers to the Guidelines

(Discuss eligibility and project content with JFBP staff as necessary.)

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(A) Obtains an Application Form

(Please contact JFBP)

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(A) Submits Application Form and Budget Form before the deadline

(Two months before the start of the project)

↓

(J) Screening

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(J) Sends out Provisional Notice of Project Approval

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(A) Submits Acceptance/Declination Form

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(J)(A) Conclude Agreement regarding the project

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(J) Conclude Agreement with the Lecturer, (A) Arrangement of travel of the Lecturer (in case of traveling)

(One month before start of the project)

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(J) Payment of Round-trip International Travel Expenses to the Lecturer (in case of traveling)

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(A) Project takes place

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(A) Submits the Project Report within one Month After Completion of the Project

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(J) Confirms the Project Report, Pays Per-diem (in case of traveling) and Honorarium to the Lecturer