

[18] Grants for Conference Presentation, Field Work and Internship

The Graduate School of Global Studies accepts applications for the “Grants for Conference Presentation, Field Work and Internship” as follows. No grant will be made unless you submit all the required documents. Please refer to the GSGS website (https://global-studies.doshisha.ac.jp/en/current_students/current_students.html) for further information.

- Eligibility: Regular Students of Graduate School of Global Studies
*Students may not be on leave at the time of activity.
*Each student may receive the Grant only once in the same academic year.
***For activities conducted outside of Japan, students must submit the application two weeks prior to their departure with their advisors' signature.**
(For overseas activities already completed, application will not be accepted.)
- Number of Recipient Limited
- Application Period: 1st Application Deadline: by June 22 (Thu), 2023, 5:00p.m. JST
2nd Application Deadline: by November 9 (Thu), 2023, 5:00p.m. JST
*Make sure to keep all receipts for transportations/accommodations and ticket stubs, which will be required for reimbursement.
- Results: Applicants are notified of the results by e-mail on the dates below.
For 1st Application: July 7 (Fri), 2023
For 2nd Application: November 24 (Fri), 2023
- Guideline: conditions:
- This Grant will subsidize activities which apply to the following
- <For activities in Japan>
Students must start (leave for), complete and also return from the activities between April 1, 2023 and the end of February in 2024.
- <For activities outside of Japan>
Students must start (leave for) and complete the activities between April 1, 2023 and the end of February in 2024. (After completing the activities, they must return to Japan by the end of February in 2024.)
- Within the maximum amount of Grant decided for each recipient, the expenses for transportation and accommodation (for accommodation, up to 13,000 yen/night) will be paid back. Please note that the payment will be made after all the required documents are submitted and confirmed including “Proofs of the activities.” Please note that the Grant will not be paid in advance.
 - In principle, activities carried out in the Kinki region (Kyoto, Osaka, Shiga, Hyogo, Wakayama, Mie) are not covered by this Grant.
 - Accommodation expenses related to the self-quarantine for COVID-19 are not covered by this Grant. In addition, the expenses for vaccination and PCR tests are also not covered by it.
 - Use of discounts such as national travel subsidy program is not accepted.

- Students must submit the all the required documents such as “Report (prescribed form)”, “Record of Visit (prescribed form)” and Proofs of the activities within 1 month after completing the activities. In case the student completes the activities in February, he/she must submit all the required documents by March 4 (Mon), 2024, for payment procedures.

Note 1: Students should start their activities from the day (or the next day) of arrival and should leave on the day (or the next day) of completing their activities.

(To include other activities not related to the activities for the Grant will not be admitted in principle.)

Note 2: For travelling by air, in principle, students should depart from/arrive at Kansai International Airport or Osaka International Airport (Itami Airport).

* In case the applicant has a specific reason (such as the local situation of activities or others), the GSGS may make an exception. Please consult with the GSGS Office in advance.

Note 3: If there is a change in the schedule due to the spread of the COVID-19 and unavoidable circumstances, the revised application with advisor’s signature must be submitted two weeks prior to the departure in the revised schedule. As a general rule, changes in destinations or activities will not be accepted.

Activities subject to subsidy:

	Place	Activity	Amount of Grant
A	Overseas	Conference Presentation	Up to 150,000yen (*2)
B		Field Work (*1)	
C		Internship	
D	In Japan	Conference Presentation	Up to 30,000yen (*2)
E		Field Work (*1)	
F		Internship	
G	If your activity does not apply to any of the above, contact the GSGS Office.		

*1 Includes data collection and participation in a conference as a discussant. Applicants must have a valid reason why the activities have to be conducted in the country. (For example, the data can be obtained only in the country etc.)

*2 The amount of Grant for each recipient will be determined by the Faculty Meeting.

Requirement: Please make sure to refer to the following table and application guide on “Grants for Conference Presentation, Field Work and Internship” for the required documents to submit to the GSGS Office.

***Payment must be in cash or by credit card. Payment by electronic money or online payment (such as PayPal, Alipay (支付宝) and PayPay etc.) will not be accepted for Grant payment procedures.**

Payment Procedure: The Grant will be paid to the recipient’s bank account after all the required documents are submitted and confirmed.

◎:Submission is required ○:Submission is required in certain cases NA/Blanc: Submission is not required

Documents to be submitted	At the time of application		Within a month after returning (*4)	
	In Japan	Overseas	In Japan	Overseas
Application form (*3) [prescribed form] “Grants for Conference Presentation, Field Work and Internship (Application)” <i>*Make sure to obtain your main advisor’s signature or seal.</i>	◎	◎	NA	
Proofs of activities <i>*For example, a program or acceptance notification for conference, a letter regarding your appointment etc. If you cannot provide these documents in advance, submit “Records of Visits” after returning.</i>	○ If the activity has already completed.	○	NA	
Report [prescribed form] (*3) “Grants for Conference Presentation, Field Work and Internship (Report)”	○ If the activity has already completed.	NA	◎	
Records of Visits [prescribed form] (*3) “Records of Visits”	○ If the activity has already completed.	NA	○ If the proofs of the activities are not submitted in advance.	○ If the proofs of the activities are not submitted in advance.
Proofs of transportation and accommodation expenses (*5) 【Overseas】 E-tickets (with boarding dates, flight numbers, and airfare), Stubs for ENTIRE lines 【In Japan】 Not required (subsidized for travel by trains only) <i>*Travels to Hokkaido, Okinawa and Islands Districts apply to 【Overseas】 .</i>	○ If the activity has already completed.	NA	○	○

Copy of overseas travel accident insurance (*6) (only for overseas travel)	◎ Submit the copy <u>BEFORE</u> departure	◎ Submit the copy <u>BEFORE</u> departure
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*3 Available for download on GSGS website (https://global-studies.doshisha.ac.jp/en/current_students/current_students.html)

*4 In case the student completes the activities in February, he/she must submit all the required documents by March 4 (Mon), 2024, for payment procedures.

*5 Take the most efficient and economical routes.

*6 **All applicants conducting their activities abroad must purchase overseas travel accident insurance (Medical, rescue and repatriation expenses must be covered).**

A copy of overseas travel accident insurance is not necessarily required to be submitted, as long as all the following conditions are met.

- 1: The applicant is an international student at the Graduate School of Global Studies.
- 2: The applicant goes to his/her home country for the activities and some assistance in the case of emergency can be expected.
- 3: The applicant takes the responsibility for any accidents during his/her travel (and the Graduate School of Global Studies is NOT responsible for any accidents during the student’s travel).
- 4: The applicant him/herself decides whether he/she takes out travel accident insurance or not.