

Application Guideline for the AY2019 John Mung Program  
(The Kyoto University Young Scholars' Overseas Visit Program)

Application Period: October 15 (Mon.) - December 12, 2018 (Wed.)

Research Promotion Division, Research Promotion Department  
October 2018

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## **Outline of the John Mung Program**

### **1. Purpose**

Throughout its history, Kyoto University has endeavored to establish international academic networks and promote international collaborative research. The university encourages its researchers to engage in international research collaboration with leading institutes in order to pioneer new academic fields and sharpen their skills and knowledge through friendly competition with scholars around the world. Two famous examples of postwar international academic exchange are Dr. Hideki Yukawa's involvement with the Institute for Advanced Study in the US, and Dr. Hitoshi Kihara's work at the International Congress of Genetics. Another example is the Kyoto University Scientific Expedition to the Karakoram and Hindukush mountain ranges, which produced the famous *International Academic Survey*. To further develop this tradition of international academic exchange and promote the advancement of its research endeavors, Kyoto University established the John Mung Program (the Kyoto University Young Scholars' Overseas Visit Program) under the Kyoto University Focused Strategic Action Plan (AY2016–2021) as an original initiative to promote innovative international research collaboration. The program will provide travel expenses, living expenses, and research expenses for young researchers who seek to conduct research overseas, and provide personnel and other expenses for laboratories etc. which send their young researchers overseas, so that the laboratories can reduce the additional burden on their operation during the absence of the researchers.

### **2. Overview of the Program**

The John Mung Program consists of two programs: the Young Scholars' Overseas Visit Program and the Supporting Program for Young Scholars Home Laboratories. For further details, please see the application guidelines for each program.

[1] Young Scholars' Overseas Visit Program (number of awards granted: Approx. 15). Please see p.7 for further details

This program aims to support ambitious young scholars who seek to conduct research at universities and research institutions around the world and participate in international collaborative research. The program supports travel expenses, living expenses, and research expenses for mid-to-long term periods (three months or longer in principle) of overseas research. Two types of support are available: the Individual Program, which supports individual researchers visiting institutions overseas, and the Team Program, which supports overseas visits by teams of researchers.

#### Content of Support

The program will provide successful candidates with a maximum of JPY 4.5 million in total per

person for their travel expenses, living expenses, and research expenses.

Please note:

- In principle, travel expenses and living expenses will be allocated in the academic year when the overseas visit begins. However, if you make multiple overseas visits and your next visit will begin in the next academic year (AY2020), the expenses for that visit will be allocated in the next academic year.
- If your period of stay covers the multiple academic years, research expenses will be allocated for each academic year.

#### Type of the program

[i] Young Scholars' Overseas Visit Program [Individual Program]

This program supports young researchers who visit overseas universities/research institutions by themselves in order to undertake their own individual research.

[ii] Young Scholars' Overseas Visit Program [Team Program]

This program supports teams of young researchers that visit overseas universities/research institutions to develop international research collaboration.

Applicants must select either the Individual or Team Program when applying. It is not possible to submit both types of application.

[2] Supporting Program for Young Scholars' Home Laboratories (number of awards granted: Approx. 10). Please see p.13 for further details

This program provides support to laboratories that, due to having limited staff for laboratory work and student guidance etc., find it difficult to allow their young researchers to travel overseas for mid-to-long term periods to undertake research. By providing support (personnel expenses etc.) for the laboratories in the researchers' absence, the program aims to promote an environment in which young researchers can more easily attain overseas research experience.

#### Content of Support

The program provides the affiliated laboratories of successful candidates with a maximum of JPY 7.2 million to cover personnel and other expenses required for laboratory operation.

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Please note:

- The maximum amount that applicants can apply for is JPY 300,000 per month.
- If the researcher's period of stay spans multiple academic years, the funds will be allocated for each academic year.

### **3. Schedule**

The schedule for application and selection is as follows:

Please note that applicants must apply for this program through the relevant administrative staff in their faculty/department of affiliation. Applicants must therefore ensure that they confirm their particular faculty/department's deadline and application procedures, etc.

Application period: Oct. 15 (Mon.) to Dec. 12 (Wed.), 2018

Screening period: late Dec. to beginning of Feb. 2019

Notification of selection results: Early in Feb. 2019

Commencement of support: Apr. 1, 2019

Please note that if the researcher will make multiple overseas visits, the starting day of the first visit must be within the 2019 academic year.

### **4. How to Apply**

- Applications must be made through appropriate administrative staff in each faculty/department, and the documents required for submission may vary depending on the faculty/department. Applicants should submit the necessary documents and application form as per the instructions of the relevant administrative staff in their faculty/department. The administrative staff will then electronically submit all applications from the faculty/department to the Office of the John Mung Program by the application deadline together with a list of all applicants. Applicants are not allowed to submit their applications directly by themselves.
- The administrative staff of the faculty/department must confirm that the formats submitted by the applicants meet the program's application requirements.
- Applicants are not allowed to amend the contents of application forms after submission (except for the addition of documents to show acceptance by the host institution/host researcher, etc.).
- Only one application per applicant may be submitted for the Young Scholars' Overseas Visit Program. Each faculty/department may submit multiple applications for the Supporting Program for Young Scholars' Home Laboratories.
- Application forms which are submitted will not be returned.

### **5. Screening**

- The screening of applications will be undertaken by the Screening Committee of the John Mung Program, which is established under the Executive Vice-President for Research. In principle, the screening of applications will be conducted separately for each different field (humanities and social sciences/science and engineering/ biology/multidiscipline). Please see the application

guidelines for each program for details of the screening criteria etc.

- Applicants will be notified of the results by the relevant administrative staff in their faculty/department of affiliation. Please note that applicants may be asked to submit additional materials or attend an interview etc.
- Individual inquiries concerning the screening results shall not be accepted.

## **6. Inquiries**

The Office of the John Mung Program

Research Promotion Division, Research Promotion Department

TEL: 075-753-2399/2497 (Ext.16-2399/2497/85584)

E-Mail: [research\\_promotion@mail2.adm.kyoto-u.ac.jp](mailto:research_promotion@mail2.adm.kyoto-u.ac.jp)

Please note:

- You must apply for this program through the relevant administrative staff in your faculty/department of affiliation.
- If you have any questions or inquiries, please contact the Office of the John Mung Program via e-mail through the relevant administrative staff in your faculty/department of affiliation.

## **7. Points to Note:**

- This program provides funding support using Kyoto University's independent revenue sources (university operating expenses) under the Kyoto University Focused Strategic Action Plan (AY2016–2021), and allocates funding to the faculties/departments of affiliation of the successful candidates. After AY2019, funding may be changed due to budget circumstances, etc.
- Based in the application screening, conditions may be imposed on the selection of a candidate, or a portion of the application may be judged as not fundable by this program.
- In principle, applications are accepted once per year. Those who wish to commence their stay abroad in AY2019 must apply during the current intake.
- Support by the program may be withdrawn if the content of an application is found to include false information, or if a successful candidate violates any applicable laws or regulations in conducting their research. Selected candidates must ensure that they abide by the laws of the destination country and also follow compliance regulations, including security trade control regulations.
- Please visit the following website to view reports by previous program participants:  
Kyoto University John Mung Program Website  
<http://www.john-man.rp.kyoto-u.ac.jp/en/researcher/index.html>

## Young Scholars' Overseas Visit Program

### 1. Application Requirements

Applicants for the Young Scholars' Overseas Visit Program must select either the Individual or Team Program. It is not possible to apply for both types. Persons who have previously been accepted to the program are not allowed to apply a second time, as the program seeks to provide support as many researchers as possible.

#### [i] Young Scholars' Overseas Visit Program (Individual Program)

Applicants must fulfill the following requirements:

- (1) Applicants must be under 50 years old as of April 1, 2019, and must meet conditions 1) or 2) below.

- 1) Applicants must be full-time researchers (including fixed-term program-specific faculty members and researchers), associate professors, or those with more junior posts who are affiliated to Kyoto University.

Please note that:

- The eligible fixed-term program-specific faculty members and researchers are as follows: program-specific faculty members employed under the annual salary system, program-specific research center faculty members, program-specific assistant professors at the university hospital, and program-specific researchers.
  - Prior to applying, fixed-term program-specific faculty members and program-specific researchers must confirm their obligations to projects etc. that they are engaged in and receive approval of their overseas visit from the project supervisors and external funding organizations if they are employed using competitive funds. The period of overseas stay that fixed-term program-specific faculty members and program-specific researchers apply for must be within their term of service at Kyoto University.
  - Successful candidates must have an employment status which meets the application conditions for the duration of their stay overseas. It is not possible to stay overseas on the program if you are currently on a leave of absence, regardless of whether or not you are receiving a salary.
  - Young researchers who are currently working overseas may apply for this program in order to continue their research abroad (e.g. JSPS Research Fellowship for Young Scientists recipients). However, successful applicants who are staying overseas during a leave of absence (sabbatical leave etc.) must resume working by the time the program begins.
- 2) Applicants not affiliated with Kyoto University at the time of application (JSPS Research

Fellowship for Young Scientists recipients, etc.), but who are scheduled to be employed by Kyoto University after the end of their current appointment, and who will meet the conditions in 1) when they commence their overseas visit.

- (2) Successful applicants must start their research abroad on a date between April 1, 2019 to March 31, 2020. The stay overseas must be for a mid-to-long term period—in principle, three months or longer. (Alternatively, the researcher may make multiple overseas visits of more than one month each, provided the total period of time spent overseas is three-months or longer.)

Please note:

- For the purpose of the above calculation, a month is deemed to be 31 days, regardless of the number of days in the calendar months during which the researcher stays overseas.
- If researchers make multiple overseas visits, they must commence the first stay within AY2019 and the final stay must start within one year of the commencement of the first stay (the period of stay may cover different academic years).
- If researchers make multiple overseas visits and their stay spans different academic years, the starting day of their stay will determine which academic year it falls in. The number of days of the stay that falls in AY2019 must be more than three quarters of the total number of days spent overseas supported by the program.
- If researchers need to stay overseas for more than 12 months to conduct research, it is possible to extend the period of their stay. However, even if they stay overseas for more than 12 months, the funding provided shall be equivalent to the maximum amount of funding for 12 months.

- (3) Researchers must secure their own host institutions for their visit and stay. The host institutions must be research institutions, universities, etc. with which Kyoto University has concluded a cooperation and exchange agreement, or other internationally distinguished research institutions, etc.

Please note, the following cannot be accepted as host institutions:

- Research facilities established overseas by Japanese institutions etc.
- Profit-making private research institutions, etc.

- (4) Applicants must have records to apply for, or be planning to apply for external funding. In particular, applicants who are eligible to apply for the Fund for the Promotion of Joint International Research (Fostering Joint International Research), which is a Grant-in-Aid for Scientific Research, or JSPS Overseas Research Fellowships etc. shall apply for such funds/fellowships.



(5) Applicants must complete the Kyoto University e-learning course, *Proper Use of Research Grants (Ver.8)*. Especially, applicants described in (1) - 2) must complete the course before beginning their overseas visit. Please refer to the following website for details of how to take the course:

<http://www.kyoto-u.ac.jp/en/research/grants/>

Please note:

- The e-learning course, *Proper Use of Research Grants (Ver.8)* will be available around December 2018. Applicants must take the latest version of the course.

(6) Applicants must have no restrictions on their ability to apply for or receive funding due to fraudulent use or receipt of government or other competitive funds, etc., or due to fraudulent activity in the course of their research.

### [ii] Young Scholars' Overseas Visit Program (Team Program)

Applicants must be a team of several persons, including a main representative, and must meet the following requirements:

#### Representative

The representative must be a young researcher who meets the application conditions (1) through (6), stated above.

#### Team Members

The members of the team must be young researchers who meet the application conditions (1) through (6), stated above, or Kyoto University undergraduate/graduate students who meet application conditions (2), (3), (5), and (6), stated above.

Please note:

- A student who is currently on a leave of absence or who is enrolled at the host institution cannot be a team member.
- Only travel expenses and living expenses will be provided for students.
- Students must complete the e-learning course detailed in (5), above, by the time they commence the overseas visit.
- There is no upper limit to the number of team members.
- The periods of overseas stay by the representative and each team member may be different.

## **2. Content of Support**

The maximum amount of funding provided will be JPY 4.5 million per person. The support consists

of three expense items: travel expenses, living expenses, and research expenses. Each item has a maximum limit. The funds provided will not exceed JPY 4.5 million in total, or the maximum limit for each expense item.

- Number of Awards Granted: Approx. 15

#### Travel Expenses

Travel expenses include transportation expenses (domestic and foreign), expenses to acquire a visa, and petty expenses related to travel as specified in Kyoto University's Regulations for Travel Expense Payment. The maximum amount provided is as follows:

For one overseas visit: JPY 300,000

For multiple overseas visits: JPY 500,000

Please note that even if the number of multiple visits is three or more, the maximum amount provided shall be JPY 500,000.

#### Living Expenses

Living expenses consist of accommodation expenses and a daily allowance as specified in Kyoto University's Regulations for Travel Expense Payment. The maximum amount provided is as follows:

Designated Cities: JPY 350,000 (300,000)/month

A Locations: JPY 300,000 (250,000)/month

B Locations: JPY 250,000 (200,000)/month

- How to Calculate Living Expenses:

First, the period spent overseas is divided by 31 (days) and rounded down to determine the number of months of the stay. The number of months is then multiplied by the amount of the award for the specific country or region in which the researcher stays, as specified in Kyoto University's Regulations for Travel Expense Payment etc. There are three categories of award: Designated Cities, A Locations, and B Locations.

Please note:

- The maximum amount provided to students through the Team Program is shown in parentheses.
- The amount provided may be reduced to adjust for lower accommodation fees, including cases in which the host institute provides free accommodation.
- In the case of multiple visits, the amount of living expenses for each visit is calculated by adding up the total amount of living expenses.

Please enter the period of stay at the destination in your application accurately. If you need to change

the schedule for the visit after you have been selected for the program, and the number of months of your stay will be less than your original plan, then you must return the living expenses for the reduced months.

### Research Expenses

Research expenses may be used for supplies, domestic or international travel, and to participate in academic meetings, etc. The maximum amount provided is JPY 750,000.

Please note:

- Applicants who are receiving external funds cannot apply for research expenses. However, they may apply for research expenses in certain exceptional circumstances, for example, in case the funding that they are receiving cannot be utilized for the research that will be conducted through the John Mung Program. In such cases, the applicants should include details of the circumstances in their application.
- If the application is for the Team Program, each member will receive the abovementioned support. However, in Team Program applications, students cannot apply for research expenses.

### **3. Application Materials**

(1) Application Form for the John Mung Program Young Scholars' Overseas Visit Program  
(Word file)

- Please note that applications for the Team Program should be completed and submitted by the representative.

(2) Letter of Acceptance (official letter format, PDF file)

Please note:

- Applicants must submit records of relevant correspondence with the host researcher/institution. If the correspondence is in a language other than English, applicants must also submit a Japanese translation.
- Applicants who do not receive an official letter of acceptance by the application deadline must submit copies of e-mails etc. which indicate the contact situation with the host researcher/institution, and submit the official documents as soon as they are available, by the end of January 2019 at the latest.
- Applications for the Team Program must include separate letters of acceptance for each host institution.

(3) List of Applicants (prepared by the administrative staff of the applicants' faculty/department, Excel file)

In addition to the above materials, the university's Education and Research Activity Database

(contents as of December 2018) will be utilized in order to assess applicants' research achievements, the number of external funds they have acquired, the number of presentations they have made at international conferences, and the number of academic papers they have written in English, etc. To update the registered data in the database, please access the following URL, log in to the database, click “京都大学教育研究活動データベース” (Kyoto University Education and Research Activity Database), and update the contents.

<https://www.tam2.adm.kyoto-u.ac.jp/> (Japanese only)

Reference: Kyoto University Education and Research Activity Database

[https://kyouindb.iimc.kyoto-u.ac.jp/view/index\\_e.html](https://kyouindb.iimc.kyoto-u.ac.jp/view/index_e.html)

#### **4. Screening Criteria**

Candidates will be selected based on a comprehensive screening process focusing on the following points:

- (1) **Concreteness of Goals and Plan:** The extent to which the applicants' goals, plan, etc. for their research overseas are clear, and their description of how the outcomes of the research will contribute to the enhancement and development of their research in the future.
- (2) **Future Prospects:** The extent to which the applicants visit overseas will generate clear outcomes (e.g. academic papers co-authored with international researchers) and contribute to ongoing international research collaboration.
- (3) **Excellence for Research:** Do the applicants have a sufficiently high degree of research and language skills to conduct research abroad.
- (4) **Validity of expenses required:** Whether the period of the overseas visit and the proposed use of the funding are valid with regards to implementing the research.

#### **5. Change of Research Plan after Selection**

If any change arises in the overseas research plan, host institution/researcher, period of stay etc. after you are selected as a candidate, you must contact the Office of the John Mung Program through the appropriate administrative staff in your faculty/department of affiliation and notify them of the change. Depending on the nature of the changes, you may be required to submit an application for approval of the change.

#### **6. Obligations after Being Selected**

- (1) Within one month after the program ends, young researchers supported by the program must provide information about their achievements on the program by submitting an achievement report and other documents. The documents must be submitted using the specified report forms.

- (2) Researchers must be actively involved in activities to enhance Kyoto University's international presence, such as participation in various symposia, including symposia hosted by Kyoto University, and contribution of research reports and articles to university publications, etc.
- (3) Researchers must actively publish their research achievements from the program widely in Japan and abroad, and must clearly specify that the achievements were made through the John Mung Program when publishing an academic paper, etc.
- (4) Researchers must utilize their overseas experience on this program as a starting point for their active involvement in international collaboration initiatives, and must apply for the external funds listed in the reference section.

## **7. Points to Note**

- (1) If researchers successfully apply for this program and external funding program in order to fund the same project, and the purpose of support provided by both programs overlaps (such as funding an overseas stay in the same period), the support provided by this program will be amended so that the project is supported by the external funding program.
- (2) Successful candidates must concentrate their efforts on the research detailed in the research plan.
- (3) Changes to the schedule for overseas visits shall be handled as follows:
  - You may extend your stay if it is absolutely necessary for conducting your research. However, living expenses will not be provided for such an extension period. You must consult with the Office of the John Mung Program through the appropriate administrative staff in your faculty/department of affiliation
  - You must consult with the Office of the John Mung Program through the appropriate administrative staff in your faculty/department of affiliation in advance if you wish to shorten your stay due to unavoidable circumstances, such as due to illness, or if it becomes apparent in the course of your research that it will be difficult to achieve your stated research goals.
  - In principle, temporary returns to Japan for personal reasons shall not be permitted, and the expenses for such travel shall not be provided.
- (4) Returns of funding provided shall be handled as follows:
  - If the funding required for all expense items are changed significantly, or if you shorten your stay, you may be required to return part of the funding provided, such as living expenses and research expenses.
  - If it is determined that you will be unable to achieve your stated objectives due to significant changes in your research plan, host institution/professor, period of stay, etc., you may be required to return part or all of the funding provided.
  - If you are absent from the stated destination for a long period for purposes of other than the research supported by the program, you may be required to return part or all of the living expenses provided.

(5) In the case of minor changes to your plan, you are allowed to reallocate some of the funds received to other expense items under the following conditions: 1) The amount increased must be within 20% of the total amount of support expenses; 2) The amount increased must be within 50% of the specified amounts of travel and living expenses; and 3) The amount increased must be within 50%, or the amount reduced must be within the 10%, of the specified amount of research expenses. In principle, it is not permitted to reallocate funds between the amounts provided for different academic years, or to reallocate funds to expense categories that are not supported by the program. Such reallocation may be permitted under unavoidable circumstances, but it would be regarded as a major change in the research plan, and you must apply for advance approval of such changes.

(6) Candidates are responsible for making all the necessary preparations for their overseas visit, such as obtaining the necessary visa.

(7) If the host institutions provide candidates expenses items as travel expenses and living expenses, candidates are not permitted to receive support from the program for the expenses items.

(8) If you apply for the Team Program and the team includes students, be sure to enroll in an insurance policy in case of emergencies through your faculty/department of affiliation. Every faculty/department must have a risk management system in place regardless of whether or not students are participating.

## Supporting Program for Young Scholars' Home Laboratories

### 1. Application Requirements

The representative of the laboratory of affiliation of researchers who are applying for the Young Scholars' Overseas Visit Program can apply for the Supporting Program for Young Scholars' Home Laboratories. Please note however, that as the program seeks to provide support as many researchers as possible, applications for pertaining to the extension of research that has previously received support will not be accepted.

(1) Applicants must be the official representatives of laboratories etc. which are sending one or more young researchers to work at a foreign university or research institution for a mid-to-long term during AY2019.

Please note:

- "Young researchers" are defined as with the Young Scholars' Overseas Visit Program [p.5 1. (1)].
- In this program, "mid-to-long term" refers, in principle, to a period of at least 6 consecutive months, but no more than 24 consecutive months.
- It is possible to apply for the program to receive support for the period of extended overseas stay by young researchers who are currently working overseas.
- "Laboratories etc." refers to the unit which will be influenced directly as a result of sending young researchers overseas, such as increase in the resources required for their operation. For example, "laboratories etc." may include classrooms, departments, divisions, affiliated education and research facilities, and faculties.

(2) Applicants must have records to apply for, be in the process of applying for, or be planning to apply for funding to enable young researchers to travel overseas to work for mid-to-long term periods.

Please note:

- "Funds"/"funding" refers to funds that aim to support young researchers' overseas stays, including both private and external funds.
- If applicants are in the process of applying for external funds to support overseas visits by young researchers, the regular screening process will be conducted and the results will be notified on a tentative basis. Please note, however, that if the external funding application is unsuccessful, the applicant will not be eligible for support by this program.

(3) The program provides support to laboratories etc. to assist with personnel and other additional expenses incurred when sending young researchers overseas.

- (4) Both the applicant (the official representative of the laboratory) and the researchers who will travel overseas must complete the Kyoto University e-learning course, *Proper Use of Research Grants (Ver.8)*.
- Please refer to the following website for details of how to take the course:  
<https://www.kyoto-u.ac.jp/en/research/research-compliance-ethics/proper-use-of-research-grants/e-learning-course-proper-use-of-research-grants.html>  
The e-learning course, *Proper Use of Research Grants (Ver.8)* will be available around December 2018. Applicants must take the latest version of the course.
- (5) Both the applicant (the official representative of the laboratory) and the researchers who will travel overseas must have no restrictions on their ability to apply for or receive funding due to fraudulent use or receipt of government or other competitive funds, etc., or due to fraudulent activity in the course of their research.

## 2. Content of Support

The program provides a maximum of grant of JPY 7.2 million. The funding is intended to cover personnel and other expenses for the operation of laboratories etc. which have sent affiliated young researchers overseas. The funds can be used to pay the wages of researchers employed at an hourly rate, program-specific researchers, RAs, TAs, assistant technical staffs, assistant administrative staffs, and part-time lecturers, assistants for experiments, etc.

Please note that the maximum amount that applicants can apply for is JPY 300,000 per month.

- Number of Awards Granted: Approx. 10

## 3. Application Materials

- (1) Application form for the John Mung Program Supporting Program for Young Scholars' Home Laboratories (Word file).
- (2) Relevant Documents Regarding the Funding for the Researchers' Overseas Stay (PDF files)  
Example 1: If the applicants have been granted external funding, please submit copies of the funding applications and result notifications.  
Example 2: If the applicants are in the process of applying external funding, please submit copies of the applications (and then submit the result notifications as soon as they are available).  
Example 3: In other cases, please submit documents which provide details of the funds (in any format).
- (3) List of Applicants (prepared by the administrative staff of the faculty/department, Excel file)



Please note:

In addition to the above materials, the university's Education and Research Activity Database (contents as of December 2018) will be utilized in order to assess applicants' research achievements, the number of external funds they have acquired, the number of presentations they have made at international conferences, and the number of academic papers they have written in English. To update the registered data in the database, please access the following URL, log in to the database, click “京都大学教育研究活動データベース” (Kyoto University Education and Research Activity Database), and update the contents.

<https://www.tam2.adm.kyoto-u.ac.jp/> (Japanese only)

Reference: Kyoto University Education and Research Activity Database

[https://kyouindb.iimc.kyoto-u.ac.jp/view/index\\_e.html](https://kyouindb.iimc.kyoto-u.ac.jp/view/index_e.html)

#### **4. Screening Criteria**

Candidates will be selected based on a comprehensive screening process focusing on the following points:

- (1) **Concreteness of Purpose and Future Prospects:** The extent to which there are specific anticipated outcomes to be produced by the researchers visiting overseas (e.g. internationally co-authored academic papers) and concrete prospects for ongoing international research collaboration.
- (2) **Necessity of Support:** Whether there will be a sufficient need for additional operation expenses by the researchers' laboratories etc. during their absence, and the necessity of support by the program.
- (3) **Validity of Expenses:** Whether the expenses requested by the applicant and the intended purpose of use are reasonable.

Please note that even if the operation expenses required by the laboratory increase, the program will not provide funding if there are other applicable funds available.

#### **5. Change of Research Plan after Selection**

If any change arises in the overseas research plan, host institution/researcher, period of stay etc. after being selected as a candidate, you must contact the Office of the John Mung Program through the appropriate administrative staff in your faculty/department of affiliation and notify them of the change. Depending on the nature of the changes, it may be required to submit an application for approval of the change.

#### **6. Obligations after Being Selected**

- (1) Within one month after the program ends, it is required to provide information about the achievements on the program by submitting an achievement report and other documents. The documents must be submitted using the specified report forms.
- (2) Laboratories etc. which have received support through this program must be actively involved in activities to enhance Kyoto University's international presence, such as participation in various symposia, including symposia hosted by Kyoto University, and contribution of research reports and articles to university publications, etc.
- (3) Laboratories etc. must utilize the experience on this program as a starting point for their active involvement in international collaboration initiatives, and must apply for the external funds listed in the reference section.

#### **7. Points to Note**

- (1) If a researcher successfully applies for this program and external funding program for the same research project, and the purpose of support provided by both funding programs overlaps (such as funding an overseas stay in the same period), the support provided by this program will be amended so that the project is supported by the external funding program.
- (2) In the case of minor changes to your plan, you are allowed to reallocate some funds to purchase disposal items etc., the amount of reallocated funds is within 10% of the total amount funding provided for the academic year, and the reallocation is necessary for the implementation of the Supporting Program for Young Scholars' Home Laboratories. If the reallocation entails moving funds between the amounts provided for different academic years, then it is regarded as a major change in the research plan, and you must submit an application for approval of the change.
- (3) The funds provided by the program cannot be used for researchers' travel, living, or research expenses.
- (4) If the researchers are recipients of the Fund for the Promotion of Joint International Research (Fostering Joint International Research), which is a Grant-in-Aid for Scientific Research, and are sent to overseas institutions, they will receive expenses to hire alternates, and are therefore not allowed to apply for this program during the same period.

## Reference Materials

The purpose of this program is to develop ongoing international academic research collaboration. Candidates are therefore expected to apply for external funds and obtain them after application and selection for this program. The following is a list of public and national funding programs provided by the government and various organizations which can be used to finance overseas visits and international collaboration.

### Recommended Programs:

- JSPS International Collaboration etc.
  - JSPS Overseas Research Fellowship
  - JSPS International Joint Research
  - JSPS Bilateral Collaborations
  - JSPS Forming International Research-Support Networks

<http://www.jsps.go.jp/english/programs/index.html>

- JSPS Grants-in-Aid for Scientific Research
  - Fund for the Promotion of Joint International Research (Fostering Joint International Research)  
<http://www.jsps.go.jp/english/e-grants/grants01.html>

Please note that the application guidelines are not available in English.

- JST
  - Strategic International Collaborative Research Program  
<http://www.jst.go.jp/inter/english/index.html>
  - Science and Technology Research Partnership for Sustainable Development  
<http://www.jst.go.jp/global/english/index.html>

### Information on External Funds:

- *Yari*: The Kyoto University Publicly-Offered Fund Website  
<http://apps.kura.kyoto-u.ac.jp/fund-search/> (On-Campus Only & Japanese Only)
- JST Science Portal  
<http://scienceportal.jst.go.jp/funding/application/> (Japanese Only)

### Other Reference Information:

- John Mung Program Website (information about overseas visits, etc.)  
<http://www.john-man.rp.kyoto-u.ac.jp/en/researcher/index.html>