

The John Mung Program

(The Kyoto University Young Scholars' Overseas Visit Program)

FAQ

Research Promotion Division, Research Promotion Department

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Note: This FAQ covers matters relating to the John Mung Program for Young Scholars only.

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1. Purpose of the John Mung Program

Q1-1) [Young Scholars' Overseas Visit Program](#) / [Supporting Program for Young Scholars' Home Laboratories](#)

What are the purpose of the program?

Answer:

Kyoto University has operated the John Mung Program (the Kyoto University Young Scholars' Overseas Visit Program) since 2012 with the aim of providing the next generation of young researchers with opportunities to engage in research abroad, and to encourage and promote international academic research activities. There are two types of program: the Young Scholars' Overseas Visit Program and the Supporting Program for Young Scholars' Home Laboratories. Since 2016, the university has implemented a new framework for the John Mung Program that enables multiple visits and other new opportunities. The new framework was implemented in accordance with the WINDOW Concept (a set of goals and guidelines for the university, established by the president) and the university's third set of Mid-Term Goals and Plans. Through the enhanced program, the university seeks to help young researchers deepen and develop their research, and promote new international research collaboration efforts.

2. Application Requirements

Q2-1) [Young Scholars' Overseas Visit Program](#) / [Supporting Program for Young Scholars' Home Laboratories](#)

Are non-regular faculty members and researchers eligible to apply for the program?

Answer:

Regular faculty members and researchers, including fixed-term program-specific faculty members and researchers, are eligible to apply. 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." Those who are expected to leave the abovementioned regular positions are not eligible to apply, but those who can confirm that they will be in regular positions on the start date of the overseas visit are eligible to apply for that year's program. Undergraduate and graduate students who join a research group at Kyoto University are also allowed to apply for the Team Program.

Q2-2) [Young Scholars' Overseas Visit Program](#)

Applicants are required to include details of all past, current, and planned applications for other external funding programs in their applications. Does it mean that those who have not applied or will not apply for other external funding programs are not allowed to apply for the program?

Answer:

Yes, they are allowed to apply for the program. However, they are expected to apply for other external funding programs if they are selected. They are also required to endeavor to obtain external funds to continue the international research collaboration and activities supported by the program during and after the program period. The details of external funding program applications shall be used as criteria to identify the necessity and feasibility of overseas travel for the applicants' research plans and as a way to assess their motivation.

Q2-3) [Young Scholars' Overseas Visit Program](#) / [Supporting Program for Young Scholars' Home Laboratories](#)

Are those who had already been selected for the program allowed to apply again after returning to Japan?

Answer:

They are not allowed to apply for the program again.

Q2-4) Young Scholars' Overseas Visit Program

Are those who are currently living abroad allowed to apply for the Young Scholars Overseas Visit Program?

Answer:

Young researchers who are currently living abroad (excluding those who are already supported by the John Mung Program) are allowed to apply for the program in order to continue their research abroad.

Q2-5) Young Scholars' Overseas Visit Program

The program guidelines indicate that, in principle, the period of overseas visits must be three months or longer in total. If the period of the overseas visit is one to three months in total, is it possible to apply for the program?

Answer:

It is possible to apply for the program. In principle, the Young Scholars' Overseas Visit Program supports medium-to-long term overseas visits (for three months or longer). However, depending on the necessity of the research being undertaken, in some cases support may be provided for overseas visits of one to three months, provided the total period of time spent overseas is three months or longer. Applicants applying for multiple overseas visits are required to explain the necessity of the multiple visits and clarify their research plans and anticipated outcomes.

Q2-6) Supporting Program for Young Scholars' Home Laboratories

Is it possible to apply for the Supporting Program for Young Scholars' Home Laboratories regarding researchers who are currently living abroad?

Answer:

Yes, it is possible to apply for the program.

Q2-7) Young Scholars' Overseas Visit Program / Supporting Program for Young Scholars' Home Laboratories

Is it possible to apply for both the Young Scholars' Overseas Visit Program and the Supporting Program for Young Scholars' Home Laboratories at the same time?

Answer:

Yes, it is possible to apply for both programs.

Q2-8) Supporting Program for Young Scholars' Home Laboratories

If a researcher is planning an overseas visit using an external fund other than the John Mung Program, is it still possible for their home laboratories to apply for the Supporting Program for Young Scholars' Home Laboratories?

Answer:

It is possible to apply for the program. The Supporting Program for Young Scholars' Home Laboratories is intended to provide support to ease the operation, workload, and teaching burdens that laboratories faces when one of their researchers goes to work overseas—regardless of the source of travel expense funding. Provided the researcher is planning to stay overseas for six consecutive months or longer and is a member of the laboratory, then the laboratory's representative is eligible to apply for the program.

Q2-9) Supporting Program for Young Scholars' Home Laboratories

If the professor who has applied for the Supporting Program for Young Scholars' Home Laboratories leaves the laboratory due to retirement or transfer, is it possible for the laboratory to continue receiving support as long as the researcher has been staying overseas for a long-term?

Answer:

It is possible for the laboratory to continue receiving support. In such cases, an application for approval of the change is required, and the changed content of the application will be assessed. Even if the professor who originally made the application leaves the laboratory due to retirement or transfer, the department is required to continue to use the expenses provided for the purposes initially specified.

Q2-10) [Young Scholars' Overseas Visit Program](#) / [Supporting Program for Young Scholars' Home Laboratories](#)

Are fixed-term program-specific faculty members and researchers employed with the support of expenses from the Supporting Program for Young Scholars' Home Laboratories allowed to apply for the Young Scholars' Overseas Visit Program?

Answer:

No, they are not allowed to apply for the program. Fixed-term program-specific faculty members and researchers employed with the support of expenses from the Supporting Program for Young Scholars' Home Laboratories must work at their laboratory of the affiliation. Therefore, they are not allowed to engage in research overseas through the Young Scholars' Overseas Visit Program.

Q2-11) [Young Scholars' Overseas Visit Program](#) / [Supporting Program for Young Scholars' Home Laboratories](#)

If researchers are planning to travel overseas several times through the Young Scholars' Overseas Visit Program, will their laboratory be eligible for support through the Supporting Program for Young Scholars' Home Laboratories even during the shorter term visits, provided the researcher stays overseas for six consecutive months or more at least once during their multiple overseas visits?

Answer:

The short-term visits will not be supported by the program. The Supporting Program for Young Scholars' Home Laboratories supports laboratories whose researchers stay overseas for six months or longer. In the case of multiple visits, support will not be provided to the laboratory for any visits of shorter than six months.

3. Application Forms

Q3-1) [Young Scholars' Overseas Visit Program](#) / [Supporting Program for Young Scholars' Home Laboratories](#)

If the required information does not fit in the allocated fields of the application forms, is it possible to extend the entry to the next page, provided the total number of pages is the same?

Answer:

As the space is limited in the application forms for details of the research, please enter the information within the allocated fields to the extent possible. However, it is acceptable to extend beyond the allocated fields to a certain extent if unavoidable.

Q3-2) [Young Scholars' Overseas Visit Program](#)

Regarding the details of application for other external funding programs, if I am not currently applying for any external funding programs, but am considering to do so in the future, what information should I provide?

Answer:

If you are considering specific funding programs or considering applying for certain funding programs depending on future circumstances, please include that information.

Q3-3) [Young Scholars' Overseas Visit Program](#)

What type of documents should be submitted as “evidence of communication with the host researcher?”

Answer:

Applicants who do not receive an official letter of acceptance by the application deadline must submit other evidence of acceptance, such as copies of e-mails or faxes sent by the host researcher. Applicants must submit the official documents as soon as they are available by the end of January 2019 at the latest.

Q3-4) [Young Scholars’ Overseas Visit Program](#)

How much detail should be provided about the research plan?

Answer:

Please describe the details of the research to be undertaken by the applicant during their overseas visit (including experiments, data collection, learning of analysis methods, etc.) and plans to present or publish the research (presentations at international academic conferences, submission of papers to academic journals, etc.). Please provide information that demonstrates the feasibility of the research activities during the period of overseas visit.

Q3-5) [Supporting Program for Young Scholars’ Home Laboratories](#)

If the amount of expenses required exceeds the upper award limit of the Supporting Program for Young Scholars’ Home Laboratories (4.5 million yen), is it possible to enter that amount in the application?

Answer:

You are not allowed to enter an amount exceeding the upper limit.

Q3-6) [Supporting Program for Young Scholars’ Home Laboratories](#)

The application for the Supporting Program for Young Scholars’ Home Laboratories requires to submit documents relating to other current funding program applications. What should I do if I am currently applying for multiple funding programs?

Answer:

If you are currently applying for multiple funding programs, please attach documents (application forms, etc.) that indicate the statuses of all current applications.

Q3-7) [Young Scholars’ Overseas Visit Program](#)

If I wish to apply for travel expenses as “research expenses” for a work-related trip during the overseas stay, how should I calculate the expenses?

Answer:

If, while staying overseas, you wish to use “research expenses” to cover travel for work purposes (such as travel to participate in academic conferences), you may make a separate application for the payment of a fixed daily allowance and accommodation allowance in accordance with the Kyoto University Regulations for Travel Expense Payment.

4. Support Expenses

Q4-1) [Young Scholars’ Overseas Visit Program](#) / [Supporting Program for Young Scholars’ Home Laboratories](#)

When are support expenses paid?

Answer:

Budgets for support expenses are allocated to each department around April each year. However, payments can be made prior to the allocation of budgets. As procedures for the payment of travel and other expenses to successful applicants vary by departments, please ask the person in charge of

administration in your department when and how the payment will be made. Payments for travel and living expenses will follow the same general procedures as payments for travel expenses. However, some payments to cover research expenses used overseas may be reimbursed after the recipient has returned to Japan. Please, therefore, be sure to consult in advance with the person in charge of administration in your department about your planned research expenses and the receipts that you will be required to submit for the reimbursement of expenses.

Q4-2) Young Scholars' Overseas Visit Program / Supporting Program for Young Scholars' Home Laboratories

If the period of the overseas visit extends to the following year, how is the budget to cover expenses in the following year determined?

Answer:

Even if the period of the overseas visit extends to the following year, travel expenses shall be processed using the budget for the year of the start date of the visit (the day of arrival overseas). In the case of multiple visits, if the travel occurs in the following year, the expenses will be allocated from the following year's budget. Research expenses are also allocated annually. In general, the amount of support expenses provided to successful applicants will be as described in the notification. However, the amount is subject to change depending on the university's budget circumstances.

Q4-3) Young Scholars' Overseas Visit Program / Supporting Program for Young Scholars' Home Laboratories

Is it possible to combine funds received through the program with those from other external funds, and use them for the same category of expenditure?

Answer:

In principle, those receiving funding through the program are allowed to receive and use other external funds for the same category of expenditure, provided the purpose for which the expenses are used does not overlap with the purpose of expenses provided by the program (for example, it would be acceptable if the other external funds are used to finance travel expenses in a different period). (Please note, however, that some external funds prohibit the receipt of more than one fund, and that there are certain purposes for which expenses should not be provided by the university. Please be sure to confirm these factors with the funding organizations.) If you are successful in obtaining a different research grant for the same purpose, including an overseas visit or support for your home laboratory, you must withdraw from the John Mung Program. With regards to research expenses, the program allows the use of additional grants to fund the research abroad, including Grants-in-Aid for Scientific Research and donations.

Q4-4) Young Scholars' Overseas Visit Program

There is no field in the application form to provide detailed information about the use of the research expenses funding. How should I provide this information?

Answer:

Please describe the purpose for which the research expenses funding will be used (for example, "travel to [destination] for [reason]," etc.) and explain the necessity of the funding in the "Research Plan" field.

Q4-5) Young Scholars' Overseas Visit Program

Do I have to submit the "letter of acceptance" issued by the host institute?

Answer:

All applicants must submit a "letter of acceptance." Submission of a "letter of acceptance" issued by the host institution is a requirement for the final selection. Please ensure that the "letter of acceptance" includes: 1) The official letterhead and logo of the institution; 2) The name of the applicant; 3) The period of stay at the destination; 4) The signature of the host researcher or other

representative; and 5) The date on which the letter of acceptance was issued. As the letter of acceptance will also be required for your visa application when you travel, please be sure to obtain it through the host researcher.

Q4-6) Young Scholars' Overseas Visit Program

If I have already received an external fund, such as Grants-in-Aid for Scientific Research, am I allowed to use funding from the program to travel overseas for the same research project?

Answer:

The program does not impose any restrictions provided there are no problems regarding effort restrictions, expense usage restrictions/usage plans for the Grants-in-Aid for Scientific Research or other external fund, or problems with the implementation of the initial research plan. However, if the application for the Grants-in-Aid for Scientific Research or other external fund includes the overseas travel expenses, which overlaps with the scope of expenses provided by the program, then you are not allowed to receive the travel expenses portion of the program's grant.

Q4-7) Young Scholars' Overseas Visit Program

Is it possible to receive funding for overseas visits, such as travel expenses, from the host institution?

Answer:

If the host institution provides funds to cover travel and living expenses or pays you a salary, it will constitute receiving multiple grants for the same expenses, and you are therefore not allowed to receive the portion of the funds which overlap with the scope of the expenses provided by the program.

Q4-8) Young Scholars' Overseas Visit Program

The sums provided for travel expenses are predetermined. How should I utilize them?

Answer:

You are required to apply for your travel expenses as per the specified amounts. If your actual travel expenses exceed the specified amount, you are required to pay the difference by yourself, or use other funding to cover the shortfall.

Q4-9) Young Scholars' Overseas Visit Program

If there are major changes in the actual amounts of expenses used in some expense categories, what action should be taken with regards to returning the excess funding received?

Answer:

The rules regarding this matter changed in 2016. In the case of minor changes, the recipient is allowed to reallocate some of the expenses to other expense categories 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. The reallocation must be made between expense categories supported by the program. If you need to reallocate funds to expense categories not supported by the program (for example, if you need to reallocate some funds to a research expense item not supported by the program), you are required to submit an application for approval of the change. If you need to shorten the period of the overseas visit, and the total number of months of the stay will be reduced by one month or more, the amount of living expenses will be reduced and you will be required to return the amount of the reduction. Even if the changes are within ranges specified above, but some funds provided remain unused, those funds should be returned. For more details, please refer to the "Guide for Successful Applicants."

Q4-10) Young Scholars' Overseas Visit Program

Which of the expenses provided are classified as “travel expenses?”

Answer:

Travel expenses include the round-trip airfare (including the costs of travel to the airport in Japan and from the airport at the destination), and other miscellaneous travel expenses specified in the Kyoto University Regulations for Travel Expense Payment (airport usage fee, passport issuance fee, visa fee, immunization fee, landing and departure tax, ticketing fee, and ESTA registration fee). If the visa procedures require you to purchase travel insurance, it may be possible to reimburse the cost of the insurance as travel expenses if approved by the person in charge of accounting in your department.

Q4-11) Young Scholars' Overseas Visit Program

Are the “research expenses” portion of the support expenses processed separately?

Answer:

They are not processed separately. The maximum possible amount of support expenses provided, including research expenses, is 4.5 million yen. If the total amount of travel, living, and research expenses exceeds the upper limit of the support expenses (4.5 million yen), then you are required to reduce some of the expenses items in your application.

Q4-12) Young Scholars' Overseas Visit Program

Among support expenses, how will “living expenses” be calculated?

Answer:

The John Mung Program uses its own method to calculate living expenses. As the amount of living expenses will be calculated based on the period of stay at the destination, if there is a major change from the planned period of stay, please inform the John Mung Program Office of the change via the person in charge of administration in your department.

Reference: How to calculate living expenses

The maximum amount of living expenses provided is calculated by multiplying the fixed monthly amount for the destination (as specified in the classification table for countries and regions [Designated Cities, A Locations, and B Locations] in the Kyoto University Regulations for Travel Expense Payment) by the number of months of stay, which is rounded down to the nearest month. The number of months is calculated by dividing the total number of days at the destination by 31.

Designated Cities:	JPY 350,000 (300,000)/month
A Locations:	JPY 300,000 (250,000)/month
B Locations:	JPY 250,000 (200,000)/month

- The sum provided to students through the team type 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, in principle, return the living expenses for the reduced months.

Q4-13) Young Scholars' Overseas Visit Program

In the case of traveling for work during the overseas visit using “research expenses,” will the

period of the trip be deducted from the period of stay at the destination when calculating the “living expenses?”

Answer:

The “living expenses” will be calculated by the John Mung Program Office based on the period of stay at the destination. Even if you travel to other places for work purposes during the overseas visit, the amount of “living expenses” will not be reduced. However, the business trip expenses must be processed separately from the travel expense payment, in the same way as the combined use of program funding with funding from other external funds is processed.

Q4-14) Young Scholars’ Overseas Visit Program

In the case of traveling for work during the overseas visit using expenses other than “research expenses,” will the “living expenses” for the period of business trip be reduced?

Answer:

The amount of living expenses will not be reduced. For trips funded by different programs, however, please follow the rules of the relevant program, keep the trip expenses separate, and process them in accordance with the Regulations for Travel Expense Payment or other relevant regulations.

Q4-15) Young Scholars’ Overseas Visit Program

If funding support for multiple years was allocated from university grants in the initial year, and an advance payment was made based on a rough estimate, what should I do if in the final-year calculation indicates that I need to return excess funding received?

Answer:

Even if the estimate-based advance payment covers expenses for multiple years, you are required to adjust the payment in the same way as you would do for a single year. If the final calculations indicate that it is necessary to return any excess funding, you are not allowed to use the excess amount. If you discover that such a repayment is necessary, please inform the John Mung Program Office immediately.

5. Travel Plans

Q5-1) Young Scholars’ Overseas Visit Program / Supporting Program for Young Scholars’ Home Laboratories

After selection, is it possible to change the travel plan detailed in the application?

Answer:

Minor changes are acceptable. In the case of major changes, it is necessary to submit an application for approval of the change and provide appropriate reasons. The application for the change will be assessed in consideration of factors such as: 1) There are unavoidable reasons for the change, or the change is necessary for the effective implementation of the program; 2) The change does not affect the validity of the application; 3) The changes will not negatively affect the achievement of the initially stated research goals. If the change is approved, you will be allowed to change the plan.

Q5-2) Young Scholars’ Overseas Visit Program / Supporting Program for Young Scholars’ Home Laboratories

Is there a possibility of disqualification from the program after selection due to a change of travel plans?

Answer:

Yes, that is possible. If you change the travel plan, you may be disqualified from the program if you cannot meet the following requirements: 1) The revised plan does not meet the requirements regarding the period of stay at the destination; 2) The start date of the overseas visit is changed to on or after April 1 of the following year; 3) It is deemed that, due to the changes, the initial research plan described in the application would be difficult to achieve.

Q5-3) [Young Scholars' Overseas Visit Program](#)

Is it possible to take trips for work purposes or return home temporarily during the overseas visit, or to extend the period of stay?

Answer:

You are allowed to take trips for work purposes provided the purpose of the trip does not deviate from the approved research plan. In principle, however, additional funding to cover the round-trip transportation and accommodation expenses for such trips shall not be provided. In principle, temporary trips home that are not detailed in your application are not permitted, and the expenses for such trips shall not be reimbursed. Please inform the John Mung Program Office if there are unavoidable reasons for such travel, including circumstances at the host institution that make it difficult for you to continue the research.

Q5-4) [Young Scholars' Overseas Visit Program](#)

Is it possible to extend the period of stay? If so, what procedures are necessary?

Answer:

If you wish to extend the period of stay after completing the John Mung Program, the John Mung Program Office does not require you to follow any specific procedures for that purpose. Please submit a report of your research results and the other necessary documents when you complete the program. You are also required to contact the person in charge of administration in your department and complete the necessary travel expense settlement procedures.

6. Procedures after Selected

Q6-1) [Young Scholars' Overseas Visit Program](#) / [Supporting Program for Young Scholars' Home Laboratories](#)

What is the difference between the assessment results “selected” and “conditionally selected?”

Answer:

Some applicants may be selected conditionally. “Selected” means that the applicant has been selected for support by the program without any further conditions, such as the submission of additional documents. “Conditionally Selected” means that the applicant may be selected if they fulfill the further conditions required by the Screening Committee. The additional conditions required by the Screening Committee may include the submission of additional documents, modification of or addition of information to the research plan, and clarification of the intended use of funding, etc. The Screening Committee will make a final decision based on the additional/modified documents submitted by applicants who are notified as being “conditionally selected.”

Q6-2) [Young Scholars' Overseas Visit Program](#)

What position will I hold during the overseas visit?

Answer:

Please be sure to confirm the position that you will hold during the long-term overseas visit with your laboratory or the person in charge of administration in your department before applying for the program. The program does not guarantee you a regular position at the university. If you will lose your regular position due to the overseas visit, you are not eligible for the program. The overseas visit supported by the program is regarded as travel for work, and does not affect salaries or other employment conditions.

Q6-3) [Young Scholars' Overseas Visit Program](#) / [Supporting Program for Young Scholars' Home Laboratories](#)

What procedures do I have to follow in order to change the content of the application?

Answer:

Please contact the John Mung Program Office through the person in charge of administration in your department. If it is a major change, please submit an application for approval of the change if required.

Q6-4) [Young Scholars' Overseas Visit Program](#)

Does the John Mung Program Office provide assistance with travel arrangements (including visa applications)?

Answer:

In principle, you are responsible for all of your own travel procedures. Travel certificates (in English) required for visa applications will be issued by the John Mung Program Office. The travel certificate includes your name, the period of travel, the destination and purpose of the overseas visit, and the amount of funding support received, etc. If your visa application requires any other information to be included in the travel certificate, please inform the John Mung Program Office.