

## Sylff Research Abroad

### Call for Applications for FY2012

All Sylff fellows who are currently enrolled in a doctoral program are eligible for Sylff Research Abroad. SRA awards support academic research related to their doctoral dissertation, conducted as a non-degree student at any institution of higher learning in a foreign country. The Tokyo Foundation provides a maximum of US\$5,000 for each successful applicant.

### **I. Conditions for Participation**

#### **1. Eligibility**

All Sylff fellows who are currently enrolled in a doctoral program at any institution, that is, current or past recipients of Sylff fellowships who are in a doctoral program at an institution of higher learning, are eligible. Those whose fellowships were for overseas research may also apply, combining such fellowships with an SRA award to enrich their original research plan.

Note: The following persons are NOT eligible:

- Fellows who are visiting/staying/living in the proposed host country anytime between the application and the notification of the selection outcome.
- Fellows who, in the past, have received an SRA or Sylff Fellows Mobility Program (FMP) award as a doctoral student.

#### **2. Selection**

There are two rounds of selections during the FY2012 as follows:

- 1<sup>st</sup> round: application deadline on July 8, 2012
- 2<sup>nd</sup> round: application deadline on January 6, 2013

Please refer to "Schedule" section for details.

#### **3. Place of Research**

- (1) Any Sylff or non-Sylff institution of higher learning in a foreign country.

Place of research must be a graduate school, university, or other institute of higher education. Please note that such organizations as research institutes, think tanks, non-governmental organizations, private firms etc. are not eligible.

\*Among Sylff institutions, those listed below have expressed their willingness to host SRA fellows. If you are interested in conducting research abroad at any of the institutions under SRA, please contact the Sylff coordinator as indicated.

- University of Oregon, Portland State University, or Oregon State University, USA  
Oregon University System's Sylff coordinator  
kmfisher[a]uoregon.edu (replace [a] with @)
- Jadavpur University, Kolkata, India  
Professor Joyashree Roy  
JU-SYLFF Project Director  
Professor of Economics  
Jadavpur University  
188, Raja, S.C. Mallik Road, Kolkata 7000 32 India  
Tel: +91-3364147760 (W)

Tel/Fax: +91-33-24146382 (W)  
Email: joyashreeju[a]gmail.com (replace [a] with @)

- School of International Relations and Pacific Studies, University of California, San Diego, USA  
Sylff coordinator at the School's Global Leadership Institute  
Email: darlawilson[a]ucsd.edu (replace [a] with @)
- University of Indonesia, Jakarta, Indonesia  
International Office (attn. Ms. Alfrida Hutapea)  
Tel: +62-21-78880139  
Email: io-ui[a]ui.ac.id (replace [a] with @)
- University of Malaya, Kuala Lumpur, Malaysia  
Professor Mohamed Kheireddine Aroua, Deputy Dean, Institute of graduate Studies  
Email: mk\_aroua[a]um.edu.my (replace [a] with @)
- El Colegio de México, México, D.F., Mexico  
Ms. Maestra Valentina Riquelme, Directora de Intercambio Académico  
El Colegio de México, Camino al Ajusco 20, C.P. 10740, México D.F. Cubículo 3356B  
Tel: (52-55) 54 49 30 00, Ext. 3243  
Email: oia[a]colmex.mx (replace [a] with @)

#### 4. Period of Research

Research must start after the notification of the selection outcome. There is no prescribed minimum or maximum duration of research. Applicants are required to propose a planned schedule to conduct the proposed research to the Tokyo Foundation at the time of application.

Note: Participants must return to their home institution upon completion of the research period under this program.

#### 5. Awards

- (1) An award of up to US\$5,000 is provided per participant.

Note: The award may be used to cover the following expenses: international travel, tuition, visa, local transportation, insurance, living expenses, and research materials.

It cannot be used for the following: expenses of any accompanying person(s), purchase of goods and products, including computers and computer software, refundable deposits, contingency funds, and unspecified items (e.g. miscellaneous costs).

#### 6. Research Activities

- (1) The proposed research must be non-degree and directly related to the Sylff fellow's doctoral dissertation at their home institution.
- (2) The primary objectives of such research would include:
  - Data and resource collection
  - Interviews and fieldwork
  - Discussions with faculty members of the host institution
- (3) Other activities, such as auditing courses and seminars and making presentations in academic conferences at the host institution, may be incorporated if the primary objectives are met. Language learning is not regarded as a legitimate primary purpose. We will not accept applications in which the above activities are proposed as major purposes.
- (4) There must be an academic supervisor(s) at the host institution.

## 7. Requirements after Participation

All participants must submit the following documents to the Foundation following completion of the program:

- Final program and financial reports within 30 days of return to home country. (A prescribed form will be provided by the SRA coordinator.) (All receipts of expenses paid using the SRA award must be kept for submission upon request from the Foundation.)
- The Tokyo Foundation, upon the consent of the recipient, may publish part or all of the program report on the Sylff website and in print publications.

## II. Application and Selection

### 1. Application

- (1) An application includes the following:
  - A confirmation letter from the Sylff steering committee at a Sylff institution where the applicant received a Sylff fellowship (prescribed form downloadable (Word))
  - Application form (prescribed form downloadable (Word))
  - Curriculum Vitae in English (up to 3 pages)
  - A letter of recommendation from an academic supervisor at the home institution (prescribed form downloadable (Word))
  - A letter of acceptance from an academic supervisor at the host institution **using the institution's letterhead** (no prescribed form)
  - Tentative research schedule (sample downloadable (Excel))
  - Proposed budget (prescribed form downloadable (Excel))

### Important

INCOMPLETE OR LATE APPLICATIONS WILL BE REJECTED UNCONDITIONALLY. The applicant will be notified immediately of the rejection. The application forms will not be returned.

All application documents must be in English and typed. No handwritten documents will be accepted.

- (1) An "application form" is accepted *only when* the following conditions are met:
  - It includes information on the doctoral dissertation and research proposal with a BIBLIOGRAPHY of the works on which the applicant's research is based.
  - It is submitted as an MS Word document.

(Note) You are requested to write about your doctoral dissertation and research proposal, as well as your nonacademic achievements. Information on these matters should be as specific as possible. The application will be considered unfavorably if the information provided lacks sufficient detail.

- (2) Plagiarism will be penalized. If it is found, the applicant will be excluded from the Sylff program entirely, that is, they will not be eligible for any support program of this type and other services provided by the Tokyo Foundation. If the violation is revealed after the disbursement of the award, the Tokyo Foundation will demand a full refund within 30 days of the notification of the violation to the person. The Foundation will immediately inform the Sylff and host institutions of the violation. Other penalties relating to this violation may be determined and imposed by the Sylff and host institutions.
- (3) All application documents except the letter of recommendation from an academic advisor at the home institution are to be emailed to the Foundation by the applicant. The letter of

recommendation should be emailed by the academic advisor. There is no need to submit the documents by postal mail.

- (4) The SRA award will be based on the accumulation of anticipated expenditures; it will not be approved as a lump sum. The Tokyo Foundation may ask the applicant to revise the budget, even after the research proposal has been approved. When there is unused money after the completion of research and the filing of reports to the Tokyo Foundation, the Foundation will ask the participant to refund it.

## 2. Selection

The Foundation will screen applicants for eligibility and for the feasibility and relevance of the proposed research to their current academic pursuits, as well as for their social-engagement activities.

## 3. Schedule

Applications are accepted as specified below. Applications should be sent to the Tokyo Foundation by email not later than this date (Japan Standard Time).

### 1st round

Application deadline	July 8, 2012
Notification of selection outcomes	August 24, 2012
Disbursement of the awards	September 28, 2012
Research starts:	after August 24, 2012

### 2<sup>nd</sup> round

Application deadline	January 6, 2013
Notification of selection outcomes	February 13, 2013
Disbursement of the awards	March 15, 2013
Research starts:	after February 13, 2013

### Note:

- The Sylff fellow is responsible for all communication and arrangements with the prospective host institution, as well as with the Tokyo Foundation. Assistance from the Sylff steering committee would, however, be appreciated.
- An Agreement shall be signed between the selected Sylff fellow and the Foundation for award disbursement. The award will be remitted to a designated bank account.

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Inquiries and applications should be directed to:

Leadership Development  
The Tokyo Foundation  
Attn: Sylff Research Abroad Coordinator  
Email: leadership [a] tkfd.or.jp (replace [a] with @).

The Tokyo Foundation will accept inquiries related to this program via email ONLY.