

## Sylff Research Abroad

Call for Applications: FY2010 (April 2010 to March 2011)

Sylff Research Abroad supports current Sylff fellows in conducting academic research related to their degree dissertation at Sylff institutions overseas as non-degree students. The Tokyo Foundation provides each participant with a stipend of up to US\$7,000. Applications from Sylff fellows, who wish to construct in-depth research to make their degree dissertation convincing and valuable to society, are welcome.

### <Attention!>

The call for applications will be closed when the annual budget for this program (US\$130,000) has been expended (to be announced on the Sylff website).

### Conditions for Participation

#### 1. Eligibility

Current Sylff fellows, that is, recipients of Sylff fellowships who have not completed the degree/program for which they were awarded a Sylff fellowship, are eligible.

Note: The following persons are NOT eligible:

- Fellows who are originally from the host country.
- Fellows who are already staying at the host country at the time of application.
- Fellows who have received an award in this program. An award can only be received once.
- Fellows who have participated in the Sylff Fellows Mobility Program (FMP).
- Fellows who have received the Sylff fellowship for overseas research. However, they are eligible after completion of the period of overseas research.

#### 2. Place of Research

- (1) IN PRINCIPLE, a Sylff institution in another country.
- (2) A non-Sylff institution of higher learning in another country may be considered if the fellow's objectives cannot be fulfilled at any Sylff institution.

#### 3. Period of Research

A minimum of 15 days, a maximum of 3 months.

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

#### 4. Awards

- (1) An award of up to US\$7,000 is provided per participant.
- (2) A maximum of two awards is provided per Sylff institution in a fiscal year (April to March). (The Sylff Steering Committee at the home institution may conduct an internal selection if necessary.)

Note: The following expenses can be covered: international travel expenses, tuition fee, local transportation, insurance, living expenses, and research materials.

The following expenses cannot be covered: expenses of any accompanying person(s), purchase of goods and products including computers and computer software.

## 5. Research Activities

- (1) The proposed research activities must be non-degree and directly related to the Sylff fellows' master's or doctoral degree dissertation at their home institution.
- (2) Primary objectives of participation include:
  - Data and resource collection
  - Interviews and fieldwork
  - Discussion with faculty members of the host institution
- (3) Other activities can be incorporated, such as auditing taught courses and seminars, and making a presentation in an academic conference at the host institution, if the primary objectives are met. Language learning is not allowed as a primary purpose.
- (4) Having an academic supervisor(s) at the host institution is required.

## 6. Requirements after Participation

All participants must submit the following documents to the Foundation:

- Final program and financial reports within 30 days of their return. ( A prescribed form will be provided by the Sylff Research Abroad Coordinator)
- Abstract of their degree dissertation within 30 days after the degree has been conferred.

## Application and Selection

### 1. Application

- (1) An application includes the following:
  - A nomination letter from the Sylff Steering Committee at the home institution (prescribed form downloadable (Word))
  - Application form (prescribed form downloadable (Word))
  - Curriculum Vitae in English (up to 2 pages in length)
  - Tentative research schedule (sample downloadable (Excel))
  - Proposed budget (prescribed form downloadable (Excel))
  - Quotations for the proposed budget
  - 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

#### **Important:**

Application is accepted *only when* the following conditions are met:

- The research proposal contains bibliography (works cited) from which the proposal borrows.
- The research abstract and the proposal are submitted as a Word/RTF document or alternatively as a PDF scan with OCR software.

- (2) All application documents must be sent to the Foundation from the Sylff Steering Committee at the home institution.
- (3) The Sylff Steering Committee at the home institution is responsible for verifying all of the above documents.

**Note:** Sylff Steering Committees are required to have submitted the latest annual program/financial reports of the Sylff Program including a list of Sylff fellows and their contact information (for details, please see the Operational Manual) by the time they recommend their Sylff fellows for this program to the Foundation.

## 2. Selection

Applicants are screened for eligibility and qualifications by the Foundation. Eligible applications are reviewed by outside experts from an academic perspective. Based on the experts' reviews, the Tokyo Foundation makes the final decision.

## 3. Application deadlines

Applications are received by the Foundation three times a year in the Tokyo Foundation's fiscal year 2010, which is from April 2010 to March 2011. Applicants should apply for a round that suits their research schedule. Applications received by e-mail or fax by the deadline will be accepted, but hard copies must be received afterward. Late applications or incomplete applications will not be accepted. (application must be received by the Foundation by these dates)

### 1st Round (Already Closed)

Application deadline	May 10
Notification of selection outcomes	By June 15
Disbursement of the awards	By July 15

### 2nd Round

Application deadline	September 30
Notification of selection outcomes	By October 29
Disbursement of the awards	By November 30

### 3rd Round

Application deadline	January 30
Notification of selection outcomes	By February 25
Disbursement of the awards	By March 25

#### Note:

- The Sylff fellow will be responsible for all communications and arrangements with the prospective host institution. Assistance by the Sylff Steering Committee will be appreciated.
- An Agreement shall be signed among the selected fellow, his/her home institution, and the Foundation for award disbursement. Awards will be remitted to a designated bank account of the fellows' home institutions; no stipends can be sent to individual fellows.
- It takes 1.5 to 2 months to complete the bank transfer after notification of the selection outcomes.

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Inquiries and applications should be directed to:

Scholarship Division, The Tokyo Foundation  
Attn: Sylff Research Abroad Coordinator  
The Nippon Foundation Bldg. 3<sup>rd</sup> Floor  
1-2-2 Akasaka, Minato-ku  
Tokyo 107-0052 Japan  
Tel: +81-3-6229-5503  
Fax: +81-3-6229-5507

Email: scholarship [a] tkfd.or.jp \*[a] must be replaced by @.