



## Sylff Research Abroad (SRA)



CALL FOR APPLICATIONS for FY2014

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 in a foreign country. Until last year, candidates were required to conduct their SRA research as a nondegree student at a foreign institution of higher learning. This year, they will be considered for an award for research also conducted at research institutes, think tanks, non-governmental organizations, private firms, etc., provided a letter of reference is submitted as part of the application. The Tokyo Foundation will provide a maximum of US\$5,000 for each successful applicant.

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

#### **1. Eligibility**

The applicant should fulfill the following conditions:

- 1) He/she is a current or past recipient of a Sylff fellowship.
- 2) He/she is currently enrolled in a doctoral program at ANY institution of higher learning.
- 3) He/she intends to conduct research abroad that is directly related to his/her PhD dissertation.

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, received an SRA or Sylff Fellows Mobility Program (FMP) award as a doctoral student.
- Master's degree candidates.

(Notes)

- Sylff fellows who are currently enrolled in master's program are encouraged to apply for SRA when they proceed to a PhD program at any institution of higher learning
- Those whose fellowships were for overseas research may apply, combining such fellowships with an SRA award to enrich their original research plan.

#### **2. Selection**

There are two selection rounds during FY2014, as follows:

- First round: Deadline for application on July 1, 2014
- Second round: Deadline for application on January 11, 2015

Please refer to the "Schedule" section below for details.

#### **3. Research Activities**

- (1) The proposed research in a foreign country must be academic, non-degree, and directly related to the doctoral dissertation being prepared at a Sylff fellow's home institution. The research can be conducted in any country.
- (2) The primary objectives of such research would include:
  - Data and resource collection
  - Interviews and fieldwork
  - Discussions with experts in the country visited

- (3) Other activities, such as auditing of courses and seminars, making presentations in academic conferences, and language learning may be incorporated only if the primary objectives are met. Internship is not regarded as a legitimate primary purpose. We will not accept applications in which the above activities are proposed as major purposes.

\*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 these 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  
Email: kmfisher[a]uoregon.edu (replace [a] with @)
  
- Jadavpur University, Kolkata, India  
Professor Joyashree Roy  
JU-SYLFF Project Director and Professor of Economics, Jadavpur University  
Tel: +91-33-64147760 (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  
Tel: (52-55) 54 49 30 00, Ext. 3243  
Email: oia[a]colmex.mx (replace [a] with @)
  
- Graduate Institute of International and Development Studies, Geneva, Switzerland  
Visiting Programmes  
Email: visiting[a]graduateinstitute.ch (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 schedule for 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**

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. 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 with 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

An application should include the following:

- A confirmation letter from the Sylff steering committee at the 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 reference from the host organization or from a professional living in the country visited who can assess the relevance of the applicant's research (no prescribed form, but it must be written **on the referee's letterhead**)
- 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 this or any other support 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 the following dates (Japan Standard Time).

### First round

Application deadline	July 1, 2014
Notification of selection outcomes	by August 18, 2014
Disbursement of the awards	September 29, 2014
Research starts:	after August 18, 2014

### Second round

Application deadline	January 11, 2015
Notification of selection outcomes	by February 12, 2015
Disbursement of the awards	March 30, 2015
Research starts:	after February 12, 2015

### Notes:

- The Sylff fellow is responsible for all communication and arrangements with the prospective host organization, 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.