

Sylff Research Abroad (SRA)



CALL FOR APPLICATIONS for FY2015

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. SRA awards can be used to conduct research at a foreign institution of higher learning, research institute, think tank, non-governmental organization, or private firm; depending on the nature of research, a host organization may not be required, provided a letter of reference is submitted as part of the application. The Tokyo Foundation will provide a maximum of US\$5,000 per 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 FY2015, as follows:

- First round: Deadline for application is June 30, 2015 (Japan Standard Time)
- Second round: Deadline for application is January 11, 2016 (Japan Standard Time)

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 the fellow's home institution. The research can be conducted in any foreign country.

- (2) The proposed research can be conducted at a foreign institution of higher learning, research institute, think tank, non-governmental organization, or private firm; when conducting fieldwork or similar research, a host institution may not be required.
- (3) The primary objective of SRA research should, as a rule, be one of the following:
 - Data and resource collection
 - Interviews and fieldwork
 - Discussions with experts in the country visited
- (4) Other activities, such as auditing of courses and seminars, making presentations in academic conferences, and language learning, may be incorporated only if the primary objective is met. Internship is not regarded as a legitimate primary objective. We will not accept applications in which the above activities are proposed as major purposes.

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

- University of Oregon, Portland State University, or Oregon State University, USA
Sylff coordinator
kmfisher[a]uoregon.edu (replace [a] with @)
- Jadavpur University, Kolkata, India
Professor Joyashree Roy
JU-SYLFF Project Director and Professor of Economics
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)
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
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 @)
- Jagiellonian University, Krakow, Poland
Sylff Coordinator
Email: rdob[a]adm.uj.edu.pl (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.

(Notes)

- 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, miscellaneous items.
- Once the applicants are selected, they will be asked to provide the information on the bank account which accepts international wire transfers.

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)), to be provided **directly** to the Tokyo Foundation by the supervisor
- A letter of reference from the host organization or (in case the proposed research is not conducted at a host institution) from a professional living in the country to be 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, he/she 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 supervisor at the home institution, are to be emailed to the Foundation by the applicant. The letter of recommendation should be emailed by the academic supervisor. 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 | June 30, 2015 |
| Notification of selection outcomes | by August 18, 2015 |
| Disbursement of the awards | September 29, 2015 |
| Research starts: | after August 18, 2015 |

Second round

| | |
|------------------------------------|-------------------------|
| Application deadline | January 11, 2016 |
| Notification of selection outcomes | by February 12, 2016 |
| Disbursement of the awards | March 30, 2016 |
| Research starts: | after February 12, 2016 |

(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.
- The selected Sylff fellows are responsible for providing the information requested within the timeframe set by the Foundation.
- 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.