

JSPS Alumni Club Activity Seminar for FY2019:

Guidelines and Application Forms

Deadline for applications: June 30, 2019

The JSPS Stockholm Office offers financial support for activity seminars organized by members of the JSPS Alumni Club in Norway (ACN). All board and regular members are eligible to apply for activity seminar funding.

1. Purpose of the Activity Seminars

The purpose of the activity seminars is to maintain and encourage contact between JSPS Alumni Club members; to strengthen the members' relationships with Japan and Japanese researchers; to provide information about and to promote JSPS fellowships. In light of this, it is preferable that the theme of the seminar contributes to the promotion of the scientific exchange between Japan and Norway. It is also desirable that researchers from different educational background and/or research institutions are included as guest speakers.

2. Framework and Guidelines of the Activity Seminars

- Application process is open from **May 1, 2019 until June 30, 2019**.
- Open to any research field at higher education institutions
- To be held for 1-2 days from June until February the following year
- To be held at a university or other public space
- Targeting about 50 participants
- With the possibility to invite one acquainted Japanese researcher from Japan
- Aiming at attracting and gathering young researchers
- To promote the activities of JSPS and its fellowships (e.g. distribution of JSPS leaflets, speeches by alumni etc.)

3. Eligibility

Only registered board members and regular members of ACN are eligible to apply.

4. Number of Accepted Applications

One activity seminar will be granted financial support.

5. Related Expenses

(1) Expenses Supported by the JSPS Stockholm Office

- Travel expenses and accommodation cost for one participating Japanese lecturer according to the JSPS Travel Expense Policy.
- Domestic travel expenses and accommodation costs for the other lecturers living in Norway according to the JSPS Travel Expense Policy.
Please note that depending on the number of lecturers, the JSPS Stockholm Office may not be able to cover all expenses.
- Cost for holding the reception.

**Note: The JSPS Stockholm Office has to complete accounting in March each year due to the closing of the Japanese fiscal year.*

(2) Expenses expected to be supported by the host institution or other funding source

- Costs for holding the seminar (venue fees and technical support)
- Material printing
- Food and drinks other than the reception if necessary
- Honoraria for staff or students helping with seminar arrangements if necessary

(3) Daily allowance and honoraria for lecturers

JSPS Stockholm is not able to pay daily allowance or honoraria for lecturers.

Please consider other funding sources and kindly inform your invited speakers on this matter accordingly.

6. Selection Procedure for Activity Seminar FY2019

May 1, 2019 – June 30, 2019: Call for seminar applications.

July: The board of the ACN will review the seminar applications and select the seminar to be granted support.

The JSPS Stockholm Office makes supporting allocations based on the budgetary conditions of ACN.

7. Documents to be submitted

When a decision has been made, the successful candidate will be asked to submit the following documents:

Before the seminar:

- A seminar schedule
- A list of participants
- A schedule of the Japanese speaker's visit

After the seminar:

- A report of approximately one A4 page, to be published in our English and Japanese newsletter. The English report will also be reviewed by the ACN board members. The report(s) may be written by the organizer and/or the Japanese speaker.

8. Application Procedure

To apply for activity seminar funding, please download the following documents and submit the application form:

- (1) Guidelines (Reference)
- (2) JSPS Travel Expense Policy (Reference)
- (3) Application form (Document to submit)

Completed application forms and scanned supporting documents should be sent to:

jspsto@jspsto.com