**Grant for Overseas Research by the Division of Graduate Studies (DoGS)**

**Planning Sheet for Overseas Travel (Short-Term)**

|  |  |  |  |
| --- | --- | --- | --- |
| Entry year | Graduate School/Department | | Program/Year Level |
|  |  | |  |
| Student ID Number | |  | |
| Full name  (Name in KATAKANA) | | ( ) | |
| Supervisor’s Name | |  | |
| Grant Amount Applied | | yen | |

|  |  |
| --- | --- |
| [Project Name (No more than 30 words)] | |
| [Country/Region of the destination] | [Travel Period]  From (month) to (month) (About days) |
| [Project plan] \*The Planning Sheet should be a maximum of 2 pages in total. You can delete the notes and criteria in this column.  Criteria   * The purpose of the planned travel, its goals, and the results to be obtained must be clearly stated. * The applicant should describe how the planned travel will be utilized in future research activities and career development. * The plan should be concrete and sufficiently expected to be realized. (If the applicant plans to conduct research at an overseas university or other research institution, prior negotiations between the applicant and the overseas host researcher must have been sufficiently conducted.) * The plan should recognize the possibility of risks to travel and consider preventive and responsive measures. * The applicant must have a plan for the use of the scholarship.   \* Please describe in detail if part of the travel and accommodation expense will be covered by Support for Pioneering Research Initiated by the Next Generation presented by the Division of Graduate Studies (SPRING) or Science and Technology Innovation Creation Fellowship or if you will receive (or expect to receive) financial support from a laboratory, foundation, etc.  \* This grant is not used in conjunction with other financial assistance if the applicant is already receiving sufficient support or if it constitutes duplicative support. | |
|  | |
| [Breakdown] \*Example (Please delete the example below when applying)  [Traveling] Kansai International Airport – XX Airport　Tickets (Return trip): 000000 yen  [Accommodation] Accommodation fee (00000 yen /per night × 00 nights):　　 000000 yen  [Others] Program fee, tuition, insurance, etc.: 000000 yen    \*(If applicable) Other financial support: 000000 yen of scholarship from XX Foundation.  　　　　　　　　　　　　　　　　　　　Flight tickets are covered by SPRING.  Amount to apply:　　　　　　　　yen  \*Should be the same amount written in the above form. | |

\*Should be typed.

\*Written in either Japanese or English.

\*Submit in Word format and the document’s name should be “Planning Sheet for Overseas Travel\_full name”.