

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

## **Application Guidelines for Short-Term Travel (Second Semester of AY2025)**

### **1. Purpose**

The Division of Graduate Studies (DoGS) of Kyoto University provides grants for overseas research to strengthen the internationalization of graduate education. The grant is intended to financially support Kyoto University graduate students who travel abroad for short-term activities such as research presentations at international conferences, field research, research guidance at overseas laboratories, or joint research overseas.

Applications will be accepted twice in AY2025: once in the first semester and once in the second semester. Each round has two categories: Short-Term (13 days or less) and Medium- to Long-Term (14 days or more). You may apply to only one category per round. (e.g., you cannot apply to both categories in the same semester.) If not selected in the first semester, you may revise your plan and reapply in the second semester, including switching categories.

However, if you are selected in the first semester, you cannot apply to either category in the second semester.

### **2. Grant Amount**

The grant amount will be determined by the screening committee based on the requested amount.

Up to **600,000 yen** per applicant will be provided as a scholarship.

\*In principle, the grant will be provided prior to travel.

\*Applicants must specify the requested amount and provide a detailed breakdown in the Planning Sheet for Overseas Travel.

\*Recipients may be required to return the grant if they fall under any of the cases listed in section 8(3) of this guideline.

\*Please note that expenses already paid through internal university budgets cannot be reimbursed by this grant. However, personal expenses (out-of-pocket payments) may be reimbursed upon selection.

### **3. Number of Scholars**

Approximately 20-40 students.

### **4. Eligibility and Requirements**

Applicants must meet all of the following requirements:

- (1) Remain enrolled at Kyoto University as a full-time student (except those who are taking a leave of absence) when applying for and implementing the project and recommended by a supervisor.
- (2) The total travel period must be **13 days or less**, including the departure and return dates.
- (3) The planned travel must commence between September 1, 2025, and April 30, 2026.
- (4) Confirm in advance the relevant criteria and procedures for overseas travel stipulated by your graduate school, and obtain permission from it before the start of the travel. If the applicant does not obtain permission from the graduate school before the start of the travel, the travel must be canceled.
- (5) In sound health to conduct a research project overseas.
- (6) Be fully aware of the risks of staying abroad and be self-disciplined since overseas activities are solely at your own risk.
- (7) Purchase overseas travel insurance with unlimited coverage for medical treatment and rescue expenses.
- (8) After acceptance, submit a letter of consent for dispatch from a supervisor before the start of the trip. The name, affiliation, and plans of the selected candidates will be made open to the public.
- (9) Submit the report two weeks after the return from the travel. (The report will be made open to the public.) The scholars may be asked to return the grant if the report is not submitted.
- (10) Watch a video of an overseas travel safety briefing (available on-demand) designated by the university. If you do not watch the video, you will not be allowed to travel abroad.
- (11) One person will be accepted only once per academic year. If selected in the first semester, the applicant is not eligible to apply in the second semester for either category.
- (12) You may receive this grant together with other funding, as long as it does not cover the same expenses. For example, using other funding for airfare and this grant for accommodation is acceptable. However, claiming the same cost (e.g., airfare) from both sources is considered duplicate funding and is not allowed. Be sure to check by yourself whether combined use is allowed by the other funding source.

### **5. Screening Method**

Documentary screening based on the Planning Sheet for Overseas Travel

\*An interview may be conducted depending on the application content.

## 6. Screening 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.
- Incomplete documents, such as a Planning Sheet for Overseas Travel exceeding the maximum of two pages, will result in disqualification.

## 7. Application Procedure

### (1) How to Apply

#### ① Prepare the Planning Sheet for Overseas Travel and Recommendation Letter.

(Download the format from the website below of the Division of Graduate Studies)

Website URL:

<https://www.kugd.k.kyoto-u.ac.jp/en/office/#p03>

\*Planning Sheet for Overseas Travel should be typed and written in either Japanese or English. Submit in Word format and the document's name should be "Planning Sheet for Overseas Travel\_ full name."

\*Recommendation Letter needs a supervisor's signature and the application will not be screened without the signature. Submit a scanned Recommendation Letter (ex. pdf., jpeg., png. format), and the name of the document should be "Recommendation Letter\_ Student's full name".

#### ② Apply online

Enter the information required and upload the Planning Sheet for Overseas Travel and Recommendation Letter separately. Please note that once uploaded, the documents cannot be withdrawn or modified. Please ensure to review thoroughly before uploading the required documents.

Online application form URL:

<https://reg31.smp.ne.jp/regist/is?SMPFORM=nfkf-mapime-01fe54c2f0a9eacc4487f9264fc4960e>

### (2) Schedule

◇Application Deadline: Monday, August 18, 2025, at noon (JST)

\*Please note that responses to inquiries made just before the deadline may not be available before the deadline. Also, due to the Obon holiday period in Japan, responses may take longer than usual. Please prepare your documents well in advance and upload them via the application form.

◇Notification of Results: Mid-September(via email)

◇After selection: Submission of a Letter of Consent from a supervisor and necessary documents for scholarship transfer (details will be provided later)

\* Depending on the departure date, the grant may be transferred during or after travel.

## 8. Notes for Successful Applicants

- (1) In principle, no change is permitted after acceptance. If changes are unavoidable, prior application and approval must be needed.
- (2) If necessary, you may be asked to submit documentary evidence. Therefore, please be sure to save all transportation tickets and receipts used for flights and travel, hotel receipts, etc., so that you can be held accountable for the use of your scholarship.
- (3) The scholars may be asked to return part or all of the grant if any of the items listed below are applicable:
  - Failure to make the trip.
  - If it is discovered that the grant funds have been used for purposes other than those specified in the approved application.
  - Failure to submit the report by the deadline.
  - If there are any doubts about the actual activities reported after the travel.
  - Find inappropriate behaviors as a student of Kyoto University in the research field.
  - Find inappropriate facts such as violation of any of the items listed in the application guidelines.

- (4) The grant amount will not be increased or decreased once it has been determined.
- (5) Information such as the name and affiliation of successful applicants will be publicly disclosed on the website of the Division of Graduate Studies.

**9. Contact**

Division of Graduate Studies

Email: [kikaku-graduate@mail2.adm.kyoto-u.ac.jp](mailto:kikaku-graduate@mail2.adm.kyoto-u.ac.jp)

**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 cannot be used in conjunction with other financial assistance if it constitutes duplicate funding.

[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".