

**The Japan Foundation Travel Support for
Attendees to the 2019 AAS-in-ASIA Conference in Bangkok
Application Instructions For Scholars from ASEAN Countries**

1. Program Description

This travel support gives assistance to emerging young Asian scholars to attend the AAS Annual Conference held in Bangkok from July 1 to 4, 2019. By doing so, the Japan Foundation hopes to support scholars' academic career development as well as to create stronger network cultivated among Japan scholars in Asia, North America, and Japan.

2. Eligibility

Applicants shall fulfill all the followings:

- (1) Scholars who have obtained Master's degree and above;
- (2) Scholars who can participate in the conference for the full duration, from July 1 to 4, 2019. To attend the conference, scholars shall arrive in Bangkok on June 30 and leave July 5.

3. Application Procedure

Please submit the "Application Form" and other documents specified on the form by e-mail to the Japan Foundation, Center for Cultural Exchange in Vietnam. The deadline is February 28, 2019.

4. Items to be Provided

- (1) Conference registration fee;
- (2) Airfare for a round trip between the nearest airport from ones residence and Donmuang /Suvarnabhumi International Airport. The Japan Foundation only covers cost for discount-economy tickets less than USD 500.00. Exceeding amount shall be borne by awardees;
- (3) Accommodation for 5 nights (Check-in: June 30, Check-out July 5).
*Provided in-kind / Awardees must stay in the hotel provided by the Japan Foundation.

5. Selection Policy:

Higher priority is given to:

- (1) Emerging scholars who are teaching about Japan at the higher educational institutions;
- (2) Scholars whose panel/paper proposal has been accepted by the AAS Program Committee;

6. Basic Terms and Conditions:

- (1) Awardees are required to arrive a day before the conference starts (June 30, 2019) and leave a day after the conference ends (July 5, 2019) to/from Bangkok area to cover the whole duration of conference and related activities of the Japan Foundation;

- (2) Awardees must stay in the accommodation provided by the Japan Foundation;
 - (3) Awardees are required to attend at least 5 panel sessions related to Japan, and shall report on those panels in their final report;
 - (4) Awardees are required to attend meetings/events held by the Japan Foundation scheduled before and after the conference. The detail will be provided later;
 - (5) If awardees were found not following the above, the Japan Foundation may ask you for refund of costs that the Japan Foundation bore for the awardees;
 - (6) If awardees decided not to attend the conference after they submit the “acceptance form”, the Japan Foundation may ask you for refund of costs that the Japan Foundation bore for the awardees;
 - (7) Awardees must submit a final report by July 31, 2019;
 - (8) Awardees must obtain necessary visa for entry to Thailand, and bear the cost;
 - (9) This travel support provides financial assistance but does not cover the whole cost of travel. Items not covered in the above “4. Items to be Provided” and/or amount exceeding the limit must be borne by the Awardee. Also, the Japan Foundation strongly recommends the awardees to acquire travel insurance by themselves;
 - (10) Awardees agree that the photos taken by the Japan Foundation may be used for its publication and/or web media.
7. Disclosure of Information:
- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, project descriptions) could be made public in the Kokusai Koryu Kikin Jigyo Jisseki (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials;
 - (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140; December 5, 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by law as not to be disclosed);
 - (3) There may be cases in which the project reports and other related publication are released to the public.
8. Handling of Personal Information:
- (1) The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003) and other applicable laws. Details of the Japan Foundation’s privacy policy can be reviewed at the following website: <http://www.jpf.go.jp/e/privacy/> ;
 - (2) The Japan Foundation uses personal information on the application materials, project reports, and other related publications for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
 - A) Details of the awardees such as awardees’ name, gender, job and position, affiliation, project duration, and project description, etc., are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the

Japan Foundation), the Annual Report, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes;

- B) There may be cases in which these information are released to the following organization and institution:
 - (a) Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc., at the place where the recipient lives in order to prepare a visa, etc;
 - (b) Such companies as airline, transportation, and/or travel agency in order to arrange tickets for travel.
 - C) There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information;
 - D) There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended;
 - E) There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other activities related with the Japan Foundation.
- (3) Information, such as the awardees' name, gender, occupation and position, affiliation, project theme, and E-mail address, will be shared to other awardees for the purpose of exchange of information among them;
 - (4) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy;
 - (5) It is considered that by applying to this program, applicants agree to the use of personal information for the above-mentioned policy.

9. Ensuring the Necessary Safety and Security:

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as checking if there are any security alerts issued in the countries or cities where your project is taking place.

10. Results Notification:

Results will be announced by the end of March, 2019.

11. Contact:

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