

# Japan Foundation Endowment Committee

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## FURTHER PARTICULARS

### **Background and Remit**

In 1974 the Japanese Government, through the Japan Foundation, made a donation of 300 million yen (then worth £455,000), the income from which was to be used for the promotion of Japanese Studies in the universities of the United Kingdom. The disbursement of this income is the responsibility of the Japan Foundation Endowment Committee (JFEC), set up under the auspices of the former University Grants Committee. The secretariat is based in the office of the British Association for Japanese Studies and the University of Sheffield provides the financial administration of the endowment on behalf of the Committee. Membership of the JFEC, however, is drawn from across the UK Japanese Studies academic community, and the Committee operates independently of any single higher education institution.

JFEC's current remit is to provide small grants to support research in Japanese Studies by staff and doctoral research students in degree-awarding institutions of higher education in the United Kingdom. "Japanese Studies" is interpreted as covering research on any aspect of Japan within the humanities or social sciences (which may include comparative studies).

At present, the Committee is also able to offer additional funds, made available under the Anglo-Japanese History Project, to support research in the field of Anglo-Japanese history and would particularly encourage applications from researchers and supervisors of PhD students working in this area. Standard JFEC conditions and procedures apply.

*The JFEC is a separate body from the Japan Foundation, which has a wider remit and offers a range of funding programmes for Japan-related activity. Prospective applicants to the JFEC wishing to check whether the Japan Foundation can more appropriately support their work should contact it at Russell Square House, 10-12 Russell Square, London WC1B 5EH (Telephone 0207 436 6695, Fax 0207 323 4888) or visit [www.jpff.org.uk](http://www.jpff.org.uk).*

### **Available Funding**

The Committee is able to consider applications for funding to support contributions to Japanese Studies research (subject to the conditions set out below) by staff and doctoral students in UK universities, in categories including the following:

- travel and subsistence costs associated with fieldwork or other forms of research on Japan

- the purchase of research materials
- workshops or other forms of research related event
- partial additional support for doctoral students, including limited funding for essential but otherwise unfunded Japanese language training and assistance to enable those at an advanced stage in their study to bring their work to a successful conclusion

Unfortunately the Committee **cannot** consider requests for funding to support:

- long-term commitments such as the establishment of permanent posts or the erection of permanent or temporary buildings
- course development, student coursework or research towards Master's dissertations
- salaries or payments for teaching replacement/buy-outs, secretarial assistance or translation work
- copying expenses
- the purchase of equipment and/or software.

The JFEC's resources are limited, and a grant may be made as a contribution towards a project without necessarily providing the full amount requested.

Most grants are around £1,000 – £2,000, and a grant exceeding £5,000 is unlikely to be awarded.

Preference will normally be given to applicants who have not received recent support from the Committee, and a second award within two years may be considered unlikely. (This restriction does not apply to applications on behalf of students.)

### **Travel and Subsistence Rates**

The Committee needs to satisfy itself that all awards can be justified in terms of actual (and realistic) costs and value for money and operates with the following standard rates:

- **travel:**

the Committee will contribute towards the cost of a return airfare for Japan-related research. If the airfare is between the UK and Japan, the maximum contribution will normally be £700.

For fieldwork in an overseas location other than Japan, for which the airfare may be lower, the contribution will be correspondingly less.

- **subsistence:**

rates for subsistence (*including accommodation and local travel*) in Japan are limited to maxima of £60/day for periods of up to 28 days and £40/day thereafter for not more than a further 56 days, making a maximum of 84 days in all.

Where applicants are able to stay with family or friends, and hence not claim the maximum subsistence rate, the Committee would much appreciate the resulting conservation of funds.

If a grant is made towards subsistence for fieldwork in an overseas location other than Japan, the above rates are likely to be varied.

Any grant made for overseas fieldwork will provide only for the travel and subsistence costs of the researcher concerned and any associated research costs approved by the Committee; funding cannot be provided for dependants.

### **SEE FURTHER PAGES FOR:**

- **APPLICATION PROCEDURES & CONDITIONS**
- **GUIDELINES ON COSTINGS & CLAIMS**

## APPLICATION PROCEDURES & CONDITIONS

1. The Committee normally meets twice each year, in late May and late November. Relevant **closing dates for receipt of applications are 15 April and 15 October** respectively.
2. Applicants must be members of staff of UK degree-awarding institutions; **applications may not be made directly by students.**
3. Applications must be made on the appropriate form.
4. **The application must be countersigned by the applicant's Head of Department and by an identified "Administrative Authority".** The latter must be empowered to commit the applicant's institution to the management of any grant awarded, and is normally the Director of Finance/Head of Research Office, or nominee. (In formal terms, grants are awarded to institutions for use for specified purposes by named individuals.)

**The Administrative Authority should note that the award of a JFEC grant entails an ADVANCE financial commitment by the institution concerned. A grant will be reimbursed to the institution in arrears, after completion of the project for which it was awarded and after approval by the Committee of a written report from the staff member concerned and a financial statement.**

5. An application for a grant must include a background description of the research project concerned, including the research questions which it is designed to answer, the methodology used, and the publications or other outputs expected, together with a full statement of the planned programme of work for which the grant is sought and how this fits into the overall project.
6. The application should also indicate the extent of any contribution which the institution is to make to the project concerned. It is a condition of any grant awarded that it will be additional to any other expenditure on Japanese Studies already made or planned by the applicant's institution; the Committee takes careful note, in considering applications, of the extent and nature of institutional contributions as described on the application form.
7. All material submitted in applications must be typed. To provide a common framework against which bids can be judged, the Committee requires a **brief curriculum vitae** from each applicant, and for all other persons fundamentally involved in the project proposed (including doctoral students). **A curriculum vitae should give background information relevant to the bid, but must not exceed two A4 sides.**
8. Applications will be considered on behalf of doctoral research students for supplementary funding to help meet additional research costs, and in particular, those arising from fieldwork in Japan. All applications for grants for doctoral research students must be submitted through the supervisor or tutor concerned, using the application form, and must be accompanied by a confidential statement of support. Brief *curricula vitae* must be provided for both student and supervisor.

### **DIRECT APPLICATIONS FROM STUDENTS ARE NOT ACCEPTED.**

9. Partial support to enable a doctoral student to complete their thesis can be considered in exceptional circumstances but an award would normally be made only after completion of at least three years full-time research on the project concerned. An application for support in such circumstances would be considered on its merits, having regard to quality, the promotion of Japanese Studies in the UK, and the availability of funds.
10. Applications may be made for funds to assist with the purchase of books and other library materials **provided that these are needed specifically for defined research purposes** and that an adequate case is made for purchase rather than borrowing. A list of the materials proposed must be included, together with a statement of the provision currently made by the applicant's institution for similar materials relating to Japanese Studies. Materials purchased with JFEC grants must normally be deposited in an appropriate institutional library after completion of the research concerned. Institutions should not rely on regular funding from the Committee for the provision of materials: recurrent acquisitions, such as periodicals, cannot be funded.
11. **Applicants should submit the following to the JFEC Executive Secretary :**
  - (a) An ELECTRONIC VERSION of the completed sections A and B (or C, as appropriate), together with the relevant CVs sent as email attachments to [admin@jfec.org.uk](mailto:admin@jfec.org.uk) to arrive **by the specified closing date**. (This will be circulated to the committee for assessment purposes).

(b) A HARD COPY of the full completed application form, including section D signed by the appropriate financial authority, to follow by post to the JFEC Executive Secretary. This must arrive no later than two weeks after the closing date and will constitute the definitive version of your application for the JFEC's records.

All applications will be acknowledged, and **the reference number given in the acknowledgement must be quoted in all subsequent correspondence.**

Late applications will be deferred to the next meeting. Early application is welcomed in case additional information has to be sought.

12. Following the JFEC selection meeting, applicants will be notified of the decision. The decision of the Committee is final and the JFEC is unable to discuss unsuccessful applications.

**The hard copy application, including Section D with the signatures of the institutional financial authority, MUST be received by JFEC before any grant award can be fully confirmed.**

13. A grant is awarded specifically for the programme of work outlined in the application and it is expected that there will normally be no change in that programme for the duration of the grant. It is recognised, however, that circumstances may arise in which some change in the use of funds is required and, in such a case, the Committee would be prepared to consider a request to amend the terms of a grant. **Prior permission must be sought from the Committee in writing for any change in the use of funds.**

In cases where a substantial change is sought - to provide for an additional trip to Japan, for example, or to fund what could be deemed a separate project - grant-holders may be required to submit a new application for consideration by the Committee at its next meeting. **The Committee reserves the right to refuse any such request, and will settle only those claims which relate to the use of funds which it has approved.** Advice on the most appropriate course of action in particular circumstances may be obtained from the Executive Secretary of the Committee.

14. A grant-holder is required to **submit a textual report** on the work undertaken with the aid of the grant **not more than twelve months after the award** (or twelve months after confirmation/approval of any revised start date). A reminder letter will be sent at the appropriate time. A template for the **FINAL REPORT** will be provided and reports, when completed, should be approximately three pages of A4, single-spaced. **Where the grant has been made on behalf of a student, it is the responsibility of the supervisor (i.e the grant holder) to write the report on the use made of the grant.**

15. A Financial Claim (but NOT an invoice) should also accompany the textual report. A standard **FINANCIAL CLAIM FORM** is provided for the 'statement and breakdown of expenditure', which must be counter-signed by the Administrative Authority in the grant-holder's institution.

If the project has not been completed, a further report will be required at an appropriate later stage. **Failure to submit a report may lead to the applicant's institution as a whole being excluded from further grants until the report is received.**

16. Any material published by successful applicants as a result of having obtained a JFEC grant must include an acknowledgement of the support received. A copy of the publication details, and of the page which includes the acknowledgement of the Committee's support, should be sent to the Executive Secretary. The JFEC reserves the right to publish details on its webpage and in its Annual Report of all awards granted.

17. Grants are awarded for projects to be undertaken within the time frame specified in the application. It is accepted that there may occasionally be good reasons for a delay in the work. **However, in order to ensure the currency and relevance of projects for which awards are made, it is a condition of JFEC grants that the work for which they are awarded must be completed, and funds claimed, within a maximum of three years of the notification of award.** Any request for a delay in starting within that period should be sent to the Executive Secretary no later than one year after an award is made. The request should include the reasons for the delay and the expected new start date. **A grant will lapse three years after the date of award (or the date of approval of a deferment) and it will not be possible to submit claims for reimbursement against it.** If funding is still required for the project in such a case, it will be necessary to re-apply in accordance with the above procedures.

18. Expenditure is normally reimbursed in arrears. **The Executive Secretary will ask the appropriate Administrative Authority in the institution concerned to submit an invoice for reimbursement of a grant AFTER APPROVAL by JFEC of a report from the grant-holder.** The grant number must be quoted on the invoice, and the claiming institution's bank details should be given, as payment will be by BACS transfer. It should be noted that the Committee will not reimburse bank charges incurred by a

grant-holder in connection with a project, and claims for reimbursement should therefore not include such charges.

## **GUIDELINES ON COSTINGS & CLAIMS**

The JFEC is perhaps unique among Japan-related funding sources in the UK in being organised both for and by the Japanese Studies research community. It strives to make its application and reporting procedures as user-friendly as possible and to provide flexible funding that can be tailored to the requirements of individual projects.

Its practice is to meet the costs incurred by projects, in arrears, and it relies on the financial administrations of grant-holders' institutions to verify expenditure accounts before claims for reimbursement are submitted to JFEC (on the financial report form).

The Committee asks applicants to make as good an estimate as they can of the likely costs of their projects, but recognises that researchers may need to adjust the allocation of their expenditure, as their projects proceed. JFEC is therefore prepared to approve final financial reports which have a small degree of movement of funds between the categories of expenditure set out in the original budget for the project, subject to the following limits:

- Contributions to air-fares to Japan (including transport to/from airports) will not normally exceed £700.  
If exceptional factors might make a larger contribution justifiable, applicants should explain why in their application; Claims should indicate the actual amount paid;
- Contributions towards subsistence in Japan – defined to include accommodation, food and day-to-day local transport – will not exceed £60 per day for the first 28 days and £40 per day for the subsequent 56 days. Where subsistence in other countries is requested, applicants should explain the basis on which their estimates are made. When claiming for subsistence, grant-holders should indicate the number of days involved;
- Any books or other non-ephemeral materials purchased with JFEC funds must be placed in the grant-holder's institutional library at the end of the project;
- Major changes in the uses to which grants are to be put must be approved by the JFEC in advance;
- The total sum claimed must not exceed the amount awarded (as stated in the award letter).

The Committee looks favourably on applications that make sensible and economical use of funds – for example, where applicants can economise on subsistence costs by staying with friends or relatives in Japan – and it will use its own knowledge and experience in judging whether or not costs are reasonable and justifiable, in the light of the project's objectives.

The JFEC's funds are limited and vary with returns on the financial assets in which its capital is held, so that the Committee relies on the co-operation of applicants and their institutions in its efforts to make available resources go as far as possible in support of high-quality research on Japan in this country.