

**Meijo Asian Research Center, Meijo University**  
**2017 Asian University Faculty Collaborative Research Assistance Program**  
**Application Guidelines (For Researchers)**

**Overview**

**1. Objective**

This program is an assistance program established in the Meijo Asian Research Center in 2014, with the objectives of strengthening networks with Asian universities, research institutes and researchers, and advancing academic research and international exchange at the Asian Research Center in Meijo University's Office of International Affairs and.

**2. Eligibility for Invitation**

The program is open to researchers who have citizenship of an Asian country other than Japan who belong to a Asian (other than Japan) institution (university, national government institution, or institution established by a non-profit organization) at the time of application, and who will conduct collaborative research with full-time professors, associate professors and research assistants of Meijo University.

\* Meijo University and its accommodation facilities are completely smoke-free zones (there are no smoking-permitted areas), so smokers cannot be accepted for this program. Also, because the research period under this program is relatively short, to ensure that they can dedicate themselves to their research, participants may not be joined by their partners or families. Please keep these points in mind when applying for the program.

**3. Invitation (Research) Period**

The invitation (research) period will be for **30 days to two months**, beginning on July 10, 2017 and ending on later than March 23, 2018. ( due to availability of the accommodation managed by Meijo University)

**4. Research Funds**

A **maximum of ¥1,000,000 in total** for collaborative research, travel, and living expenses during the guest researcher's stay in Japan will be paid. The first payment will be processed after the guest researcher's arrival in Japan has been confirmed and the necessary procedures have been carried out, including the submission of the required documents. This will be approximately one week to ten days after the documents have been submitted. The guest researcher is asked to temporarily cover any living expenses during this period.

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| (1) Collaborate research expenses | ¥40,000 per month             | The number of days, counting from the day of arrival in Japan, will be converted to months, and the amount calculated by multiplying the monthly amount by the number of months will be paid. Any fractions of months will be rounded up.   |
| (2) Living expenses               | ¥160,000 per month            | The number of days, counting from the day of arrival in Japan, will be converted to months, and the amount calculated by multiplying the monthly amount by the number of months will be paid. If there is a fraction of a month that is less than 15 days, the amount for that period will be reduced to 50% of the monthly amount.               |
| (3) Travel expenses               | Actual cost of return airfare | The actual amount of the most economical route from the guest researcher's residence, up to a maximum of ¥100,000 each way, will be paid. The airfare class shall be economy, and the fare for the return leg will be paid only if the guest researcher returns to his or her home country within one month after the end of the research period. |

\*For non-residents, the funds paid by Meijo University will be taxable as income. Accordingly, Meijo University has a duty to withhold income tax. The taxpayer category will be "non-resident" and tax will be withheld at source at the rate of 20.42%. (e.g. if the amount granted is ¥200,000, an amount of ¥40,840, equivalent to 20.42% of the non-resident tax rate, will be deducted, and the researcher will receive an amount of ¥159,160.

**5. Change of Research Period**

No extensions of the research period will be granted, but if either the guest researcher or the host wishes to shorten the research period, an Application for Amendment of Research Period should be submitted to the University President via

the Faculty Dean, etc.

## 6. Temporary Return to Home Country

(1) If the guest researcher wishes to return to his or her home country temporarily during the research period, notice must be given to the Meijo Asian Research Center via the full-time Meijo University faculty member with whom the guest researcher is conducting collaborative research.

(2) With the exception of cases in which the reason for the temporary return is to conduct necessary research activities based on the collaborative research, research funds will not be paid while the guest researcher is out of Japan.

(3) Airfares and other expenses required for such temporary return to the guest researcher's home country will not be paid under the program.

## 7. Submission of Report

(1) A Program Completion Report must be submitted at the end of the program. The overseas researcher will also be asked to contribute articles to the Asia Research Center's newsletter and other public relations media. If these requirements are not complied with, the overseas researcher may be ordered to repay all or part of the research funds and may be disqualified from applying for this program in the future.

(2) On completion of the research at Meijo University, if the research results, including the outcomes of the research, are to be released publicly (publication in academic journal, publication of book, etc.), a copy of the published work is to be supplied to the University.

## 8. Intellectual Property

If intellectual property rights are to be obtained as a result of the collaborative research, the two institutions will consult with each other.

## 9. Accommodation

(1) The guest researcher may use one of the Researcher Guest Rooms (single-occupancy one-room type) managed by Meijo University. It is strictly prohibited for any person other than the guest researcher to stay in the room. Smoking and the wearing of outside shoes in the room is also strictly prohibited. If the room is damaged or any of its appointments are lost, the guest researcher will be asked to pay for repairs or replacement.

(2) Rent of ¥40,000 per month (including electricity and water) will be payable for use of the Researcher Guest Room.

(3) If the period of occupancy of the Researcher Guest Room is less than one month, rent payable will be calculated at the daily rate multiplied by the number of days of occupancy.

(4) Rent will still be payable even if the Researcher Guest Room is not used for a period due to a temporary return to the home country or other reason.

## Application Documents

The following documents are to be submitted to the full-time faculty member of Meijo University with whom the guest researcher will conduct collaborative research.

\* Be sure to apply through a full-time faculty member of Meijo University. (Any documents sent directly to the Center will not be accepted.)

If electronic files of the forms are required, they will be distributed by the full-time faculty member.

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| <p>(1) <b>Application for Intake of Overseas Guest Researcher (Form 1)</b><br/>(2) <b>Information on Overseas Guest Researcher Candidate (Form 2)</b><br/>(3) <b>Certificate of Employment (Form 3) ... No particular format required</b><br/>(4) <b>Other documents required by the Asian Research Center</b><br/>* <b>Please attach something that shows the details of the candidate's home institution.</b></p> |
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## Application Period

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| <b>Deadline for submission of documents to full-time faculty member conducting collaborative research</b> | <b>* Please ask the host faculty member</b> |
| <b>Deadline for application to Meijo Asian Research</b>   | <b>Friday, 2 June 2017</b>                  |

## **Selection and Notification**

Selections will be made by the Asian Research Center Steering Committee and International Exchange Committee. Applicants will be notified of the outcomes of the selection process through the Faculty to which the host faculty member belongs.

A letter of invitation will also be sent from the President of Meijo University.

## **Documentation for Intake Procedure**

After a decision to accept the applicant has been made, the following documents are to be submitted to the full-time faculty member of Meijo University with whom the guest researcher will conduct collaborative research.

If electronic files of the forms are required, they will be distributed by the full-time faculty member.

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| <ol style="list-style-type: none"><li>(1) <b>Certificate of receipt of last degree (any format)</b></li><li>(2) <b>List of research achievements</b></li><li>(3) <b>Written consent from home institution (Form 4)...other formats also accepted</b></li><li>(4) <b>Letter of commitment (Form 5)</b></li><li>(5) <b>Copy of passport</b></li><li>(6) <b>Other documents required by the Office of International Affairs</b></li></ol> |
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## **Compliance**

(1) The guest researcher must act in a manner that does not contravene Japan's social order and must comply with the laws of Japan and the rules of Meijo University. In particular, the guest researcher must comply with the directions of the host faculty member (full-time faculty member of Meijo University with whom the guest researcher will conduct collaborative research), who is the guest researcher's guarantor.

(2) The guest researcher must not engage in activities that do not correspond to the permitted visa (cultural activities).

(3) The guest researcher must maintain the confidentiality of any secrets obtained in the course of the collaborative research with the host faculty member at Meijo University (full-time faculty member of Meijo University), and if publishing or disclosing the outcomes, do so with mutual confirmation and consent.

(4) Due to the high costs of medical treatment in Japan, the guest researcher must obtain overseas travel insurance in his or her home country before coming to Japan.

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