**Application Form**

**Kyoto University (KU) Funding Program**

**Call for** **Kyoto University (KU)-University of Zurich (UZH)**

**Joint Project Proposals 2023**

**General Program**

**Instructions**

Proposals should be submitted by the project coordinator, which must be a full-time faculty member at KU. Proposals must be submitted in English, using this application form. Please submit your proposals by email as a single PDF file by **9:00 a.m. (JST), May 10, 2023.**

Please Note: This is the deadline established by the International Affairs Division. Since applicants must apply for this program through the relevant administrative staff in their faculty/department of affiliation, they must be sure to confirm their faculty/department’s internal deadline with the administrative section in charge of international affairs in their faculty/department.

**Please include the following:**

1. **Completed application form, including:**
   1. **Project title**
   2. **Details of the project coordinators**
   3. **Detailed budget calculation\***
   4. **Description of the planned project/activity (2 pages in length) \***
   5. **Details of the project participants**
2. **Complete CVs of the project coordinators from both institutions (max. length 2 pages per CV). CVs of the other project participants should also be provided if necessary.**

**1)**

| **Project/activity** | |
| --- | --- |
| Project title |  |
| Activity | (1) Intensive research workshops, conferences, round tables, or symposia  (2) Mobility for joint research and meetings.  (3) Development of joint education activities, such as seminars and colloquia  (4) Joint publications |
| Main research areas |  |
| Duration | From: To: |
| Where will the project take place? | KU: 　UZH: 　Online/Hybrid: |

| **Applicant (Project coordinator from KU)** | |
| --- | --- |
| Last name |  |
| First name |  |
| Academic title |  |
| Position |  |
| Affiliation  (Faculty/Graduate School/  Department/Institution/) |  |
| Phone number |  |
| Email |  |

| **Project coordinator from UZH** | |
| --- | --- |
| Last name |  |
| First name |  |
| Academic title |  |
| Position |  |
| Affiliation |  |
| Phone number |  |
| Email |  |

Budget: Up to JPY 1,000,000 for all activities (in-person and online)

| **Budget calculation for in-person activities** | | |
| --- | --- | --- |
| **Expenditure**  Example  (Travel allowance)  (Rental fees)  (Publishing costs) | **Amount in JPY**  250,000  80,000  50,000 | **Breakdown**  **Unit price X quantity**  **(please provide specific details of cost items)**  UZH to KU 250,000 X 1  Venue rental fee 40,000 X 2  Abstract book 500 X 100books |
| Travel allowance |  |  |
| Catering costs |  |  |
| Rental fees |  |  |
| Assistant fees at KU  (funding can only be provided for assistance on the day of events) |  |  |
| Publishing costs |  |  |
| Shipment costs |  |  |
| Other costs  (Please specify) |  |  |
| Subtotal (\*1) |  |  |
| **Budget calculation for online activities** | | |
| Rental fees |  |  |
| Assistant fees at KU  (funding can only be provided for assistance on the day of events) |  |  |
| Publishing costs |  |  |
| Shipment costs |  |  |
| Other costs  (Please specify) |  |  |
| Subtotal (\*2) |  |  |
| Total amount  (= \*1 + \*2)  Note: the total amount must not exceed JPY 1,000,000 |  | |

Rental fees can include room fees in case of hybrid activities and/or online services.

| **Other funding** Yes  or No | |
| --- | --- |
| Institution(s) |  |
| Amount |  |
| Main use  (e.g., travel expenses, hosting, publication) |  |

| **Description of the planned project/activity 2 pages (max.), including:**   * A coherent and clearly formulated activity plan (comprehensible to non-expert reviewers). * Scientific merit and envisaged synergies of both the proposed activities and the anticipated outcomes. * Potential for strengthening institutional links between KU and UZH. * Potential for sustainable follow-up collaborative activities. * Potential for the acquisition of third-party funding. * Reasons for which the funding is necessary. |
| --- |
| Activity plan (if applicable, please include details of whether the activity was in-person, online, or hybrid.)  Scientific merit and envisaged synergies  Potential for strengthening institutional links  Potential for sustainable follow-up collaborative activities  Potential for the acquisition of third-party funding  Practical reasons for which the funding is necessary for the activities specified, and details of the expenditure for the above budget calculation | |

| **Project participant (other than the project coordinators)** | |
| --- | --- |
| Last name |  |
| First name |  |
| Academic title |  |
| Position |  |
| University |  |
| Affiliation |  |
| Phone number |  |
| Email |  |

| **Project participant** | |
| --- | --- |
| Last name |  |
| First name |  |
| Academic title |  |
| Position |  |
| University |  |
| Affiliation |  |
| Phone number |  |
| Email |  |

| **Additional project participants** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Last name | First name | Academic title | Position | Affiliation | University |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Please attach complete CVs of the project coordinators from both institutions (max. length 2 pages per CV). CVs of the other project participants should also be attached if necessary.**

**Please submit your proposal as a single PDF file.**