**AY 2024 AJI Advanced Research Programs**

**II. International Workshop Planning and Execution Grant Application Form**

Date: (MM/DD/YYYY)

To Director, Asia-Japan Research Institute:

|  |  |  |
| --- | --- | --- |
| Applicant | Affiliation/position: | Name: |
| Research project or workshop title |  |
| Category | □ A:Invitation to at least 3 overseas researchers (Number of persons being invited: )□ B:Grantee (and collaborating researchers) to travel overseas |
| Collaborating researchers | Category A: All invited researchers/Category B: Main researcher(s) who will co-host workshop at overseas destination. Enter information on researchers. |
|  | Name | Affiliation | Position |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| Brief academic history |
| *State concisely.* |
| Workshop dates | From / / to / / (MM/DD/YYYY) |
| Workshop location | □ Ritsumeikan University □ Other ( ) |
| Grant amount |  | Total Amount |
| Actual airfare Route ( to ) | Yen |
| Domestic transportation (Enter estimate. Actual calculation will comply with regulations.) | Yen |
| Living expenses Daily allowance for ( ) days Lodging for ( ) nights | Yen |
| Honorarium | Yen |
| Venue rental fee | yen |
| Book/material costs | yen |
| Others (Specify the name of goods, etc. to be purchased.) | yen |
| Total | yen |
| \* If total amount exceeds 600,000 yen, 600,000 yen will be provided.\* 20.42% tax will be deducted from the honorarium paid to foreign invitees (non-residents). Write down the total amount including tax. |
| Workshop plan/description |  |
| Purpose/necessity |  |
| Paper submission plan |  |

Important!

\*1 Before submitting this application form, confirm that you are applying for the purposes of this program below:

〇 To form/improve the ability to manage and run a research-related workshop by planning and hosting an international symposium, workshop, or seminar.

〇 To interact on an international level with researchers from overseas.

〇 To form a personal network in one's field of research.

\*2 Monetary aid for invitation/overseas travel costs from other budget sources, if available, will be deducted from the amount of this grant.

\*3 If you have workshop flyers, copies of web pages, or other publications that summarize your event, please submit them promptly after they are completed.

\*4 For all costs/expenses, please submit invoices or receipts promptly after receiving.

\*5 If you wish to purchase goods or execute travel expenses not listed above, please check with the Secretariat immediately. From the viewpoint of proper execution, Asia-Japan Research Institute will make an appropriate decision.