**AY2025 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 of at least 3 overseas researchers, in principle (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 of the researchers. | | | | |
|  | Name | Affiliation | | Position |
| 1 |  |  | |  |
| 2 |  |  | |  |
| 3 |  |  | |  |
| 4 |  |  | |  |
| Brief academic history | | | | |
| *State as concisely as possible.* | | | | |
| 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, the maximum amount of payment will be 600,000 yen.  \* Honorariums and daily allowances for foreign invitees (non-residents) are subject to a 20.42% withholding tax. In addition, if the invitee pays in advance for air tickets, etc., the same withholding tax applies to air tickets and accommodation expenses.  \* If there is a change from the application after adoption (including the case where the amount paid is less than the amount applied), submit an implementation plan. In this case, if there are any changes from the application, provide an explanation therefor in the remarks column.  \* In principle, the execution of conference expenses (food and beverages such as lunch boxes) is not permitted unless it is unavoidable in the course of the process or when it includes a lunch period. | | | | |
| 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 become available.

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

\*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.