

## **GUIDELINES to apply to The Nippon Foundation and The Scandinavia-Japan Sasakawa Foundation Grant Program for the Study of Contemporary Japan in the Nordic Countries (PhD Research Grants)**

### **FAQs (frequently asked questions) concerning the application to the Japanese Studies Grant Program, PhD Research Grants.**

#### **THE PROCESS**

##### **1. How do I apply?**

The application can only be sent to the Foundation electronically. The application can be reached via our homepage at [www.sjsf.se](http://www.sjsf.se) under the tab Japanese Studies. You will find some basic information and a button to click "To Japanese Studies Grant applications". After clicking you will be transferred to the Application system which is available under the address: <https://apply.se/SJSF/>

##### **2. When can I apply?**

The system is only accessible during the period when it is open for applications. The Japanese Studies Grant Program is open for applications from May 15, 2018 to September 15, 2018. The decision date is before the end of 2018, to be announced.

Please observe that the grant period in the first year is from April 2019 to March 2020, i.e. costs incurred before April 2019 cannot be covered by the grant.

##### **3. Are there any Guidelines explaining how to apply?**

These are the GUIDELINES to how to apply. These guidelines can also be reached via the homepage [sjsf.se](http://sjsf.se), under the tab Japanese Studies.

##### **4. Are there different application forms for the five Nordic countries?**

No, the application form is the same for all five countries. You need to select the correct application form, year + PhD Grant.

##### **5. How do I start? Registration and activation of an account.**

You begin by registering your email address and a password. Note carefully the exact spelling of the used email and password and keep it safe for future use. Then press register.

You will thereafter receive an activation email. You must via this email activate your account before you can proceed with your application.

Once you enter the system you must select the correct application form for the Japanese Studies Program, year + PhD Grant.

**Note! The SJSF administration cannot, for integrity and safety reasons, provide you with lost data.**

**Problem solving:**

- a) If you do not receive an activation email, please check your spam folder.
- b) If you cannot send the application after finishing it, the problem may be that your “session time” at the webserver has terminated. Log out of the system, wait a few minutes, and log in again. Then try to send the application again. The system automatically saves all input data immediately, so you will not lose any data by logging out.
- c) Check carefully that you have spelled your user name and password correctly.

**5. Which language should I use?**

As the grant selection committee is international, please submit all information in English.

**6. Who is eligible to apply for the Japanese Studies grants?**

- a) To be eligible to apply for the PhD Research Grant, you must be enrolled as a PhD student in an academic institution or university in one of the five Nordic countries. You do not need to be a citizen of a Nordic country, but you should have a permanent affiliation with the country. Only costs for conducting research activities in Japan can be covered (e.g. travel, accommodation, access to research databases or materials, procured services necessary for performing the research).
- b) Topics: the PhD Research Grants are open to applications in the broad field of contemporary Japanese studies within the humanities, social sciences, art, architecture, law, education and history, and the interdisciplinary study and research of various aspects of Japan, its society, history and culture with a view to deepening and enhancing an understanding of the country. The program also accommodates exceptional cases, e.g., research activities in Japan in such areas as science, technology, health and medicine, or any other subjects outside of social science and humanities, if there are compelling reasons why you must go to Japan during your PhD studies.
- c) Grant Period: The grant period in the first year is from April 2019 to March 2020.

**7. Can I send cv, project information etc. as Attachments?**

You will be asked to upload attachments in pdf or jpeg format. If you are not used to creating such pdf documents or jpeg pictures it may take some time, please do not wait until the last minute. Ask someone to help you if you feel uncertain about how to proceed. See also below.

**8. How do I finish and send my application?**

When you have finished your application, we recommend that you download it as a .pdf (click on “diskette” button on top of your application form). You can continue to work on your application until you have pressed the button “Send”. After that you cannot change or add anything.

Should something exceptional happen (NB: **exceptional!**) you may send an email to [info@swedenjapan.se](mailto:info@swedenjapan.se) requesting that staff open up your application again. After the application has been reopened, you can continue to work on the application. But remember that you must then re-register your application by pressing the “Send” button, otherwise your application will remain open and will not be registered.

**After the deadline date for application has passed, no changes or additions will be accepted.**

Once your application has been successfully submitted and registered by the system, you will see, under the tab My Application, that the symbol for the application has been closed (it cannot be opened anymore). This is your confirmation. **You will not get any confirmation email that your application has been received.**

#### ***Change of contact details***

If your contact information has changed after you have submitted your application (e.g. a new email address or new surname owing to change in marital status), please send an email to [info@swedenjapan.se](mailto:info@swedenjapan.se) with the changes.

### **APPLICATION FORM**

#### **9. I did not take the JLPT test, but am pretty good at Japanese, how should I rank myself?**

Please see the JLPT homepage for a guideline on the JLPT levels:  
<http://www.jlpt.jp/e/about/levelsummary.html>

#### **10. Why do I need to keep my email address?**

Make sure that your email address is active until the grant decision email has reached you. If not, you will not get any notification about the grant decision as all notifications are sent by e-mail.

#### **11. How should I write the project title?**

The project title should be brief and include a few key words which explain what the project is about.

#### **12. Any recommendation concerning the project description?**

Start by presenting a summary of the project so that the selection committee members will quickly understand what you want to do. Then proceed to describe the project in this field or in an attachment. Try to keep the project description short.

### **13. What should be included in the budget?**

The budget should be summarized in the given fields, in Euro. Do not send big detailed budgets. If the budget exceeds the applied amount, please specify in the application which costs you apply for at our Foundation.

For PhD Research Grants, only costs for conducting research activities in Japan can be covered (e.g. travel, accommodation, access to research databases or materials, procured services necessary for performing the research).

### **14. What kind of Attachments may I send?**

CV and text documents should be in the PDF-format. Pictures should be in the jpeg format. Only these formats can be uploaded. Please note that there are limitations as to the size of the attachments. If you are not used to producing such documents see the advice below.

We ask that you send a CV with a list of publications (max 3 pages), a Research Proposal (1 page), Transcript of Academic Records for your university studies (max 4 pages, Bachelor and Master), a current certificate of enrollment for your PhD studies and PhD Transcript of Academic Records if your university provides this at the PhD level (max 4 pages), a Recommendation Letter (max 2 pages), and Supporting Documents (max 2 pages).

It is up to you to decide what kind of documents which will support your application and make it competitive.

### **15. May I use additional information for providing links?**

Here you can for example give a link to film or music uploaded elsewhere on the Internet. At present it is not possible to upload such files together with the application. If you have your own website, you may insert a link to it here.

## **HOW TO CREATE/CONVERT TO PDF AND JPEG ATTACHMENTS**

Most users are probably well acquainted with methods how to produce pdf or jpeg files. For those who are uncertain about how to create or convert files into the requested formats the following examples may be of some help. Please note that the Foundation will not assume any responsibility for the results. Nor is the Foundation staff able to offer support or guidance about how to fill in the application or convert files. Please contact your own IT-support, at work or among friends/relatives.

Procedures may vary between Mac OS and Pc Windows and the version (age) of the software installed on your computer. The following works most of the time.

PDF

A Word document can easily be converted into pdf by clicking "Save as" and then in the appearing dialogue frame select the format PDF. Often at the same time, it will be possible to select the resolution (=size of the file). For the evaluators of the applications it is normally sufficient with "Low resolution".

Another common alternative is to open the Word document (works also for other types of documents) and select "Print". In the appearing dialogue frame select PDF. In old versions of software the choice can be made by select "Printer".

If you do not have a converter program, e.g. from Word to PDF, already installed you may like to use the freeware "Cute PDF writer". The program can be downloaded free of charge from <http://www.cutepdf.com/Products/CutePDF/writer.asp>.

## JPEG

JPEG (or JPG) is the one of the most commonly used formats for pictures. It is used on mobile phones and most digital cameras. Most likely the applicants already have their pictures in the JPEG format. However, it can be necessary to reduce the resolution of the pictures to reach the maximum allowed size in the application system, 2 MB.

Experienced picture or photo editors use special software programs to change the size of the pictures. Very commonly used is Photoshop (to be purchased).

For PC users a simple freeware is "FastStone Photo Resizer". It can be downloaded from <http://www.faststone.org/download.htm>. "FastStone Image viewer", another software which can be downloaded from the same web address is a simple editing and converter program.

On Mac computers it is natural to use the already installed editing program "iPhoto" or the also pre installed editing program "Preview".

It is also very simple and common to visit a converting page on the internet, upload a picture/file and then convert/scale down to the desired format/size on this internet page.

Usually this is a very quick operation. An example of such a converting internet page is <http://www.picsize.com/> There are several similar services available on the Internet.

There are as said many alternatives available on the internet.

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