

## **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 2024)**

### **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 September 1 – October 31, 2023. The decision date is before the end of 2023, to be announced.

Please observe that the grant period is from January 2024 to December 2024.

##### **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 Research Grant.

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

You begin by registering your email address and a password. Please note 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 Research 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. Refresh the webpage, and if needed 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 username and password correctly.

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

Please submit all information in English, as the grant selection committee is international.

**7. Who is eligible to apply for the Japanese Studies PhD research grants?**

- a) To be eligible to apply for the PhD Research Grants, you must be enrolled as a PhD student at 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 is from January to December 2024, i.e. your research travel should take place during 2024.

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

You will be asked to upload attachments in pdf or jpeg format.

**9. 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 to your application.

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.

## **QUESTIONS ON THE APPLICATION FORM**

### **10. 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.ilpt.jp/e/about/levelsummary.html>

### **11. 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.

### **12. 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.

### **13. 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.

### **14. 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 amount you applied for, please specify in the application which costs you are applying for via our Foundation.

For PhD Research Grants, only costs for conducting research activities in Japan can be covered (e.g. travel, including any extra costs for vaccinations, certificates, visas, and mandatory quarantine; access to research databases or materials; procured services necessary for performing the research).

**15. What kind of Attachments may I send?**

CV and text documents should be in PDF-format. Pictures should be in 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 previous university studies (max 4 pages), a current certificate of enrollment for your PhD studies and Transcript of Academic Records for your current program (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; however, a strong Recommendation letter from your thesis/dissertation supervisor would make sense.

**16. 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.