

FY 2020

## Research Abroad and Invitational Program for International Collaboration Program [Research Abroad] Guidelines for Recipients

### 1. Financial Support

Travel expenses will be provided in accordance with these Guidelines for Recipients unless stipulated otherwise by relevant rules and regulations. Furthermore, the term “travel expenses” used in these Guidelines for Recipients refers to rail fare, airfare, bus fare, per diem, funds for accommodations, and miscellaneous expenses as defined by Tokyo Tech regulations.

#### 1) Airfare

##### (1) Support Requirements

The following conditions must be met to qualify for support for roundtrip airfare:

- i. The recipient arrives at the destination on the day of or on the day preceding the start of the research activities.
- ii. The recipient departs on the day of or on the day following the end of the research activities.

##### (2) Procedures after Acceptance

All airline tickets procured should be regular trade discount economy class (excluding premium economy) tickets. In principle, the administrating division will book and issue tickets through a contracted travel agency, JTB Tokyo Tech Service Desk. The recipient must complete and submit the appropriate forms (Travel Itinerary, Flight Arrangement Request Form, and Application for Risk and Crisis Management Service and Overseas Travel Insurance) by the submission deadline. Air tickets will be arranged choosing the most reasonable airfare and itinerary available at the time of submission.

If the forms for arranging flights are not submitted by the deadline, an upper limit on airfare will be set according to the most reasonable airfare and itinerary available on the day of the submission deadline.

If the purchase amount after the deadline is higher than the upper limit set, the recipient must choose one of the methods below to cover the difference:

- i. Reduction of per diem and funds for accommodations (Excluding [Research Abroad-1])
- ii. Use of other funds (institutional operating expense funds or donations for education and research with no restrictions on use, but excluding personal expense)

#### 2) Travel Expenses during Visiting Period

##### (1) Rail Fare and Other Travel Expenses Within Japan

Financial support will be provided for round-trip rail fare, etc. from the location of the recipient's laboratory to the international airport.

##### (2) Rail Fare and Other Travel Expenses Abroad

In case of [Research Abroad-3], financial support for rail fare, etc. for transportation between cities will only be provided if the recipient includes the relevant routes and mode of transportation on the Travel Itinerary and submits receipts and other supporting documents to the administrating division by the specified deadline.

##### (3) Taxi Fares, Expenses for Car Rental, Etc.

In general, taxi fares and expenses for car rental are not covered by this program. However if a recipient goes to a place where there is no public transportation such as bus or train, recipient may submit a statement of reason at the time of the submission of itinerary. When the necessity of renting a car or taking a taxi have been recognized through the submission of a statement of reason, rental costs or taxi fares may be paid as

purchases through the program. In this case, estimate of renting a car or taxi fares must be submitted before the departure, and an excess over the estimate is not subject to the coverage.

### 3) Per Diem Allowances, Funds for Accommodations, etc.

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Excluding the following cases, financial support will be provided defined in Tokyo Tech rules and regulations.

Financial support may be limited based on the availability of funds, MEXT Program for Promoting the Enhancement of Research Universities, for FY 2020.

#### (1) For [Research Abroad -1]

Per diem and funds for accommodations shall be paid through the recipient's other funds (operational grants, grants or endowments without specified use, expense to the collaborating organization, etc., but excluding personal expense).

#### (2) For Long-Term Visits

Halfway through the supported period, an upper limit on total expenditures including per diem, funds for accommodations, train and other fares, and miscellaneous expenses will be set according to the reduction calculation given below. After that, no additional payment for travel expenses will be provided, even if an extension of the length of stay, additional business destinations, etc. are approved.

#### [Reduction Calculation]

If the stay exceeds ninety (90) days as calculated from the day after arriving in the region where business will be conducted, per diem and funds for accommodations will be reduced by seven-tenths of the fixed amount for the days that exceed this period, regardless of whether there is a change of business destinations during the visit.

Generally, recipients must apply for a reimbursement after paying travel expenses. However, if the travel period exceeds 30 days and the request is made in time to complete payment procedures, an advance payment for estimated expenses can be provided. Recipients seeking advance payment for estimated expenses must inform the administrating division by the time they submit the Travel Itinerary and other documents.

### 4) Miscellaneous Expenses

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This program will pay visa and ESTA acquisition fees as well as immunization costs if the recipient requests such support by the time he/she submits the Travel Itinerary and other documents. Invoices must be submitted by the established deadline to the administrating division. In the case of a long-term visit, however, the upper limit on total expenditures cannot be exceeded. Costs for translating documents required for visas, enrolling in optional insurance are not covered.

### 5) Combined Use with Other Funds

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Institutional operating expense funds or donations for education and research with no restrictions on use can be used to combine with this program's financial support. Combined use with competitive research funds such as KAKENHI is only allowed in case the purpose of the outbound trip leaving Japan differs from that of the inbound trip to Japan. In any case, contact the administrating division in prior for the combined use with other funds since adjustments of the travel support is necessary.

### 6) Travel Expenses Incurred through Activities beyond the Scope of the Supported Joint Research

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If the recipient engages in other activities during the support period, the travel expenses incurred through that other activities are not eligible for support by this program. These additional expenses must be paid through the recipient's other funds, such as institutional operating expense funds, donations for education and research with no restrictions on use, funds from the other party etc., (but excluding personal expense).

## 2. Business during the Support Period

During the support period, recipients shall in principle dedicate themselves to the collaborative research supported by this program at the approved business destinations. If accomplishing the collaborative research requires a recipient to engage in additional business, such as taking trips to institutions not included in the initial application (including day trips), the recipient must inform the relevant administrating division of this fact promptly and receive approval in advance.

Adding activities at other institutions without advance notice to or permission from the administrating division creates the potential for receipt of redundant allowances. Receiving redundant allowances from separate funding sources is a misuse of funds, even if the funds are not misappropriated for personal use.

## 3. For Visiting Periods Extending beyond March 20, 2021 ([Research Abroad -3] Only)

If the visiting period extends beyond March 20, 2021, the outbound trip, allowance up to March 19, 2020, and other travel expenses will be covered. For dates on and after March 20, 2020, allowance and the return trip must be covered by other funding sources (institutional operating expense funds, donations for education and research with no restrictions on use, funds from the other party, etc., but excluding personal expense). If other funding is not secured for those dates, the support will be cancelled.

## 4. Travel Expenses Incurred before the period of support

Travel expenses incurred before the period of support of the FY2020 must be borne by the recipient using other funds (institutional operating expense funds, donations for education and research with no restrictions on use, funds from the other party, etc. but excluding personal expense). Expenses incurred for periods after budget authorization will be covered. Recipients must pay expenses in advance and will be reimbursed.

## 5. Changes after Selection

### (1) Changes to the Length of Business Travel

The following changes will be accepted if the administrating division is notified by email or in writing at least 2 months before the date of departure:

- i. For visiting periods of 13 days or less, extending or shortening the period by no more than 3 days
- ii. For visiting periods of 14 days or longer, extending or shortening the period by no more than 20% of the original length (rounded up to the nearest day) or 30 days, whichever is less

Changes beyond the ranges described above will be evaluated based on submitted Change Request Forms and reexamination.

### (2) Changes to the Start Date of Business Travel

Changes will be accepted if the administrating division is notified by email or in writing at least 2 months before the date of departure.

### (3) Additions, Cancellations, and Schedule Changes for Activities at Other Institutions

Notify the administrating division in advance by email or in writing. Changes may require submission of a Change Request Form or statement of reason.

### (4) Other Changes

Recipients must consult with the administrating division in advance of any other major changes or when

changes are made after the specified deadline.

Changes beyond the scope of the objectives stated in the application will not be accepted. Any cancellation fees incurred must be borne by the recipient using other funds (institutional operating expense funds, donations for education and research with no restrictions on use, funds from the other party, etc., but excluding personal expense).

#### 6. Reports and Publications

Recipients will be required to submit a report to the administrating division within 1 month after completion of the visiting period. Publications resulting from the supported joint research by the recipient and the collaborating organization/researcher should also be sent (electronic files accepted) to the administrating division.

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