

FY 2020 Research Abroad and Invitational Program for International Collaboration Q&A

Answers to frequently asked questions on applying and procedures following acceptance are provided below. For other questions, please contact the administrating division by email (ru.ryohi@jim.titech.ac.jp).

1) Applying

Q1. What activities does this program support?

A1. The program supports research activities to promote international collaborative research within Tokyo Tech and enhance its international competitiveness in research. To further enhance Tokyo Tech research, the program primarily supports young researchers, long-term visits and invitations, activities leading to the acquisition of external funding or international joint publications, and activities initiating continuous collaborative research.

Q2. Are postdoctoral researchers and students eligible for support?

A2. Postdoctoral researchers and students are not eligible for support under this program.

Q3. Must all supported travel end on or before March 19, 2021?

A3. Yes. As this program is funded by a single fiscal year budget grant from MEXT, all travel periods must end on or before March 19, 2021. However, if recipients accepted to program [Research abroad-3] or [Invitation] can secure 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) to cover the return trip, other travel expenses, and allowance (per diem and funds for accommodations) for March 19, 2021 and beyond, the travel period can be extended to the next fiscal year. In such cases, the program will cover the outbound trip, other travel expenses, and allowance up to March 19, 2021. Coverage of expenses incurred on or after March 20, 2021 at personal expense is not permitted.

Q4. Am I permitted to use other funds for the supported travel?

A4. Institutional operating expense funds or donation for education and research enables for any usage 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 supports is necessary.

Q5. Am I permitted to travel to other cities during the support period for research purposes?

A5. If the activity is relevant to the supported joint research, such visits can be permitted. If you wish to conduct such activities outside the research institution you are collaborating with, be sure to specify the details of the visit (organization and researcher to visit, required number of days, etc.) in the application form (Form 1). Refer to Q13 and Guidelines for Recipients for changes permitted after acceptance.

Q6. I have not yet finalized my intended travel period. How should I mention this on the application form (Form 1)? Are changes permitted after acceptance?

A6. The travel period is part of the application, so please specify the period of travel when applying. Refer to Q13 and Guidelines for Recipients for changes permitted after acceptance.

Q7. Can I participate in conferences, seminars, visits to other organizations, or other activities beyond the scope of the supported joint research during the support period?

A7. Generally, we do not permit participation in such activities. However, when applying, such activities can be included in the itinerary if the following conditions are met. Please specify the details of the activity (date, venue, purpose, etc.) in your application (Form 2).

[Research abroad]

The length of the requested travel period is one month or longer.

[Invitation]

The total time for such activities does not exceed 20% of the entire invitation period and the invitee's period of stay in Japan is 7 days or more (excluding the period for activities beyond the scope of the supported join research).

Travel expenses incurred through participation in such activities will not be covered by this program. Please secure 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) to cover those expenses. Refer to Q4 on the use of other funds for purposes beyond the scope of the supported joint research.

Q8. Can I include a temporary return trip to my home country in my itinerary?

A8. No, itineraries with temporary return trips to your home country will not be accepted.

Q9. Can we apply as a group?

A9. Reviews will be conducted separately for each member. Please apply individually and specify on the application form that you are applying as a group. Each member should describe their role in the research plan and how he or she will contribute to the research.

Q10. Are there any restrictions on the number of applications a single applicant can submit?

A10. A single applicant can submit up to one application for each [Research abroad] and [Invitation]. Furthermore, a single recipient or invitee can be selected only once per fiscal year.

Examples of unacceptable applications:

- Two applications for [Research abroad-1] by a single applicant
- Applications for both [Research abroad-1] and [Research abroad-2] by a single applicant

Examples of acceptable applications:

- Applications for both [Research abroad-1] and [Invitation] by a single applicant

Q11. I received support from this program in the past. Will this be a disadvantage in my current application?

A11. The review will be conducted with consideration to the accomplishments of the previously supported joint research. If the previously supported joint research has the relevance with a current application, please describe in your application (Forms 1 and 2) the relevance of the current proposal to the previously supported joint research.

Q12. Can I complete the application form in English?

A12. Yes, application forms completed in English are acceptable.

2) Changes after Acceptance

Q13. What changes are permitted after acceptance?

A13. Minor changes to the dates and period of travel will be permitted if the administrating division is notified in advance. For major changes, recipients should consult with the administrating division and submit a Change Request Form, statement of reason, and any other required documents. Change requests will be reviewed through a reevaluation process or other necessary procedures depending on the magnitude of the change. For further information, please refer to the Guidelines for Recipients.

Adding activities at other institutions without advance notice to or permission from Office of Research and Innovation 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. Therefore, please notify the administrating division of schedule changes promptly within the periods specified above.

3) Review Process

Q14. How will the applications be reviewed, and what will be the focus?

A14. All applications are evaluated by a review committee organized by Office of Research and Innovation. Review criteria for [Research Abroad] and [Invitation] can be found in the Application Guidelines, “7. Review and Procedures After Acceptance.”

Q15. Can I request disclosure of the reason for rejection?

A15. Reasons for rejection will not be disclosed.

4) Supported Expenses

Q16. Can I receive payment for travel expenses in advance, or must I apply for a reimbursement?

A16. Generally for [Research abroad], you have to apply for a reimbursement after the travel expenses have been paid. However, you can request payment in advance if the travel period lasts longer than 30 days and the request is made in time to complete the payment procedures. Travel expenses for [Invitation] are generally paid in advance.

Q17. How will funds for travel expenses be paid?

A17. Generally for [Research abroad], funds will be transferred to the recipient's registered bank account. If you wish the funds to be transferred to another bank account, advance registration will be required. Please contact the administrating division two months prior to departure. Overseas remittances can only be provided for reimbursements after travel has been completed.

For [Invitation], unless the invitee owns a bank account in Japan for Japanese residents, the recipient (i.e., Tokyo Tech faculty member) will receive the funds on behalf of the invitee. Advance registration of the recipient's bank account as an agent will be required. For more information, contact the General Affairs and Audit Group.

Q18. I would like to use a taxi and a rental car during the travel period. Is the cost covered?

A18. Tokyo Tech generally requires travelers to use public transportation during business travel. However for the joint research of [Research abroad], use of a rental car and a taxi is limited to cases where the need is approved by the program. For more information, refer to Guidelines for recipients.

Q19. Can I rent a mobile Wi-Fi router during the travel period?

A19. Expenses for router rentals are not covered by this program because it is difficult to certificate that they are used solely for the purpose of supported joint research.

5) Booking Air Tickets

Q20. How will the air tickets be prepared?

A20. In principle, the administrating division will book and issue your tickets through JTB Tokyo Tech Service Desk, our contracted travel agency. Please complete and submit Travel Itinerary and Flight Arrangement Request Form you received with your acceptance letter 2 months before the departure date. If the period from the acceptance date to the start of support is less than 2 months, you will be notified of the deadline. If your air tickets were already booked at the time of your application, we may be able to reimburse you or arrange for purchase of the tickets using our budget, depending on the handling agency and purchase status.

Generally, cancellation and change fees for airfare incurred after issuance of tickets are

not covered by the program. However, the program will cover cancellation and change fees for unavoidable circumstances, such as flight changes due to weather, if approved by the Office of Research and Innovation. Please submit receipts for reimbursement of fees to the administrating division.

Q21. Why must booking be performed by the administrating division through JTB Tokyo Tech Service Desk? I want to purchase the air tickets on my own and get reimbursed.

A21. Purchasing through JTB is done to simplify administrative procedures and avoid the complicated verifications required for reimbursements. However, there are cases where we allow recipients or invitees to purchase the flight tickets, such as when the travel period extends to the next fiscal year. Contact the administrating division in advance if you have a special reason for your preference.

Q22. Are air tickets limited to economy class?

A22. Yes. As we want to support as many researchers as possible under a limited budget, we ask all travelers to travel in economy class. However, we may permit invitees in posts such as department head to travel in business class. If you wish to request business class tickets for your invitee, please specify this in your application and submit a statement of reason, the invitee's curriculum vitae, and documents certifying the invitee's post with your application documents.

Q23. Can I travel in premium economy class?

A23. Travel in premium economy class is only permitted for unavoidable reasons, such as when all non-premium economy class seats are taken and a change in flight schedule would interfere with the research plan.

Q24. Can I use my mileage to request an upgrade?

A24. No. Upgradeable air tickets are generally priced higher than the non-upgradeable tickets, and our travel agency cannot guarantee an upgrade even if we purchase upgradeable tickets.

Q25. Why are invitees not permitted to accrue mileage?

A25. In accordance with Tokyo Tech rules and regulations, travelers are not allowed to redeem mileage for personal use. Accrued mileage can only be used for subsequent Tokyo Tech business travel. Therefore, invitees are requested not to accrue mileage

from travel under this program.

6) Obtaining a Visa

Q26. Is there a service desk providing visa information for business trips overseas?

A26. For business trips to the USA, the visa consulting service on campus (http://www.titech.ac.jp/english/enrolled/international_student/visa.html) can provide assistance.

For business trips to other countries, JTB Tokyo Visa Center (Tel: 03-3988-8024) can provide assistance. When contacting them, please specify that you are affiliated with Tokyo Tech and that you were referred by IMS Legal Corporation, the legal firm providing the professional visa consulting service on campus.

For the latest and most accurate information, contact the embassy of the country you plan to visit. It may take several weeks to obtain a visa, so be sure to allot ample time when deciding your travel date. Expenses for visa applications (excluding indirect expenses such as translation fees) will be covered by the program with prior request.

Q27. The invitee needs a visa to come to Japan. What procedures are required?

A27. Invitees requiring a visa to stay in Japan for 90 days or less should obtain a Short-Term Stay visa (short visit for non-salaried activities). To obtain a short-term stay visa, invitees must apply directly at the Japanese embassy (or consulate) in their country of residence. Documents required by embassies differ from those for domestic applications, so invitees should consult their local embassy for details. However, citizens of countries and regions which have a bilateral visa-waiver agreement with Japan do not need to obtain a visa for activities which fall under the category "short-term stay."

For stays in Japan longer than 90 days, either a Cultural Activities visa or a Professor visa is needed. Also a Professor visa is required if you receive an honorarium in addition to travel expenses, even if you will stay in Japan for 90 days or less. There are two ways to obtain these visas. One way is for the invitee to apply directly at the Japanese embassy in their country of residence. Another way is for the hosting faculty member to obtain a Certificate of Eligibility (COE) in Japan, send this to the invitee, and then have the invitee apply at their local Japanese embassy. Generally, the process takes less time if the invitee applies with a COE. It can take more than a few months to obtain a visa, so please proceed with the application procedures well in advance.

The visa consulting service on campus (http://www.titech.ac.jp/english/enrolled/international_student/visa.html) can provide assistance with applying for a COE. Please contact the administrating division if documents are required to certify the invitee's purpose of stay. We can issue a certificate of financial support specifying that Tokyo Tech will bear the travel expenses and allowance during the travel period. For other procedures relating to visas, contact the visa consulting service on campus. Expenses for visa applications (excluding indirect expenses such as translation fees) will be covered by the program with prior request.

7) Other

Q28. How will procedures concerning the Application for Business Travel (旅行伺) be conducted?

A28. For [Research abroad], the administrating division will prepare the Application for Business Travel based on the submitted Travel Itinerary and, upon approval, send the transcript to the recipient's school administrative office. Other procedures unique to the recipient's school, such as acquiring approval from the dean of school are the responsibility of the recipient. For [Invitation], the Application for Business Travel will be similarly prepared and submitted for approval, but a transcript will not be sent automatically. Contact the administrating division if you wish to receive the transcript.

Q29. The application guidelines state that a report will be required. When should the report be submitted and what should it include?

A29. The submission deadline of the report is one month after the end of the travel period. The report must be prepared in a specified format.

As the Program for Promoting the Enhancement of Research Universities, which supports this program, is expected to continue until approximately 2022, we track the progress and outcomes of the joint research projects we support. Therefore, we ask that recipients submit copies of any publications resulting from the supported joint research and may also request a status report at the end of each fiscal year.

Q30. How many applications were submitted, and how many were accepted in FY 2019

A30. 【General】 [Research abroad] had 16 applications, and 6 applicants were accepted (Recipients: 1 professor, 1 associate professors, 4 assistant professor).

[Invitation] had 8 applications, and 3 applicants were accepted (Invitees: 1 professor, 1 associate professors, 1 lecturer).

【ANNEX】 [Research abroad] had 4 applications, and 1 applicant was accepted (Recipients: 1 associate professor). [Invitation] had 2 applications, and 2 applicants were accepted (Invitees: 1 professor, 1 associate professor).

Q31. How many calls for applications will be made this fiscal year? When will the calls be made?

A31. After approval of next year's budget plan, call for application of program will be announced at the end of the previous year. The number of recipients will be determined based on the availability of funds of FY2020. 2nd call may be made based on the availability of funds of this fiscal year.

Q32. Will this program continue in the following fiscal years?

A32. It will be decided based on outcomes of the FY 2020 program and budget for FY 2021.

Q33. I would like to request a certificate of financial support for the travel period. Whom should I contact?

A33. Please contact the administrating division of the program.

8) [Research abroad] Program

Q34. Is it possible to visit more than one country during a single trip?

A34. Yes. If you are engaging in activities in line with the purpose and intent of the program in each destination, you may apply with a plan to visit more than one country during the supported period.

Q35. I have more than one plan of travel for the same (or relating) research theme. Can a single application include multiple round trip itineraries?

A35. No. A single application can only include one travel plan. Please select a category [Research abroad-1], [Research abroad-2] or [Research abroad-3] and apply with an itinerary including a single flight each from and to Japan.

Q36. Can I visit more than one research institution or industry organization in a single travel plan? If yes, how should I apply?

A36. If the travel includes visits more than one institution, please submit application forms with detailed information at travel schedules. Please include in each application form the information on all visiting institutions and the summary of the joint research. However, visits to industry organizations are not eligible to apply for this program.

Q37. In [Research abroad], can I visit more than one research institution in one trip to engage in activities for different research projects?

A37. Applications including visits to multiple institutions for different research projects will be considered.

Q38. I would like to attend an international conference during my long term stay. Are there any conditions for obtaining a permission to engage in such an activity during the supported period?

A38. If your support period under the program is one month or longer, you may be permitted to attend an international conference. In such a case, be sure to include the relevant information, such as the dates and venue, in your application (Form 1). Travel expenses incurred and allowance while attending international conferences are not covered by the program. All travel expenses and allowance for attending international conferences must be paid by the recipient using other funds (institutional operating expense funds, donation for education and research with no restrictions on use, or funds from other party, etc., but excluding personal expense).

Q39. Are there any restrictions on the type of accommodations I can use at my destination?

A39. You are permitted to stay at a hotel or at accommodations owned by your hosting research institution.

Q40. How will travel insurance be handled during the travel period?

A40. From April 1, 2019, Tokyo Tech covers overseas travel insurance for business trips of faculty members. See the following page for details.

https://www.titech.ac.jp/english/staff/world/international_sabbatical_programs_for_faculty.html

9) [Invitation] Program

Q41. Am I permitted to apply to an invitational program hosted by another institution with the same information (same invitee, overlapping travel period, etc.)?

A41. Yes. The program has no restrictions on applying to other programs. However, please

contact the administrating division if the invitee has been accepted to receive support from another program during the same period supported by this program, as he or she may need to decline one of the programs.

Q42. On completion of their visit, is it possible for the invitee to travel directly to their next business destination rather than home institution? If so, how will the travel expenses be handled?

A42. If requested in advance, it is possible for the invitee to travel directly to their next destination. In such cases, expenses for travel to the next destination will not be covered by the program.

Q43. The invitee has requested to stay in Japan after the end of the invitation period and is willing to pay for the extended period of stay at personal expense. Will this be allowed?

A43. If the invitee chooses to extend their stay in Japan beyond the invitation period at personal expense, return trip airfare; rail fare, etc.; and additional allowance for the extended period cannot be provided. For example, if the final business activity in Japan takes place on Friday, and the invitee spends the following weekend in Japan for personal reasons such as tourism, allowance for Saturday and beyond as well as travel expenses for the return trip will not be covered.

Q44. The invitee wishes to stay at the Tokyo Tech International House. Will the invitee be assigned a room automatically if accepted to this program?

A44. No, accepted invitee will not be assigned a room in the International House automatically. The recipient (host faculty) will need to book a room at the International House separately. Recipients can make a reservation 3 months before the move-in date for stays shorter than one month, and 6 months before the move-in date for stays of one month or longer. We advise you to make a reservation as early as possible, especially if the invitee will stay during the summer, or if the invitee requests a couple room or family room. For details on reservation procedures, visit the International House website (<http://www.iad.titech.ac.jp/accommodations/english/>).

Q45. The invitee plans to commute from the International House at Ookayama campus to the host laboratory at Suzukakedai campus. Can travel expenses between Ookayama and Suzukakedai be covered by the program?

A45. In accordance with travel expense rules and regulations, Tokyo Tech covers travel expenses between your affiliated institution and the location of the research activity.

Travel expenses between your place of lodging and the location of the research activity are not covered. Please use the per diem for these travel expenses.

Q46. Can invitees receive honorariums during the invitation period?

A46. This program does not provide invitees with honorariums, but invitees may receive honorariums from other funding sources, such as institutional operating expense funds, etc. Invitees who receive honorariums will be subject to a taxation of 20.42% on the total amount received during the stay (both honorarium and travel expense funds). As recipients will need to perform procedures for the processing of honorariums, contact the following administrative divisions and Office of Research and Innovation in advance if there are plans for the invitee to receive an honorarium.

Travel Services Group, Accounting Division

Email: kei.ryohi@jim.titech.ac.jp

Q47. How will withholding tax on allowance be handled?

A47. With or without honorarium, provision of personal services will be subject to a taxation of 20.42% on the total amount received during the stay (both honorarium and travel expense funds). As recipients will need to perform procedures for the processing of tax withholding, contact the following administrative divisions and Office of Research and Innovation in advance.

Travel Services Group, Accounting Division

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【Contact / Submission】
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