

**UW Japan Studies Program**  
**Graduate Student Travel and Research Grants (Revised January 27, 2018)**  
Guidelines and Application

The UW Japan Studies Program invites UW graduate students to apply for travel and research grants. We encourage graduate students who plan or complete activities that are potentially eligible, as described in these policies, to apply for funding. Requests of any size will be considered; successful applications may be funded in whole or in part, depending on student demand and proposal quality. We welcome applications from current UW graduate students whose research project or coursework has a meaningful engagement with Japan or Japanese. These awards are not meant to cover tuition or stipends for students.

**Travel and Research Grant Policies**

1. Awards are available to fund, wholly or partially, travel expenses for research or learning purposes and research that does not involve travel. Funding may, for example, support 1) conference travel, with priority given to students who are presenting or co-presenting academic work; 2) study abroad, including summer research travel; 3) workshop attendance; 4) other purposes consistent with the mission of the UW Japan Program.
2. Students must be enrolled in a graduate degree program at UW to be eligible.
3. Applications will normally be considered twice per year, with deadlines of October 1 and April 1. Out-of-cycle applications may be considered at the selection committee's discretion.
4. Students are also expected to apply for funding from their own department and/or the UW Graduate School.
5. Grant applications should be made in advance of the event, if possible. Funds awarded will be paid as reimbursement of actual expenses incurred in compliance with UW travel reimbursement policies (itemized receipts required). For academic year travel, reimbursement requests should be filed promptly, within one month of travel completion. For summer travel, apply for reimbursement as soon as possible following completion of travel. The first step in travel reimbursement is [this form](#),\* to be submitted along with receipts, to **Martha Walsh (masako@uw.edu)**, who can also help you complete the request.
6. Applicants are expected to be available via email to promptly answer any queries from the UW Japan Studies Research Committee regarding applications.
7. If an award is granted and the student cancels travel or research plans such that the reward will remain unused or may be reduced, the student should notify the UW Japan Studies Research Committee as soon as possible, so that it can make funding available for other students.
8. Students must acknowledge the support of the UW Japan Studies Program in any publications, including conference papers, that develop from this support.
9. Students must follow all University of Washington regulations regarding the use of funds.
10. Students must submit a 250-500 word report to the UW Japan Studies Program ([japan@uw.edu](mailto:japan@uw.edu)) describing how the funds were used and how it contributed to the student's professional development.

## **Application for Graduate Student Travel and Research Grants**

Applications must include the following components in one Word or PDF document and should be submitted to the UW Japan Studies Program: [japan@uw.edu](mailto:japan@uw.edu)

1. Name.
2. Degree program.
3. Faculty advisor or Graduate Program Coordinator.
4. Detailed budget with specific monetary request for UW Japan Studies Program support and indication of other sources of funding received or requested.
5. A description of the travel or research and how it relates to Japan Studies and to the applicant's research and study of Japan or Japanese.
6. Documentation and relevant supporting materials. For paper presentations, documentation of acceptance and a copy of the title and abstract should be included. Other supporting materials might include research proposals, conference information, study abroad program acceptance documentation, etc., depending on the nature of the applicant's request.
7. Official or unofficial transcript.
8. CV.
9. For an application to be considered, the applicant needs to arrange for a UW Japan Studies Program faculty member (insert link) to send the Research Committee an email message that evaluates the proposed activity. The faculty member should send the message to [japan@uw.edu](mailto:japan@uw.edu). This step is also required of students whose program of study is not substantially Japan-related, in which case the research committee may also ask the student to submit an additional letter of recommendation from a faculty member from the student's home department.

*\*<https://jsis.washington.edu/wordpress/wp-content/uploads/sites/2/2018/01/JSIS-91-2-page-Travel-Reimbursement-Saveable-Data.pdf>*