

Ishibashi Foundation/The Japan Foundation Fellowship for Research on Japanese Art Application Instructions

For Fiscal 2024-25 [Q-FW 2024]



1. Objectives

This program aims to support specialists in Japanese visual arts by providing an opportunity for curators and researchers from abroad to conduct research in Japan, and by so doing, promoting the study of the field and the introduction of Japanese art overseas.

2. Eligibility

(1) Eligible activities and areas

Any research project related to Japanese visual arts should have clear objectives and plans to achieve its goal. The project should necessitate travel to Japan in order to carry out research intensively over a short period of time. The main target area is contemporary art. Priority will be given to project applications that include concrete plans for research results to be shared widely among the overseas public through the implementation of exhibitions or the publication of books.

(2) Eligible applicants

Art professionals who carry out the activities stipulated in “(1) Eligible activities and areas” living in a country outside of Japan (curators, researchers, educators, conservators, etc.).

(3) Nationality and permanent residency

- a. Applicants must hold nationality (or permanent residency) in countries that have diplomatic relations with Japan.
- b. A Japanese applicant who does not hold nationality (or permanent residency) in a country other than Japan is not eligible even if they reside abroad.

(4) Other necessary conditions

- a. Applicants must be in good health both physically and mentally.
- b. Applicants must be proficient in either Japanese or English.
- c. Applicants must be able to stay continuously in Japan for the term of the Fellowship.
- d. The receipt of grants or support from the Japan Foundation must not violate any local laws, regulations, or ordinances.

(5) Ineligibility

Individuals meeting any of the following conditions are not eligible to apply:

- a. Those who intend to conduct research in an area other than Japanese visual arts.
- b. Those who intend to create artworks.
- c. Undergraduates; master’s degree candidates; those intending to enroll in undergraduate or master’s courses at universities in Japan; or graduates who are to pursue Ph.D. courses in

Japan.

- d. Those who intend to use this Fellowship for political or religious purposes.
- e. Those who intend to work for profit-making or fund-raising purposes.
- f. Those who intend to enhance their Japanese-language ability.
- g. Those who plan to receive other grants concurrently with this Fellowship.
- h. Those who apply for other grant programs of the Japan Foundation in the same fiscal year.
- i. Previous recipients of Japan Foundation Fellowships (not only the Fellowship for Research on Japanese Art but also all the other Fellowships of the Japan Foundation) are eligible to reapply only if, on April 1, 2024, a full three years has elapsed since the termination of their most recent Fellowship.

3. Benefits

- (1) Fellowship period

21 days to 59 days

- (2) Grant coverage

The following are provided to successful applicants (hereinafter called "Fellows").

- a. Per Diem: 17,000 yen/day
- b. Airfare: Round-trip discount economy-class airfare (the most direct route)
- c. Insurance: Overseas traveler's insurance policy (the insurance coverage will be determined by the Japan Foundation)
- d. Research Allowance: A maximum of 100,000 yen (the amount varies according to the duration of the Fellowship)

4. Selection Policy

In addition to the contents, significance and viability of the proposed research, we will take into consideration whether the proposal is in accordance with the Japan Foundation's mission. We will also take personal qualifications, such as the applicant's career and achievements, as important criteria for the reviewing process.

- (1) The purpose and goal of the research should be clear, and the goal should be achievable during the proposed term of the Fellowship.
- (2) Research in Japan should be essential to the project.
- (3) The project should be planned within a concrete and practical framework and the proposed term of the Fellowship should be of an appropriate length that enables the achievement of the project goal.
- (4) Applicants should hold notable achievements in their respective fields. The proposed project should be consistent with these achievements and should potentially make future contributions to the field.
- (5) Applicants should have potential for future development as Japanese art experts.
- (6) Achievements based upon the Fellowship should extend beyond the applicant's individual output and be shared with society at large through exhibitions and publications.

- (7) Priority will be given to applicants who are likely to present the results of their research shortly after the completion of their Fellowship.
- (8) Applicants should potentially contribute to the development of their research field and the establishment of its infrastructure.

5. Application Procedures

- (1) Application deadline
November 30, 2023, 1 p.m. (Japan Standard Time)
- (2) How to apply
 - a. Download the application documents from the website below:
<https://www.jpf.go.jp/e/program/culture.html>
 - b. Complete your application documents, following the Application Instructions and the Application Documents Completion Guide.
 - c. Upload your application documents to the Online Application Portal.
Online Application Portal: <https://www.apply.jpf.go.jp>
* Visit the website to view the manual for this procedure.
 - d. Please request that your referees upload the reference forms to the dedicated URL, which you can issue via the Online Application Portal.
- (3) Notification of Results
April, 2024
* The Japan Foundation will not announce the results to referees of the applicants.
- (4) Points to note
 - a. We cannot respond to any inquiries about reasons for selection.
 - b. Multiple applications from the same applicant will make all applications invalid.

6. Past Recipients

- (1) The number of applications selected in FY2023 was 17 out of 55.
- (2) For details please see our website:
URL https://www.jpf.go.jp/e/project/culture/exhibit/exchange/fellow_ishibashi/index.html

7. Basic Terms and Conditions

- (1) Grant programs of the Japan Foundation are operated in accordance with the relevant laws and regulations of the Foundation.
- (2) This Fellowship is tenable only in Japan.
- (3) The Fellowship's commencement date for FY2024 must fall between June 1, 2024 and March 15, 2025.
- (4) In principle, no change of the commencement date (date of arrival in Japan) or of the completion date (date of departure from Japan) of the Fellowship will be allowed. If a Fellow must change these dates due to unavoidable circumstances, they must obtain the Foundation's approval beforehand.

- (5) No extension of the duration of the Fellowship can be allowed for any reason whatsoever.
- (6) Leaving Japan temporarily is not approved in principle.
- (7) If a successful applicant is offered any other grant or fellowship whose duration overlaps with that of this Fellowship, they must decline either this Fellowship or the other grant/fellowship for the overlapping period.
- (8) Applicants are responsible for making the necessary arrangements with institutions/individuals who will support and cooperate with them during the Fellowship period. Fellows are also responsible for finding their own accommodations.

8. Terms of Agreement

By applying to our program the applicant will be deemed to have agreed to this statement:

- (1) Obligations of Fellows
 - a. Fellows are expected to devote their full time to the pursuit of the goals described in their applications in Japan.
 - b. Fellows are responsible for all causes and effects resulting from their activities during the Fellowship. The Japan Foundation shall not be responsible or liable for any illnesses or accidents that occur during the Fellowship period.
 - c. Fellows must attend an orientation and a wrap-up session held at the Japan Foundation Headquarters in Tokyo shortly after arriving in Japan and just before leaving Japan. Therefore, Fellows are expected to arrange their international flights to and from Tokyo.
 - d. Fellows are to submit a final report and the outcomes of their project (i.e. books or reports, etc.) to the Japan Foundation.
 - e. If Fellows are mentioned in the media during the Fellowship period, Fellows are, in principle, to specify that they are in Japan with support from the Ishibashi Foundation/The Japan Foundation Fellowship for Research on Japanese Art.
 - f. Fellows are required to acknowledge support from the Ishibashi Foundation/The Japan Foundation Fellowship for Research on Japanese Art when the outcomes of the Fellow's research project are publicized or presented to the public.
 - g. Should there be any transgressions of the above/regulations of the Japan Foundation, the Fellowship will be revoked, and the Japan Foundation may ask for a refund of the entire sum and additional penalty charges (if any) from the Fellow.
 - h. Fellows may be asked to give a public lecture based on their research theme during the Fellowship period.
 - i. The Japan Foundation is intolerant of any fraudulent activity by applicants during the application process throughout the Fellowship period. Committing any form of fraud with regard to the Japan Foundation subsidies, etc., could result in penalty measures such as a revocation of the decision to provide Fellowships in whole or in part, the required return of benefits including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. "Act on Regulation of Execution of Budget Pertaining to Subsidies, etc." (Act No. 179 of 1955)).

(2) Disclosure of information on the project

- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF's website and in other public relations materials.
- b. When the JF receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.

(3) Handling of personal information

a. Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the "Act on the Protection of Personal Information" (Act No. 57 of 2003) (the "Act"), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the "EU General Data Protection Regulation (the "GDPR")," the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the "Chinese Laws"), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation's efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the "Personal Information") from the applicants through the application forms, attachments, project reports, deliverables, etc. (the "Project Materials"). In addition, the Japan Foundation may acquire the applicants' Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), e-mail address, ID number, passport number, photographs taken during or prior to the program, etc.

[Information on applicants' educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

- c. Purposes of use and period of personal information
 - (a) Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "Purposes of Use").
 - (b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.
 - (c) In addition to the information specified in (b) above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
 - (d) The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.
- d. Provision of personal information
 - (a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
 - i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
 - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
 - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
 - iv. News media and other organizations (for public relations for the projects)
 - v. Other organizations and individuals who receive the information as needed for the projects
 - (b) The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
 - (c) The Personal Information acquired from the applicants may be used or provided for

purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.

e. Cross-border transfer of personal information

(a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.

(b) In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.

f. Security control of personal information

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.

g. Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "9. Contact" for any opinions, questions, etc.

regarding any matters specified in this “Handling of personal information” section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this “Handling of personal information” section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) Response to the spread of infectious diseases

Depending on the spread of infectious diseases, appropriate measures may be required when implementing a project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably revoke its grant decision, change the substance of its grant or the conditions attached, or ask Fellows to modify their plan, including their original Fellowship commencement date, as a result of changes in circumstances that have occurred after the decision to provide the grant.

9. Contact

(1) Overseas

The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/e/world/index.html>

If there are no Japan Foundation offices in your country/area, please contact the nearest Japanese diplomatic mission.

Japanese Diplomatic Missions: https://www.mofa.go.jp/about/emb_cons/mofaserv.html

(2) In Japan

Visual Arts Section, Arts and Culture Department

The Japan Foundation (Headquarters)

YOTSUYA CRUCE, 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

E-mail: va@jpf.go.jp Tel: +81-(0)3-5369-6061

* The Application Instructions end here. The Application Documents Completion Guide follows.

Application Documents Completion Guide

1. List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/Optional
	Application Form	Specified (PDF)	Required
	CV for Applicant	Free (PDF/Word)	Required
	Detailed Project Description (in 5 pages or less)	Free (PDF/Word)	Required
	Schedule	Specified (Word)	Required

2. List of Documents to be Submitted by Concerned Persons

	Reference Form (two forms by two individuals)	Specified (PDF/Word)	Required
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3. Application Form

* Please use Adobe Acrobat Reader to complete this form. Other applications may cause incompatibility issues.

(1) Applicant

- a. Title and name: You should write this in the Latin alphabet.
- b. Nationality/area: List all nationalities (citizenships).
- c. Residential address/Contact: Give the address of your current residence and your contact information. Please promptly notify your nearest Japan Foundation office or Japanese diplomatic mission of any change of your current address and contact information.

(2) Project Summary

- a. Proposed term of the Fellowship: The commencement date of the Fellowship is the Fellow's "Arrival date" in Japan, and the completion date of the Fellowship is the Fellow's "Departure date" from Japan. The Fellowship must begin between June 1, 2024 and March 15, 2025. The term of the Fellowship must be between 21 days and 59 days.
- b. Project abstract : Give a summary of the project in 200 words or less in English.

(3) Qualifications

- a. Language ability: Check the column corresponding to the level of your Japanese-language/English-language proficiency.
- b. Application for other grants: Applicants who are submitting requests to other funding organizations must list the names of these organizations and the length of the term requested, as well as the dates that awards will be announced. Indicate the results if already known.
- c. Referees/recommenders: List the names of two individuals to whom you are sending the Reference Form.
- d. Cooperating organizations/individuals in Japan: In order to conduct research in Japan, cooperating organizations/individuals are necessary. Give the exact name of the organization/individual whose cooperation you intend to obtain. Select the current status of your arrangements with this organization/individual in the "Status" section.

4. Detailed Project Description

- (1) Write in 12 point font. You should write no more than 5 pages (A4 paper).
- (2) Describe the purpose and significance of the research, including relevant research, if any.
- (3) Give a specific description of the research content.
- (4) Write a concrete research method, giving a plan and the necessary period of time. Give a specific reason for your need to stay in Japan instead of remaining in your own country.
- (5) Describe the status of preparations for the research project for which you are applying.
- (6) Describe the goal of the research project for which you are applying and the method to disseminate the outcome.
- (7) Describe your medium- and long-term goal(s) in research and your career.

5. Reference Form

- (1) Applicants should ask two individuals, who are not the applicant's cooperating individuals in Japan and who are willing and competent, to judge the applicant's ability to carry out their proposal. One should be an expert in the field of the research project for which you are applying.
- (2) Applicants should fill in the boxes outlined in bold lines and ask referees to upload the Reference Forms no later than November 30, 2023, 1 p.m. (Japan Standard Time) to a dedicated URL, which you can issue via the Online Application Portal.
- (3) A referee may use the provided form, or attach a signed letter.