## Application Form

## Kyoto University – University of Vienna Joint Grant Program

**Instructions**

Proposals for the KU-UNIVIE Joint Grant Program should be submitted by the project coordinator, who must be a full-time faculty member at KU or UNIVIE. Proposals must be submitted in English, using this application form. Applications (whether sent by the project coordinator from KU or UNIVIE) **must be submitted to Ms. Janna Kazim,University of Vienna**. Please submit your proposals by email as a single PDF file **by 6:59 (JST) 8 June / 23:59 (CEST) 7 June 2022** to the following address:

University of Vienna:

Janna Kazim

International Office

Email: [janna.kazim@univie.ac.at](mailto:janna.kazim@univie.ac.at)

**Please include the following:**

1. **Completed application form, including:**
   1. **Basic project information (including project title)**
   2. **Name, institute affiliation and contact information of both Project Coordinators**
   3. **Name and institute affiliation of additional project participants**
   4. **Description of the planned project/activity (2 pages in length)**
   5. **Detailed budget plan**
   6. **Description of the contribution to the further development of the cooperation and the Strategic Partnership**
2. **Complete CVs of the project coordinators from both institutions (max. length 2 pages per CV).**

**1)**

| **Basic project information** | |
| --- | --- |
| Project title |  |
| Activity | (1) Research workshops, conferences, round tables, or symposia  (2) Mobility for joint research and meetings.  (3) Development of joint (PhD) education activities, such as short term programs (e.g. summer/winter schools), seminars and colloquia  (4) Joint publications  (5) Other activities (please specify): |
| Main research areas |  |
| Duration | From: To: |
| Where will the project take place? | KU: 　UNIVIE: |

| **Project coordinator from KU** | |
| --- | --- |
| Last name |  |
| First name |  |
| Academic title |  |
| Position |  |
| Affiliation  (Faculty/Graduate School/  Department/Institution/) |  |
| Phone number |  |
| Email |  |

| **Project coordinator from UNIVIE** | |
| --- | --- |
| Last name |  |
| First name |  |
| Academic title |  |
| Position |  |
| Affiliation |  |
| Phone number |  |
| Email |  |

| **Additional project participants** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Last name | First name | Academic title | Position | Affiliation | University |
|  |  |  |  |  |  |
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| **Description of the planned project/activity 2 pages (max.), including:**   * Project narrative, objectives and significance * Place of project/activity (Kyoto/Vienna) * Time schedule * Future activities closely connected to the project (e.g. joint publications, joint submissions to funding agencies) |
| --- |
|  | |

Budget: EUR 7,400 or JPY 1,000,000 for all activities

| **Budget calculation** | | |
| --- | --- | --- |
| **Expenditure**  Example  (Travel expenses )  (Venue rental fees)  (Publishing costs) | **Amount in**  **EUR  or JPY**  EUR  or JPY  6,200  400  500 | **Breakdown**  **Unit price\*quantity**  **(please provide specific details of cost items)**  UNIVIE to KU 3,100\*2  Rental the venue in Kyoto 400\*1  Abstract book 10\*50books |
| Travel expenses |  |  |
| Accommodation costs |  |  |
| Catering costs (for in-person activities only) |  |  |
| Venue rental fees |  |  |
| Costs for student assistants  (funding can only be provided for assistance for events) |  |  |
| Shipment costs |  |  |
| Publishing costs |  |  |
| **Total** |  |  |

| **Funding from other sources 　Yes  No** | |
| --- | --- |
| Institution(s) |  |
| Amount |  |
| Main use  (e.g., travel expenses, publication) |  |

| **Description of the contribution to the further development of the cooperation and the Strategic Partnership:** |
| --- |
|  |

1. **Please attach complete CVs of the project coordinators from both institutions (max. length 2 pages per CV).**