## Application Form

## Kyoto University – University of Vienna Joint Grant Program 2023

**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) 9 May / 23:59 (CEST) 8 May 2023** to the following address:

University of Vienna:

Janna Kazim

International Office

Email: janna.kazim@univie.ac.at

**Please include the following:**

1. **Completed application form, including:**
   1. **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).**

**\*** Eligibility for project coordinators is as follows:  
[KU] professors, associate professors, lecturers, assistant professors  
-The applicant must continue to be employed by KU for the duration of the KU-UNIVIE joint project  
-Full-time fixed-term program-specific faculty members are also eligible to apply provided they have received permission from their supervisor  
[UNIVIE] full professors ((o.) Univ.-Prof.), assistant, and associate professors (ao. Univ.-Prof./Ass.-Prof./Assoc.-Prof.)

**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: |
| Type of collaboration | Deepen and broaden ongoing collaboration  Initiate a new cooperation project |
| Where will the project take place? | KU　  UNIVIE |

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

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

| **Project participants list** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Last  name | First  name | Position | Affiliation | University | ECR  \*1 | Last degree obtained and the date on which it was awarded  (for ECRs only)\*2 | Travel  \*3 |
| Example | 1 | Professor | Graduate School of XXX | KU |  |  |  |
| Example | 2 | Research Fellow | Faculty of XXX | UNIVIE |  | PhD  June 1, 2012  \*Maternity leave and childcare leave from Jan.2015 to Dec.2017 |  |
| Example | 3 | PhD student | Graduate school of XXXX | KU |  | Master  March 20, 2022 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*1 Please check if the participant is ECR (doctoral students and researchers who have held a PhD or master’s degree for less than 10 years prior to June 1, 2023).

\*2 When counting the years after PhD/master’s acquisition, periods of maternity/paternity leave and child care leave can be excluded. Please fill out such periods if applicable.

\*3 Please check if the participant is going to visit KU or UNIVIE.

| **Description of the planned project/activity 2 pages (max.), including:**   * Project narrative, objectives and significance (comprehensible to non-expert reviewers).   \*If you select "Initiate a new cooperation project" in the Basic Project Information section, please explain which aspects of the project are new (e.g., new project members, new topic, etc.).   * 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: up to EUR 8,000 or JPY 1,150,000 for all activities

| **Budget calculation** | | |
| --- | --- | --- |
| **Expenditure**  Example  (Travel expenses )  (Venue rental fees)  (Publishing costs) | **Amount in**  **EUR  or JPY**  EUR  or JPY  6,000  900  500 | **Breakdown**  **Unit price\*quantity**  **(please provide specific details of cost items)**  UNIVIE to KU 2,000\*3  Rental the venue in Kyoto 300\*3 days  Abstract book 10\*50books |
| Travel expenses |  |  |
| Accommodation costs |  |  |
| Catering costs (for in-person activities only) |  |  |
| Venue rental fees |  |  |
| Shipment costs |  |  |
| Publishing costs |  |  |
| Other costs  (please specify) |  |  |
| **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).**