

Call for Proposals

Aim

This program¹ aims to develop cross-sectoral research platforms at Kyoto University by supporting conferences to initiate interdisciplinary research.

¹ This program is managed by the Center for the Promotion of Interdisciplinary Education and Research (CPIER) and the Kyoto University Research Administration Office (KURA) and supported by the MEXT-sponsored program for promoting the enhancement of research universities (Kyoto University).

Call for conference proposals

We invite proposals for research events² to initiate interdisciplinary research. Please see “assessment criteria” below for detailed requirements.

Any form of a conference (e.g., seminar, symposium, workshop) is acceptable. To prevent COVID-19, web conference or other forms of events without physical gathering is recommended at this moment.

If you need a physical venue, please use a place within Kyoto University campuses. If you want to hold it in another place, we will discuss it in the interview.

² The events should be open to non-members of the project team. (The number of participants is about 10–80 in the previous events.)

Eligibility

This program can be applied by an individual or by a team. The applicant (a leader of a team) should be a full-time member of the faculty³ of Kyoto University. Other members can be anyone, regardless of their affiliation or position.

³ Including program-specific faculty members under fixed-term contracts.

Those who were funded by this program in the past may apply, but the event theme should be significantly developed since then or the event should set a new challenge.

Support period

An event should be held after the fund is ready to use (approximately one month after a successful application), until the end of February 2022.

Monetary support

2,500,000 yen in total for all projects. About 5-10 proposals will be adopted. In the application, please clarify the amount of money you need. We will discuss how much can be supported. This fund can be combined with other monetary sources (e.g., KAKENHI).

This fund can cover travel expense to and from Kyoto University; honorarium for lectures; remuneration for supporting an event for students (only applicable for non-Kyoto University students: an employment contract must be signed to hire a Kyoto University student.); translation fee; venue hire; design and printing fee for flyers and reports; costs for building website; postage costs for sending flyers and reports⁴; and electronic devices and expendables⁵ used in an event. This fund will not cover the cost of food and drinks. Please ask us if you want to use the fund for other purposes.

⁴ If an event report for distribution is printed by this fund, the product (the report) should be delivered by 5th March 2022 and distributed by 15th March 2022.

⁵ Following items owned by CPIER can be used for free: projector; meeting recorder; video camera; tripod; various cables; whiteboard sheet; post-it; pen. Other items may be provided. Please ask us.

Other support

Advice on an event (e.g., how to organize a conference, how to facilitate discussion); advice on web conference; advice and support on announcements (e.g., flyer, email newsletter, registration form, web site); introduce persons who may be able to collaborate.

Proposal submission

Prepare a proposal using the form. Submit by uploading a proposal file at the following URL⁶:
<https://fsv.iimc.kyoto-u.ac.jp/public/wZYlwAzVkwPAcU8B6H55FVNUsc3yTKhit5ynEufsA1nb>
In the comment field, please write your name, affiliation, and email address.

⁶ Key Japanese words used in the uploading site: アップロード (upload); コメント (comment)

Call period

From 17 May 2021 to 31 August 2021. You can apply at any time during the period, and the review of your proposal will be made soon after the submission of the proposal.

The call will be closed earlier if the budget has run out. The call will be open again from mid-November to mid-December if the budget is still available.

Assessment process and schedule

After receiving a proposal, we will conduct a document review. You will be informed of the result of the review usually within one week after the submission by email. If your proposal passes the review, an interview will be arranged.

In the interview, you will be asked about the theme and plan of the proposed event. The leader must attend the interview while the attendance of other members is not mandatory. The interview may be carried out online to prevent COVID-19. You will receive feedback usually within one day after the interview by email.

The leader (and other members if they want) of the adopted project is asked to use Slack for the convenience of communication between the project team and the funding committee.

Assessment criteria

- 1) The event will facilitate original research work which contributes academic and social significance.
- 2) The event has a new concept.
- 3) The event has an interdisciplinary theme.
- 4) Expected participants are from more than one field of study.
- 5) The research will continue to develop after the event.

Acknowledgement on flyers, publications, etc.

Please state on flyers, web pages and publications related to the event that “supported by Cross-sectoral Research Platform Development Program of Kyoto University.”

Flow from an application to a follow-up meeting after the event

1. An applicant downloads the form and prepares a proposal.
2. The applicant uploads the proposal.
3. The funding committee reviews the proposal.
4. The funding committee will send a result to the applicant by email usually within one week.
5. Interview: the theme and plan of the proposed event are discussed.
6. The funding committee will send feedback to the applicant by email usually within one day.

If the proposal is adopted;

7. Slack registration: the event team and the funding committee can discuss the event plan, event announcement, venue, cost and others at any time.
8. The event leader submits a revised proposal* based on the results of the interview.
*The details of the project such as the date and time and the participants of the research meetings can remain undecided, as long as the revised proposal meets the assessment criteria.
9. Kick-off meeting: The event team and the funding committee will discuss further process, available support, the content of the project, etc. The meeting may not be required if they are already confirmed during the interview.
10. The event team will finalize the proposal and submit it to the funding committee.
11. The funding committee posts the event information on K.U.Research <<http://research.kyoto-u.ac.jp/gp/>>.
12. Budget administration: the budget is transferred to the leader's department and ready to be used about two weeks after the proposal is adopted. How to use the budget could be changed if it is used appropriately in accordance with the theme of the event, the aim of this funding program and the Kyoto University guidelines.
13. Holding the event. (Please make a list of participants and, if possible, take photos of the event.)
14. Reporting: the event leader is asked to submit a list of participants, a simple report on the results of the event, a research plan for the future, and if possible, photos.
15. Follow-up meeting: the project leader is asked about the details of the results of the event, a research plan for the future and challenges.

Program URLs

[Program page] <http://www.cpier.kyoto-u.ac.jp/project/platform-with-kura/>

[Previous projects] <http://research.kyoto-u.ac.jp/gp/>

Contact before application

cross-sectoral@kura.kyoto-u.ac.jp

Expenditure reference excerpt from Kyoto University Guidelines

Travel within Japan

	University board member/dean	Professor/ associate professor	Other faculty/staff	Students
Daily allowance	3,000 yen	2,500 yen	2,200 yen	1,500 yen
Accommodation*	14,000 yen	13,000 yen	10,900 yen	8,500 yen

Travel from abroad

	University board member/dean	Professor/ associate professor	Other faculty/staff	Students
Daily allowance	5,000 yen	5,000 yen	4,200 yen	3,500 yen
Accommodation*	17,000 yen	15,000 yen	12,900 yen	10,000 yen

* Accommodation cost will be covered only when the overnight stay is necessary for research activities (not because of, for example, attending a party after the event).

Honorarium/Remuneration

(per hour; calculated in the unit of 30 minutes, truncated less than 30-minute part)

	University board	Professor/	Other	Graduate	Undergrad
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	member, etc.	associate professor	faculty/staff	students*	students*
Lecture	30,000 yen	18,000 yen	12,000 yen		
Supporting				1,200 yen	1,000 yen

*An employment contract must be signed to hire an undergraduate or graduate student of Kyoto University. Please feel free to contact us for questions.

FAQ

Application	
I am a program-specific faculty under a fixed-term contract. Am I eligible for the program?	Yes, of course! However, the applicant (a leader of a team) must be a full-time member of the faculty of the Kyoto University. Other members can be anyone, regardless of their affiliation or position.
Can I apply for the program with non-Kyoto University members?	You are free to team up with members from outside the university (other universities, companies, etc.) as long as the applicant (a leader of a team) is a full-time researcher at Kyoto University.
Can a student (either undergraduate or graduate) apply for the program?	Applications must be submitted by a full-time researcher as a leader of a team, but students can also participate as team members.
Content of the project	
Can I combine the fund with other funding such as KAKENHI?	Yes, you can!
When will the result be announced?	The document review will usually take up to a week and the final decision will be made within one day after the interview. It may take approximately two weeks to receive the result after submitting a proposal but may differ depending on the number of days between the document review and the interview.
Can we plan a closed conference?	Please plan a conference accessible to a wide range of participants. At the very least, it will be posted on the CPIER's website and e-newsletter.
I would like to know the details of past projects.	You can find them in the link below (in Japanese only): K.U.Research 分野横断グループサイト http://research.kyoto-u.ac.jp/gp/ You can also find the project achievement reports in the link below (in Japanese only): http://www.cpier.kyoto-u.ac.jp/project/platform-with-kura/
How many participants should I expect?	We have funded in-person events with 10 to 80 participants, and online events with over 100 participants. You can set the number according to the purpose of your project.
Can I use an off-campus facility for the venue?	In principle, please hold the conference at a facility inside the university campuses. If you are planning to use an off-campus facility, please consult with us during the interview.

Is there any specific period to hold the conference?	Please hold the conference by the end of February, 2022.
Project management and public relations	
I've never managed a similar project or conference.	No problem! In addition to the financial support, we provide you with know-how to facilitate the planning.
Also, I don't have any experience in public relations.	We also provide you with know-how on public relations (flyer creation, event announcement, etc.) in line with your target audience.
Budget and expenditure	
Can I change the allocation in the budget after the project has been selected?	The allocation can be changed as long as it is aligned with the aim of the program, purpose of the project and the scope of the provisions in the section 'Monetary Support' of this Call for Proposal document.
What expenses can be included in the budget?	Main items are: honorarium for lectures; remuneration for supporting an event for students; translation fee; venue hire; design and printing fee for flyers and reports; costs for building website; postage costs for sending flyers and reports; and electronic devices and expendables used in an event. Please consult with us about details and other items.
Can I purchase electronic equipment and supplies with the fund?	Yes, you can. You can also borrow the following items for free: projector; meeting recorder; video camera; tripod; various cables; name holders; whiteboard sheet; post-it; pen. Please consult us if you have any other requests.
Can the fund cover the fee for the reception or the cost of food and drinks?	This fund cannot cover the fee for the reception or the cost of food and drinks.