

University of Hawai'i Japan Studies Endowment

In 1973, the Japanese Government granted \$1 million to the University of Hawai'i through the Japan Foundation. The proceeds of this Endowment are designated to be used for the support and development of Japanese Studies at the University of Hawai'i. In accordance with the terms of the agreement, the UH Japan Studies Endowment Committee, established to administer the grant, has defined the categories of awards as follows:

1. Faculty Research Awards (CJS-affiliated faculty only).
2. Special Projects Awards (University-wide (faculty) see **exclusions** below).

The basic guidelines covering these awards are:

*applicants must be affiliated with the University of Hawai'i.

*priority will be given to applicants who are US citizens or permanent US residents.

*priority will be given to proposals that focus directly on Japan and its heritage.

***EXCLUSIONS** are individuals and projects in the fields of mathematics and physical, natural, medical & engineering sciences.

Awards are given to encourage individual research and to support major projects that are beyond the scope of usual financial assistance. We especially encourage Junior faculty to apply. Requests for translation assistance by persons who are unable to use Japanese language materials are generally not competitive.

Faculty Research Awards include support for research projects undertaken for summer research or during normal duty, or a leave period including one-semester leave without pay and one-semester sabbatical leave. This category is open only to faculty affiliated with the Center for Japanese Studies.

Special Projects Awards are for projects that do not fall under the Faculty Research Award category. These are contingent upon availability of funds. This category is open to the general University, except for the exclusions listed above.

Questions regarding the awards or application procedures for the competitions may be directed to:

Chair
UH Japan Studies Endowment Committee
University of Hawai'i at Mānoa
1890 East-West Road, Moore Hall 216

Telephone: (808) 956-2665 / Email: cjs.admin@hawaii.edu

Award Categories

1. Faculty Research Awards

Grants are awarded to regular CJS-affiliated faculty to assist them in conducting research in Japanese Studies. Priority is given to proposals for research that will be completed during the grant period. The completion date and the specific research product (paper, book, creative work, etc.) should be described clearly in the application. A faculty member may not apply for more than one Faculty Research Award in any one calendar year.

A. Summer Research

A limited number of grants will be given to support high-quality research projects that can be completed during an uninterrupted summer period. The intent of the award is to make it possible for an applicant to devote full time to his or her chosen research project for a period of not less than two months. Applications will be carefully screened to determine:

*value of the project.

*assurance of completion of the research to the exclusion of teaching and other activities throughout the duration of the grant.

Each award is for a maximum of \$5,000.

B. Research During Normal Duty, Sabbatical Leave, or Leave without Pay.

Applications will be carefully screened to determine the value of the project and its enhancement of Japanese Studies at the University of Hawai'i. In view of this, priority is given to projects that lead to publication in English and that are conducted by active faculty members. The maximum award under this category is \$7,500. (Note: Awards for sabbatical leave and leave without pay are normally given to supplement other funding.)

2. Special Projects

Funds permitting, a limited number of grants will be considered for projects other than individual awards. This category is open to the general University-wide faculty, except for exclusions cited above. Priority is given to proposals for projects that can be completed during the grant period.

Application Procedures

I. Upcoming APPLICATION DEADLINES*

- October 1st - **Fall** Faculty & Special Projects competition
(For Grants between January 1st and December 31st)
- April 1st - **Spring & Summer** Faculty & Special Projects competition
(For Grants between June 1st and May 31st)

* Note: When a deadline falls on the weekend, applications will be due the following Monday.

All applicants must submit one copy of the application either by **mail** or **email** to the Center for Japanese Studies (see address below). Incomplete applications will be returned.

UH Japan Studies Endowment Committee
Center for Japanese Studies, UHM
1890 East-West Road, Moore 216
Honolulu, Hawai'i 96822

Tel: (808) 956-2665
Email: cjs.admin@hawaii.edu

*Note: For emailed applications, please put the words “**JSE Application**” in the subject line and use Microsoft Word or PDF format for attachments. Please also attach a scanned copy of the signature page bearing applicant signature. In the case of a special projects application please include your signature next to your name in the heading if you are using a memorandum format, or if you are using a letter format, in your closing. Where required, we will accept email confirmation by the Department Head in lieu of a signature.

Applicants and department chairs who approve applications are requested to submit applications that will be easily readable by a multi-disciplinary committee well-versed in studies of Japan but not necessarily trained in any particular discipline's specific jargon.

II. Award Categories

1. Faculty Research Awards

The application form (appended below) is required.

2. Special Projects

No application form is required. A letter of application should be submitted by **mail** or **email** which includes the following information:

- *name, status, and affiliation of principal investigator(s).
- *description of the project.
- *period during which the project will be carried out and completed.
- *importance or significance of the project.
- *grants relevant to the project received during the past five calendar years, including title, source, nature of project, dates, and amount.
- *amount requested and a detailed, itemized budget indicating how the award monies will be utilized.
- *information on other grants (name of granting agencies, and amount requested) that you are currently applying for or you plan to apply for to support this project.

In extremely rare cases, the Committee will entertain proposals outside the announced rounds of competition.

University of Hawai'i Japan Studies
Endowment Faculty Research Award
Application Form

Name: _____

Dept/Inst. _____

Rank: _____ No. full years on UH Faculty: _____

Office Address: _____

Grant/Leave Period: _____

Amount Requested: _____

The time period during which research will be conducted (check one of the following):

- normal duty period
- summer research
- leave without pay
- sabbatical leave

Research project title:

Describe employment, teaching, research, or other commitments you will have during the grant period:

List your most important publications during the past five years:

Describe grants you received in the past five years (indicate the title, source, project, date, amount):

Describe arrangements being made for your replacement. (Complete this section only if taking leave without pay.)

Compile a detailed budget indicating the manner in which requested funds will be utilized. Itemize all anticipated expenses. If your budget includes payments for services rendered, please contact your Department's Fiscal Officer.

Are you applying for (or planning to apply for) other grants to support this project? What are these other grants and how much are you asking from these other grants?

Describe your research project in not more than 1,000 words (attach no more than two additional pages if necessary). Do not submit additional material unless requested. The description should include your research timetable and intended research product.

Signature: _____ Date: _____

Approved by Dept. Chair _____ Date: _____

An emailed approval from the Dept. Chair will be accepted in lieu of signature.

Submit to the following address. Please note that incomplete applications will be returned.

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University of Hawai'i at Mānoa
Center for Japanese Studies
1890 East-West Road, Moore 216
Honolulu, Hawai'i 96822
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