

GSDM
RULES GOVERNING SHORT-TERM TRAVEL SUPPORT PROGRAM

1. Outline of support

GSDM provides eligible students with financial aid, after careful assessment of their activities under the program and of the proposed travel plan, to cover the cost of attending an international conference in Japan or abroad to present their research findings or of visiting institutions such as universities and companies for their own research.

2. Applicant eligibility

(1) GSDM student

(2) The applicant for the support shall be the one who will present his/her findings at an international conferences or visit institutions such as universities and companies for research purposes.

(3) In case of attending an international conference, the applicant shall be the first author of a paper, or one of the co-authors including a supervisor associated with GSDM.

(4) The applicant should receive authorization from their supervisor.

(5) It is strongly recommended that, while attending international conferences abroad, the recipients themselves make arrangements and visit related institutions such as universities and companies.

3. Support

Program students are entitled to receive this support once an academic year for the overseas or domestic travel. If applicant fails to receive support, he/she can apply again at another occasion.

4. Amounts of payment

(1) GSDM will support up to 400,000 yen per person, in principle. An application exceeding this maximum will be closely examined for its content, and decided upon after taking these special circumstances into consideration.

(2) Airfare, accommodation fee and daily allowance shall be paid. Except in unavoidable circumstances, however, for overseas travel, the maximum amount paid for accommodation fee shall be 17,000 yen for Europe and America and the Middle East, and 8,500 yen for other regions; for domestic travel, the maximum amount shall be 8,200 yen. Other expenses such as daily allowances — 6,000 yen for Europe and America and the Middle East, 4,500 yen for other regions, and 2,300 yen for domestic travel — shall be paid in accordance with the University of Tokyo Regulations on

Travel Expenses.

(3) The above amount does not include the conference registration fee. Note that banquets and/or reception fees will not covered.

5. Period of overseas travel

(1) The period of travel shall, in principle, be within 2 weeks.

(2) In case of attending the conference, the period of travel shall, in principle, be within the period of a conference plus several days at the destination. (Without business to attend, however, it is not permissible to stay at the destination before and after a conference.)

(3) The period of travel for an international conference at home shall, in principle, be within the period of the conference at the destination.

6. Application period for the support

Applications for the support are accepted once a year with the deadline at the end of April. Applications are accepted for a limited number of allotments with the deadline at the end of October..

7. Documents required and to whom they shall be submitted

Documents shall be submitted to the GSDM Office.

(1) Application

1) 'GSDM application form for short-term travel support program'

2) Documents proving the reason for the travel — a letter of acceptance from the conference organizer or a copy of pages from the conference program showing the period of the conference or lectures — accompanied by documents showing correspondence with institutions to be visited.

3) Documents showing proof of airfare cost. The applicant shall obtain an estimate of an economy class air ticket at the lowest possible price either from the coop Hongo travel center or the Nippon Travel Agency.

The applicant shall not purchase an air ticket until approved. In special circumstances, consult the GSDM Office.

4) Documents proving the breakdown of the registration fee — the entrance fee and the price of the proceedings — for the international conference if the applicant also applies for the reimbursement of the fee, such as the URL of the conference and a copy of a page from the conference program showing the fee.

5) A two-sided hard copy of the applicant's learning record taken from the GSDM Student Learning Record Database.

(2) After acceptance and before departure

5) The normal documentation of the university for a business trip.

6) Documents proving the payment of the registration fee for the international conference — a receipt or a certificate of payment by credit card — if a recipient of this support also applies for the reimbursement of the fee.

(3) After returning home (within two weeks)

7) An offprint of the paper presented or a copy of the proceedings whose source is written.

8) Round-trip air ticket stubs, a stamped business trip report (hard copy), and its electronic file.

(4) Contents of the report

9) The report, about one A4 page, shall contain the following content.

- Details at the international conference or the institutions to visit.
- In the case of an international conference, the outline of the presentation by the recipient.
- The outline of the result of the visits to institutions.
- Impressions of the trip — how the recipient has changed since the trip — and other issues concerning the result of the trip that deserve special mention.

8. Miscellaneous

(1) If an application is accepted, the recipient shall specify the support of the GSDM in the paper or minutes, adding acknowledgements (refer to the following examples of the acknowledgements). In addition, also in a case where it is too late to add the acknowledgements, the recipient shall cooperate in making presentation at a conference or writing a paper for a report concerning the results of the GSDM program.

[Reference]

Example of acknowledgements for support for overseas travel

The author (One of the authors (initials)) was supported through the GSDM Program by the Ministry of Education, Culture, Sports, Science and Technology.

Example of acknowledgements for support as a whole

This work (research) was supported (in part) through the GSDM Program by the Ministry of Education, Culture, Sports, Science and Technology.