

Application Guideline for AY2021 The University of Aizu Domestic and International Conference Support Subsidy

1. Objectives

This program aims to promote the globalization of faculty and student activities through the exchange, collaboration, and cooperation between overseas universities and research institutions, and to contribute to various conferences and meetings at the university, and to develop a multidimensional perspective on research, context, culture, and other international developments.

2. Overview

The University of Aizu (hereinafter referred to as the "University") is dedicated to encouraging international academic research exchange. In order to promote international academic research exchange, University will offer a subsidy for international conferences, workshops, etc. (hereinafter referred to as "conferences, etc.") that are sponsored or supported by internationally recognized professional organizations and institutions (IEEE, ACM, etc.). The subsidy will be provided to the faculty members of the University (hereinafter referred to as "Faculty Members") who organize conferences within the scope of the budget.

3. Subsidy Period

July 1, 2021 – March 21, 2022 (Final paperwork MUST be submitted by March 26, 2022)

4. Amount of Subsidy / Eligibility

The maximum amount of the subsidy is 500,000 yen per faculty member or group of faculty members, and the subsidy covers the expenses listed in Appendix 1 based on the application plan.

5. Application Requirements

- (1) Conferences where many domestic and international keynote speakers are expected to be invited.
- (2) Conferences related to cutting-edge research issues in a variety of ICT fields
- (3) Conferences that are expected to foster young researchers.

6. Application Period

From Tuesday, May 25, 2021 to Friday, June 18, 2021 (24:00 in Japan Time)

7. Schedule for Selection

- Friday, June 18, 2021: Deadline for the Application.
- In middle June: Evaluation Committee will evaluate respective applications.
- Wednesday, June 30, 2021: Notification of the result to the applicants.

8. Application Packet and Other Documentations / Submission Methods

(1) Application Packet

- (a) Application Form for Subsidy of the Domestic and International Conferences (Form 1)
- (b) Documentation, providing that proving that the application meets the conditions of Item 2: Overview and 5: Application Requirements (e.g., a written pledge proving sponsorship or support by an intl. organization, etc.)

(2) Submission Methods

Submit the application documents (a) to (b) in electronic format to Office for Strategy of International Programs (hereinafter referred to as "OSIP") (osip@u-aizu.ac.jp).

9. Evaluation Committee and Method of Selection

The Evaluation Committee members shall be the Director of Center for Globalization and faculty members (other than the applicants) appointed by the Director. Evaluation Committee will evaluate the submitted applications (document review) and make a decision.

10. Procedures for Execution of the Subsidy

(1) Submission of the Implementation Plan

After the subsidy amount has been decided, the faculty member must submit the following documents in electronic format to OSIP (osip@u-aizu.ac.jp) at least two months prior to the conference.

- Implementation Plan for Subsidy the Domestic and International Conferences (Form 2)

* If there is any change in the details of the conference, please contact the OSIP at least two months prior to the scheduled start date.

* The payment of travel expenses and honorarium to the keynote speaker shall be made by bank transfer in advance. Bank transfer fee should be covered with this subsidy plan or your own other expenses. In addition, please familiarize yourself with the payment of travel expenses and honoraria to guests from outside of UoA for attending the Conferences. Please consult the OSIP in advance.

http://web-int.u-aizu.ac.jp/official/faculty/pd/tax_convention/tax%20convention_e.html

(2) Execution of the Subsidy (Conference MUST be finished by March 21, 2022)

- (a) The subsidy should be executed according to the implementation plan.
- (b) The subsidy must be executed during the fiscal year and cannot be carried over.
- (c) For the execution of the subsidy, please consult with OSIP in advance, and the procedures are the same way as for the execution of the internal research budget.

Reference: Financial Expenditure Compliance Items Regarding Faculty Purchasing

http://web-int.u-aizu.ac.jp/official/faculty/pd/fapd03form/appendix_3_J.pdf

Research Expenses Forms (The submission of the documents will be OSIP)

http://web-int.u-aizu.ac.jp/official/faculty/pd/fapd03_j.html

(3) Submission of Implementation Report

The faculty member should submit the following documents in electronic format to the OSIP within a month from the conference end or March 26, 2022. (whichever is earlier)

- Implementation Report for Subsidy the Domestic and International Conferences (Form 3)

11. Cancellation, Suspension and Return of the Subsidy

The subsidy may be canceled or suspended, and furthermore, the faculty member may be requested to return part or all of the subsidy which already provided when it is under any of the following or in the case that such a fact is discovered.

- (1) When there is a significant and substantial change in the content of the application.
- (2) When a false application or report is made.
- (3) When the required documents are not submitted.

Appendix 1: Eligible Expenses for Subsidy for Domestic and International Conferences

In principle, eligible expenses for subsidies should be the same as those items that can be paid by the university's internal research budget, etc. Other expenses essential to the subsidy of the conference should be discussed with the OSIP in advance.

Items	Description
Facility usage fee	Facility and equipment usage fee
Printing and binding fee	Printing fee for program procedures, etc.
Student Assistant honorarium	Limited to administrative work hours of Students assisting in conference planning, operation, preparation, and clean-up (This does not apply to students from other university, nor to UoA students' own presentations and preparation time.)
Office supplies	Stationery, conference communication software (Zoom), and server cloud usage fees for the conference will be covered. (Conference registration fees, computers, and hardware are not covered.) Commemorative gift: This gift will be given only to those guest speakers from overseas. (Those who pay travel expenses with research budgets and those who do not come to the university are not acceptable.), and also only items related to the University of Aizu or the Aizu region, not exceeding 6,000 yen per person for keynote speakers will be accepted as a commemorative gift. (e.g., Items with the University logo, Akabeko, etc.)
Excursion Expense	Expenses for study tours for participants from Japan and abroad who come to domestic international conferences, etc., in order to promote the attractiveness of Fukushima Prefecture (limited to transportation expenses and entrance fees).
※The cost of meals is not covered by the subsidy.	
Honorarium	Honorarium for only keynote speakers (based on prefectural regulations) <ul style="list-style-type: none"> - University professors, company representatives, etc. (within the prefecture): 17,900 yen or less - University professors, company representatives, etc. (outside of prefecture): Up to 28,100 yen - Other faculty members, company executives, etc. (not including students): 9,300 yen or less
Travel Expenses	<ul style="list-style-type: none"> - Keynote speaker only - Economy class airfare can be covered. (Premium economy is not acceptable) - If the keynote speaker is a student, travel expenses will not be covered
Bank Transfer Fee	The bank transfer fee can be covered by this subsidy