

To whom it may concern,

06/Nov/2023

**FINANCIAL SUPPORT FOR STUDENTS ATTENDING DOMESTIC/INTERNATIONAL  
CONFERENCE.**

This is to inform you about the financial support for attending academic conferences. Please read the following content and fill in the necessary information on your application form (i.e., Budget Plan) if you are eligible.

When applying, you need to get approval from your faculty supervisor and including him/her as Cc in your email.

Call for financial support are made three times a year, in Spring, Summer and Winter. This recruitment (Winter) relates to conferences scheduled to be held between December to March.

**Who can apply? -general rules**

This recruitment aims to provide financial assistance for those who attend academic conferences in/outside Japan and presenting their research orally, or by poster presentation.

- Eligible student can submit **one application in one fiscal year.**
- Meetings held in **Fukuoka City are excluded.**
- Travel expenses for Fieldwork and Joint research are **excluded.**
- Grant will **not cover** the cost of office supplies and laboratory expense.

**Financial support is open for students who-**

- Enrolled in Master Course (FR program)
- Enrolled in an International Master's Course
- Are DC1 student enrolled in Graduate School of Science

**As a special exception for this fiscal year, DC2 and DC3 students enrolled in Graduate School of Science who didn't have the opportunity to use the conference support system due to Covid, will also be eligible.**

### **Important points to know-who is **not** eligible?**

- ① JSPS research fellow
- ② Holdover or student on leave
- ③ Students enrolled in Leading Graduate School programs
- ④ Students who financed by the Fellowship program for Pioneering Human Resources Development
- ⑤ Students who are supported by the Future Course (MIRAI) for Pioneering research initiated by the next generation
- ⑥ Recipients of other scholarships that do not allow for double entitlement.

### **How to apply?**

- ① Fill in the application form (Budget Plan)
- ② Show two or more types of estimated travel costs
- ③ Provide information about the conference participation fee, place of the meeting etc. (you can submit copies of the website)

**Dead line for submission: Thursday, 30<sup>th</sup> November, 2023 by noon**

Please send the application form to the Office for FR&AS Program, Advancement of Scientific Programs in the Graduate School of Science via email, and please include your supervisor as a Cc recipient.

Mail to: [frasprog@sci.kyushu-u.ac.jp](mailto:frasprog@sci.kyushu-u.ac.jp)

### **1.The support granted for domestic conference- **meetings in Japan****

- ① This recruitment is for academic conferences scheduled to be held in 2023 fiscal year
- ② The support grant includes conference participation fees and travel expenses (transportation fee, cost of accommodation, and daily allowance)
- ③ For transportation fees, please take the cheapest yet safe option available. Please show us two or more options and their estimation price

- ④ Accommodation fees are 8,200yen per night (fixed rate). However, if the cost of the meal is included in the conference participation fee, 850 yen will be deducted per meal
- ⑤ The daily allowance is 1,700 yen per day This will be counted from the first day of travel
- ⑥ When using a package trip, if the accommodation fee is included in the price, the accommodation fee will not be paid separately
- ⑦ Fees not permitted by the University's Travel Expense Regulations will not be paid
- ⑧ If the meeting is held online, only conference participation fee will be supported

## **2.The support granted for international conferences- meetings overseas**

- ① This recruitment is for the academic conferences scheduled to be held in 2023 fiscal year
- ② As travel expenses, maximum amount of 250,000 yen will be granted, but cost of accommodation fee and daily allowance are NOT included in this grant
- ③ If your faculty supervisor approves, expenditure of your daily allowance, cost of accommodation, conference participation fee can be disbursed from laboratory budget if it is not specifying its use. Please describe the source of budget in the application form if this applies to you
- ④ For transportation fee, please take the cheapest yet safe option available. Please show us two or more options and its estimation price
- ⑤ Fees not permitted by the University's Travel Expense Regulations will not be paid
- ⑥ If the meeting is held online, only conference participation fee will be supported

## **3.Can I apply for both Domestic and International (one each) in the same fiscal year? – Yes!**

It can happen that your both applications are accepted. But you have to make clear your priority in your application in case only one application will be accepted due to budgetary constraints.

#### **4.Selection process**

It will go through a selection process if applications exceed our budget. Selection criteria is as follows.

- ① Invited presentation will be prioritized
- ② Oral presentation is prioritized
- ③ Priority is given to students who have less experience in presentation
- ④ Priority is given to students who is in lower grades
- ⑤ Content and the reason for the application will be considered

**The selection result will be sent out to all applicants via email.**