

**FY2024 ARC-Space Overseas Travel Grant Program
Proposal Submission Guidelines**

December 26, 2023
ARC-Space, The University of Aizu

1 Objective of the Program

ARC-Space aims to promote research in the field of space informatics, which integrates space science and informatics, through industry-academia collaboration, and to provide the results to the academic community, thereby contributing to the vitalization of research in the field and to the advancement of its technological development. ARC-Space was certified as a joint usage/research center for Lunar and Planetary Exploration Archive Science, by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT) in FY2019.

Lunar and planetary exploration archive science refers to a form of research in which new insights are obtained by combining data obtained and accumulated through past lunar and planetary exploration and observational research with the latest knowledge and analysis techniques.

With the aim of further internationalizing the activities of ARC-Space, we are now accepting applications for overseas travel grants intended to enable domestic researchers' flexible participation in overseas research meetings, academic conferences, and other similar events. By promoting a wide range of exchanges with overseas researchers, we aim to further expand the scope of activities of the Center for Lunar and Planetary Exploration and Archive Science and contribute to the internationalization of the academic community.

2 Details of the Program

The purpose of this program is to subsidize overseas travel expenses for short-term overseas research activities. The grant will provide researchers selected for the program with funding for overseas travel to participate in technical meetings on maintenance of data products and software development as well as research meetings, academic conferences, and other similar events related to lunar and planetary exploration archive science, and to exchange information on an actual expense basis. However, the grant will only cover travel from Japan to overseas, and will not cover travel from overseas to Japan. The screening will be conducted after each of the three recruitment rounds, and we plan to select a few projects within the overall budget. Applicants may also apply for the ARC-Space's Joint Research Program and Joint Research Program with Invited International Researchers.

<Research Activities>

- (a) Participation in technical meetings, research meetings, academic conferences, and other similar events related to lunar and planetary exploration archive science
- (b) Opinion and information exchanges on lunar and planetary exploration archive science
- (c) Other research activities on lunar and planetary exploration archive science

3 Qualified Applicants

Applicants must be one of the following.

- a. Faculty members of national, public, and private universities, researchers of research institutes, or equivalent researchers (including technical staff of national, public, and private universities)

- b. Graduate students of national, public, and private universities
- c. Individuals recognized as equivalent to (a) by the Director of ARC-Space

Applicants must also undergo research ethics training offered by their universities, research institutions, or JSPS prior to the start of research activities

4 Grant Period

In principle, the grant will cover travel that ends by February 28, 2025(Friday). If your travel period will be longer than this, please consult with us in advance.

5 How to Apply

- (1) You can download the application form (Form 5) from ARC-Space's website. Please refer to the following URL:
<https://arcspace.jp/jointresearch:top>
- (2) E-mail the completed application form to the address in 12 Submission Address and Contact Information.
- (3) Before applying for the program, applicants may consult with ARC-Space's faculty members regarding the purpose and content of the travel, expenses, and other topics, if necessary.
- (4) Application forms must be in English or Japanese.
- (5) Graduate students participating in the joint research must be covered by insurance coverage equivalent to or greater than the Personal Accident Insurance for Students Pursuing Education and Research (including the liability insurance) of the Japan Educational Exchanges and Services.

6 Research Expenses, etc.

(1) Eligible Expenses

The following expenses can be applied for the program.

- a. Overseas travel expenses (Round-trip transportation expenses between the residence of the applicant and the destination)
- b. Accommodation expenses
- c. Other expenses necessary for the overseas travel (Conference presentation and registration fees, travel insurance, visa, ESTA, etc. fees, vaccination fees, PCR test fees)

A part of expenses of the travel may be paid from a separate budget available to the applicant. For example, if the applicant will travel to participate a conference with a budget which the applicant can use, the applicant can apply for this travel grant to cover expenses of activities before/after the conference.

(2) Payment Method

ARC-Space will reimburse the overseas travel expenses upon request based on the designated documents submitted by the successful applicant.

7 Application Period

[First round of applications]

Tuesday, December 26, 2023 - Friday, February 2, 2024

[Second round of applications]

Saturday, February 3, 2024 - Friday, May 31, 2024

[Third round of applications]

Saturday, June 1, 2024 - Friday, November 29, 2024

8 Adoption of Joint Research Proposals

- (1) Acceptance or rejection of applications will be discussed by the Proposal Solicitation and Selection Committee and decided by the Steering Committee as soon as possible after the applications are received.
- (2) During deliberations, applicants may be asked to provide explanations as necessary.
- (3) During deliberations, adjustments may be made with the purpose and content of the travel, expenses, and other items.
- (4) We will notify applicants of the result of acceptance or rejection. Please note that if accepted, the title (purpose) of the travel, the names of the applicants, and the affiliation of applicants will be posted on our website.

9 Report

- (1) Please submit the "Activity Report on ARC-Space Overseas Travel Grant Program" (hereinafter referred to as "Activity Report") in an A4-sized Microsoft Word document in English or Japanese to the email address in 11 Submission Address and Contact Information within one month of the end of the travel.
- (2) Please note that if you fail to submit the Activity Report by the deadline without a particular reason, we will not accept your application for this program for the following year. You can download the Research Report form (Form 6) from ARC-Space's website. Please refer to the following URL:

<https://arcspace.jp/jointresearch:top>

10 Publication of Results

- (1) The results of the research activities will be published on ARC-Space's website based on the contents of the "Publication Status of Results" in the Activity Report in the following fiscal year after the period of the grant. At this time, inquiries may be made to accepted researchers regarding the publication status of the results after the submission of the Research Activity Report.
- (2) Applicants may be asked to present their reports or results at conferences organized by ARC-Space.
- (3) If accepted researchers publish the results of research activities (including academic papers, conference presentations, etc.), please indicate in the acknowledgements section that the research activities were conducted in cooperation with ARC-Space. An example of an acknowledgment letter can be found at the following website (<https://arcspace.jp/doku.php?id=ja:misc:acknowledgments>). Please refer to the following example sentences.
 - This work was supported by MEXT Promotion of Distinctive Joint Usage/Research Center Program Grant Number JPMXP0723830458.
- (4) In addition, please submit information on the publication, bibliographic information on the paper, a copy of the paper, etc. to the e-mail or mailing address in 11 Submission Address and Contact Information.

11 Submission Address and Contact Information

Mailing Address:

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[Reference]

If you need to consult with ARC-Space's faculty members regarding the purpose and content of the travel, expenses, and the selection of counterparts from among the ARC-Space's faculty members (see 5 (3)), please refer to the list below.

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