Form 5

**FY2023 ARC-Space Overseas** **Travel Grant**

**Application Form**

Date of Application: mm dd, yyyy

To：Director of ARC-Space

Applicants (Principal Investigator):

Affiliation:

Job title (If you are a graduate student, grade):

Contact address:

TEL:

E-Mail:

\*Name and affiliation of academic advisor (if you are a graduate student):

1 Title of research project

2 Expected period of Overseas Travel

3 Destination

<Please describe the following 4 to 8 in 3 pages of A4 size.>

4 Background and Purpose of Overseas Travel

\*If you will attend technical meetings, research meetings or academic conferences, etc., please list the name of the conference as a reference.

5 Travel Plan

6 Anticipated Outcomes

7 Itinerary and breakdown of expenses requested

\*Please note that any expenses not listed in the application will not be approved for funding.

Expenses incurred prior to the date of adoption (prior to April 1 of the relevant fiscal year in the case of adoption in the previous fiscal year) will also not be eligible for the grant.

The actual payment (settlement) will be based on the fixed amount of domestic travel expenses (transportation), accommodation, and daily allowance, and actual expenses for international travel (airfare) and other expenses incurred during the travel.

Travel in conjunction with a separate budget available to the applicant is also possible, but in that case, please indicate which of the following a through c expenses you wish to subsidize.

a. Overseas travel expenses

\* Round-trip transportation from the applicant's place of residence or place of work to the destination

■Domestic travel expenses (transportation): Fixed amount based on the University of Aizu Travel Expense Regulations (\* Calculated by the University of Aizu)

　・Outward [Departure]: Home / Work place （○○ City/Town)

　　[Methods of Transportation] : Train（ ～ ）/ Bus（ ～ ）/ Official vehicle / Private vehicle

　・Homeward [Arrival] : Home / Work place （○○ City/Town)

　　[Methods of Transportation] : Train ( ～ ) / Bus ( ～ ) / Official vehicle / Private vehicle

■Overseas travel expenses (airfare): XXX,XXX yen (actual expenses paid)

　・Outward [Departure airport]○○○○ [Arrival airport]○○○○

　・Homeward [Departure airport] ○○○○ [Arrival airport] ○○○○

b. Accommodation expenses

\* The amount of lodging and daily allowance varies depending on the destination, itinerary, and status of the applicant (daily allowance is not provided to students).

■Accommodation: Fixed amount based on the University of Aizu Travel Expense Regulations (\* calculated by the University of Aizu)

■Daily allowance: Fixed amount based on the University of Aizu Travel Expense Regulations (\* calculated by the University of Aizu)

　・[Place of business]○○○○

　・[Place to stay]○○○○（XX nights and XX days）

c. Other expenses necessary for the overseas travel

\*Expendable as of April 1, 2023: Registration fees for participation in and/or presentation at conferences, travel insurance, PCR test cost

　・Registration fees for participation in and/or presentation at conferences

　　：XXX,XXX yen (actual expenses paid)

　・Travel insurance：XXX,XXX yen (actual expenses paid)

　・PCR test cost：XXX,XXX yen (actual expenses paid)

\*Please attach a detailed description of the basis for the estimate.

8 Others (Researchers, etc. related to this travel)

(1) Co-Investigators/Research Collaborators in joint research (Name, Affiliation, Department, Job title, Role)

(2) Co-authors of the article (Name, Affiliation, Department, Job title, Role)

\*If the main purpose of the travel is to make a presentation at an academic conference, please attach the preliminary draft of manuscript if it has already been completed at the time of application.