Form 5

**FY2024 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 project

2 Expected period of Overseas Travel

　mm dd, yyyy - mm dd, yyyy

3 Destination

　XX Country, XX City, Name of meeting/place of visit, etc.

<Please describe the following 4 to 9 in 3 pages of A4 size.>

4 Background and Purpose of Overseas Travel

\*Please describe the research background and purpose of the study for which you are traveling.

5 Travel Plan

\*Please describe the specific research activities and plans during the trip. The itinerary of the trip should be described in "7 Itinerary".

6 Anticipated Outcomes

7 Itinerary

\*Please list the place of departure and return (home or place of employment and its address), the means of transportation (train, bus, official vehicle, private vehicle, etc.) between transit and destination, the place of travel, place to stay, number of nights and days.

In addition, if the applicant plans to travel in conjunction with the grant from this application and a separate budget available to the applicant, and wishes to have a portion of the itinerary funded by the grant, please describe the portion of the itinerary for which you wish to receive funding.

[Example of description]

- Outward

mm/dd

Home (90 Kamiiawase, Tsuruga, ikkimachi, Aizuwakamatsu City) → (walk) → Aizuwakamatsu Station → (JR) → Koriyama Station → (Shinkansen) → Ueno Station

Keisei Ueno Station → (Keisei Express Skyliner) → Airport Station

mm/dd

[Departure Airport] XX Airport XX:XX Departure (Flight No.)

[Arrival Airport] XX Airport XX:XX Arrival

- Place of travel

mm/dd – mm/dd

Participation in XX academic conference (Place)

- Place to stay

XX Hotel

XX nights and XX days (check-in: mm/dd, check-out: mm/dd)

- Homeward

mm/dd

[Departure Airport] XX Airport XX:XX Departure (Flight No.)

[Arrival airport] XX airport XX:XX arrival

mm/dd

Airport Station → (Keisei Express Skyliner) → Keisei Ueno Station

Ueno Station → (Shinkansen) → Koriyama Station → (JR) → Aizuwakamatsu Station → (walk) → Home

8 breakdown of expenses requested

\* Please describe the expenses related to the travel that you wish to subsidize.

In addition, travel in conjunction with a separate budget available to the applicant is also possible, but in that case, please identify which of the following a through c expenses you wish to be subsidized by this application and which you do not wish to be subsidized by this application, and state so.

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

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.

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

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

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).

\*If you wish to receive funding for only a portion of the itinerary, please indicate in "7 Itinerary" the portion of the itinerary for which you wish to receive funding.

■ Accommodation and Daily allowance [XX nights and XX days]: Fixed amount based on the University of Aizu Travel Expense Regulations

c. Other expenses necessary for the overseas travel

\*Expendable as of April 1, 2024

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

　　：XXX,XXX yen (actual expenses paid)

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

　・Visa, ESTA, etc. fees：XXX,XXX yen (actual expenses paid)

　・Vaccination fees：XXX,XXX yen (actual expenses paid)

　　\*However, this is limited to cases where a certificate of vaccination must be presented at the time of entry into the target country.

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

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

9 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. If you have not yet submitted a manuscript or have not yet completed a preliminary draft, you may attach other reference materials (e.g., a preliminary draft of a previous presentation related to the content of the presentation you plan to give).