

# **ArCS Program for Overseas Visits by Young Researchers**

## **Application Guidelines of the Program for Short-Term Visits for Practitioners for 2019**

### **1. Purpose**

The aim of the Arctic Challenge for Sustainability (ArCS) Project\* is to train young researchers and practitioners who actively participate in international discussions on various problems concerning the Arctic, and to promote international partnerships through them. The program for short-term overseas visits dispatches young practitioners based in companies and the government of Japan to international conferences and training courses that deal with Arctic studies in order for them to acquire skills and knowledge for promoting their business and create an academic network. It also aims to share the findings with the existing Arctic-related community and develop Arctic research network by industry, academia, and government of Japan more firmly.

\*The Arctic region research project called ArCS is a national flagship project funded by the Ministry of Education, Culture, Sports, Science, and Technology. The National Institute of Polar Research (NIPR), Japan Agency for Marine-Earth Science and Technology (JAMSTEC), and Hokkaido University are key players in this project and will continue to perform their roles for approximately four-and-a-half years, that is, from September 2015 to March 2020. The project aims to comprehensively understand the changes taking place in the Arctic region and the influence they have on the planet from a wide range of perspectives; to identify their causes and mechanisms and conduct detailed predictions for the future and recognize their social and economic impact; and to appropriately convey information based on these findings and methods and options for solving problems to both domestic and overseas stakeholders.

### **2. Framework**

#### **(1) Target fields**

All fields related to the Arctic

#### **(2) Examples of eligible projects**

This is an initiative to collect information and build a network of people to acquire knowledge and technology after attending international conferences and training courses\* concerning the Arctic held overseas. You are not required to give your own presentations when you participate in international conferences.

\*In principle, these courses encourage wider participation by inviting public participation, etc.

#### **(3) Period of visits**

In principle, this is up to two weeks from the date of the departure from Japan to the date of the return to Japan. Please see “Section 5. Application procedures under (2) Application period” for the period when the visits can begin. You are required to depart until mid- March, 2020, and return by the end of March.

### **3. Screening**

(1) Eligible candidates: those who satisfy all the following conditions at the time of application and during the program

#### **① Status**

• A practitioner who belongs to a Japanese company, a Japanese governmental agency, an NPO, etc. (including a self-employed individual, such as a freelance journalist)

#### **② Age**

In principle, under 40 years old

#### **③ Nationality**

Any nationality

(2) The number of candidates: multiple

(3) Other considerations

① If the applicant is a practitioner or a researcher of the ArCS project for the promotion of international collaborative research

A practitioner or a researcher of the ArCS project for the promotion of international collaborative research can apply for the program but their priority may be lowered at the time of assessment depending on the content of the application.

• Examples of lowered priority

• Field research that is implemented in any of the ArCS's themes

- Participation in a conference held for the presentation of research results of any of the ArCS's themes.
- ②If an applicant has been chosen/sent by the program in the past  
Those who have been chosen/sent by the program in the past can apply again. It does not affect the application whether or not the research content is related to the previous one. Incidentally, the priority may be lowered at the time of assessment from the perspective of equal opportunity, depending on the total period of the previous and current visit.
- ③A visit for learning a language as the main purpose is not accepted.

#### 4. International conferences and courses to attend

Please specify international conferences / courses to attend and apply  
Reference: Section 14. A representative list of conferences and courses

#### 5. Application procedures

##### (1) Application forms

Please submit a copy of each of the following documents from ① to ⑤.

- ①Application form
- ②An itinerary and a budget plan
- ③Materials that show an overview of the conferences and courses (such as pages of their websites converted into a PDF file)
- ④A certificate of employment (open format)  
\* only for applicable persons
- ⑤A copy of the document that shows the status of residence (resident card, alien registration card, etc.)  
\* only for those who have foreign nationality

##### (2) Period of application

###### ①First recruiting round

Recruitment period: from Tuesday, January 22 to Thursday, February 28, 2019

Starting period of the visits: from late-April 2019 to mid-February 2020

※ In principle, the researchers are expected to return to Japan by the end of February 2020.

###### ②Second recruiting round

Recruitment period: from Tuesday, May 21 to Thursday, June 27, 2019

Starting period for the visits: from early-September 2019 to mid-February 2020

※In principle, the researchers are expected to return to Japan by the end of February

##### (3) Application method

Please send a complete set of application documents to the following address using delivery certified mail such as registered mail by post. Please also send the set of application documents converted into a PDF file (seal stamp is not required) to the following e-mail address. The application must reach within the recruitment period both by post and e-mail.

c/o the person in charge of the ArCS Program for Overseas Visits by Young Researchers  
Arctic Research Center, Hokkaido University

2F North Campus Integrated Research Center (the Frontier Research Center for Advanced  
Material and Life Science Building)

Nishi11-chome, Kita 21 Jo, Kita-ku, Sapporo, Hokkaido 〒001-0021

E-Mail: [arc\\_capabil@arc.hokudai.ac.jp](mailto:arc_capabil@arc.hokudai.ac.jp)

※ The application can be made in English but communication with the office, by e-mails or telephone, will be made mostly in Japanese.

#### 6. Assessment and Decision

The working group under the menu of the program for overseas visits by young researchers will assess the applications, and Hokkaido University will decide on the successful candidates for the program based on the results of the assessment. The results will be sent in writing to the contact address in the application approximately a month after the end of the application period.

#### 7. Assessment criteria

The following criteria are used for assessment (for your reference in preparing the application form)

(1) Requirements (compatibility with the application criteria)

Whether conditions such as the eligible fields of study, the status, and the period of the visit are met

(2) Evaluation criteria

① Suitability with the purpose of the ArCS program

- Whether the purpose and plan of the visit are compatible with the purpose of the ArCS program

② Efficiency and effectiveness of the travel plan

- Whether description of the purpose and plan of the travel is specific
- Whether the period and budget of the travel are efficient for the purpose

③ Communication skill

- Whether the applicant has sufficient ability to communicate with people in the place that he/she visits (the applicant is eligible for extra points if he/she has a qualification such as a language certificate)

④ The relevance between this proposal and future projects/work, the expected outcomes

- Whether there is relevance between this proposal and future projects/work; whether the expected outcomes of the travel are sufficient.

⑤ Overall evaluation

- The applicant's motivation and enthusiasm will be considered from the entire application documents when making an overall assessment.

This program is also available for foreign researchers and students who are based in Japanese universities or research institutions, but in the case of foreign nationals, the applicants are also assessed from perspectives such as whether they can contribute to the promotion of Japan's Arctic studies by the overseas visits, and the application is not intended for a temporary return to his/her home country.

## 8. Procedures After Successful

After recruited for the program, the procedures for the visit are as follows:

Participants of the program must begin the necessary procedures based on communication from the person in charge of the ArCS Program for Overseas Visits by Young Researchers of the Hokkaido University.

(1) Orientation

All successfully selected applicants receive an orientation based on the aim of the program, the reviewers' comments on the travel plan, and information on logistics (including the administrative procedures) through e-mails, etc.

(2) Administrative procedures concerning the program

Successful applicants will receive forms such as a bank-account registration form together with a copy of the guidebook for the program by post. Please start the administrative procedures according to the guidebook.

## 9. Allowances

The following allowances will be paid by Hokkaido University according to the university's rules.

(1) Travel: Expenses for the round trip travel between the institution of the applicant and the institution the applicant will visit (economy class)

(2) Accommodation: Expenses for accommodation will be paid according to the rules prescribed in the program.

(3) Visa application: Expenses for the application for a visa, etc. (actual cost)

(4) Miscellaneous: The fees for attending international conferences and courses, etc.

## 10. Travel insurance

During the program, participants must take out the overseas travel insurance for the period of the program prepared by Hokkaido University. The basic insurance premiums, including the following will be covered by the university.

① Death from a disability/disease

- ②Disabilities after injuries
- ③Liability
- ④Expenses for medical treatment/rescue

### 11. Personal information, etc.

Personal information in the application documents will be treated with utmost care and used exclusively for conducting work by Hokkaido University and the ArCS project. The submitted applications will be disposed by the office after the assessments are completed.

When participants are chosen for the program, their names, the organization, and reports submitted after their return to Japan will be published.

### 12. Participants' obligations

#### (1) During the program

The participants of the program have an obligation to focus on the activities as per their travel plans submitted in the application forms.

#### (2) After the program

##### ①The obligation to submit a report

Participants have to submit a report in a prescribed format to Hokkaido University and the ArCS office within two weeks after the end of the visit. The submitted reports will be published on the ArCS website.

※Reference: The list of successful applicants for the fiscal year Heisei 29 (2017)

(<https://www.arcs-pro.jp/project/capacity/essential-h29.html>)

##### ②The obligation to present the results

After the program, participants have to present the research results of their visits in the ArCS meetings such its annual gathering to present research results.

Participants for short-term visits are asked to provide oral presentations or participate in panel discussions, etc. in accordance with the presentations and their format planned for medium- and long-term visits.

※ Travel expenses for the meetings, to present research results, will be covered by Hokkaido University.

##### ③ Research cooperation obligation

Participants have to cooperate with Hokkaido University and the ArCS for their Arctic studies by answering questionnaire about this program.

##### ④ Participation in the community of information exchanges

Participants have to participate in the SNS community that consists of the successful applicants of this program.

### 13. Compliance requirements for participants

Participants must comply with the following requirements during and after the program.

- ①To carry out participants' obligations
- ②Not to accept other financial support that overlaps the allowances provided by the program
- ③No to receive money fraudulently
- ④Not to use public funds fraudulently
- ⑤Not to act against public order and morals

If participants have violated the above compliance matters or if they have been judged to fall under any of the following items by Hokkaido University, the university may take the following actions retroactively: cancel their program acceptance, suspend the allowance payment, and request the repayment of the allowances.

Participants have to submit a written pledge on the compliance requirements after their successful applications.

- ①The participant cannot continue his/her research due to illness, etc.
- ②There is a serious problem with the progress of the research, and it is judged that achieving the expected goal is either impossible or extremely difficult.
- ③A serious misstatement was found in the application documents
- ④The participant has been found not to possess the qualifications required to apply for the program

- ⑤ The participant has been found to have fraudulently used the research allowances, committed fraud in relation thereto, or acted against public order and morals in the past.
- ⑥ The participant has made unauthorized changes to the plan such as a temporary return to Japan or shortening the period of the visit
- ⑦ The participant has failed to follow the instructions given by Hokkaido University in violation of the conditions written in the program's guidebook

#### **14. A representative list of conferences and courses, etc.**

You can find information on the international conferences and courses on the Arctic at the following websites:

- ARCUS (Arctic Research Consortium of the United States

URL: <https://www.arcus.org/>

- Arctic Portal –The Arctic Gateway-

URL: <http://arcticportal.org/>

#### **15. Point of contact**

c/o the person in charge of the ArCS Program for Overseas Visits by Young Researchers Arctic Research Center, Hokkaido University  
 2F North Campus Integrated Research Center (the Frontier Research Center for Advanced Material and Life Science Ward)  
 Nishi11-chome, Kita 21 Jo, Kita-ku, Sapporo City, Hokkaido 〒001-0021  
 E-Mail: [arc\\_capabil@arc.hokudai.ac.jp](mailto:arc_capabil@arc.hokudai.ac.jp)  
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