



## ArCS II Overseas Fellowship Program

### Application Guidelines of the Program for Middle- and Long-Term Visit for Practitioners for FY2021

#### 1. Purpose

One of the aims of the ArCS II project is to train early career practitioners who actively participate in international discussions on various problems concerning the Arctic, and to promote international partnerships through them. This program supports early career practitioners based in companies and governmental agencies of Japan to participate in international conferences, give presentations, collect information, visit industry-academia-government sectors overseas, have discussions, exchange ideas, conduct field work, etc. Through this dispatch, we expect further developments of early career practitioners' business and international network.

Due to the global spread of COVID-19, we conducted only short-term dispatch programs in FY2020 and also supported those who attended international conferences and courses held online or in Japan, considering the fact that many international conferences were held online. In FY2021, we start middle- and long-term dispatch program (1-6 months) in addition to the short-term one and continuously support those who attend international conferences online or in Japan.

Examples of international conferences to be held in FY2021 (including online ones)  
as of February, 2021. Please check the latest information by yourself.

- EGU General Assembly (Germany) April 19 to 30, 2021, online
- Arctic Circle Japan Forum (Tokyo) May 7 to 10, 2021
- The 26th International Conference on Port and Ocean Engineering Under Arctic Conditions (Russia) July 14 to 18, 2021, online or hybrid format
- The 10th International Congress of Arctic Social Sciences (Russia) July 15 to 19, 2021
- ISOPE 2021-The 31st International Ocean and Polar Engineering Conference (Greece) July 20 to 25, online
- International Symposium on Interactions of Ice Sheets and Glaciers with the Ocean (U.S.A.) July 27 to June 2, 2021
- AGU Fall Meeting 2021 (U.S.A.) December 13 to 17, 2021

#### 2. Framework

##### (1) Target fields

All fields related to the Arctic

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

- To participate in international conferences/training courses on Arctic topics in combination with other projects such as visiting industrial/academic/governmental institutes related to the Arctic research for discussions and exchanging ideas. \*In FY2021, we support online events and those held in Japan if they are international ones.
  - To conduct field work in the Arctic and/or visit co-researchers at their laboratories or industrial/academic/governmental institutes to analyze data and have discussions.
- (3) Period of visits
- In principle, one to six months.

### **3. Number of candidates**

Several candidates for the first period of dispatch

### **4. Eligible person**

A practitioner who belongs to a Japanese company, a Japanese governmental agency, or an NPO (including a self-employed individual, such as a freelance journalist) and under 40 years old at the time of application.

### **5. Host institutions**

Please specify the institutions the applicant wishes to visit when applying for the program. Furthermore, applications exclusively for attending international conferences or courses are not accepted for middle- and long-term visits.

### **6. Host researchers**

Hosts are those who belong to the institutions you visit and are responsible for hosting you during your visit. Please specify a host when applying for the program and shall submit a summary of his/her academic profile and achievements (open format). When applying, please ensure that you have obtained his/her consent for hosting you and your research plan

### **7. Application procedures**

#### **(1) Application forms**

Please submit a copy of each of the following documents from ① to ⑧.

- ① Application form
- ② Certificate of employment
- ③ Copy of the documents showing the status of residence (resident card, alien registration card, etc.) \*only for those who have foreign nationality
- ④ Letter of acceptance (consent of the host)
- ⑤ Summary of the academic profile and achievements of the host (open format)
- ⑥ Road map of your plan
- ⑦ Budget plan (Please submit documents showing an overview of a conference, registration fee, PCR test expenses, etc. if you need those expenses)

- ⑧ Materials showing information on your destination's immigration restriction and activity limitation for travelers from Japan (copy of the website of the Ministry of Foreign Affairs of Japan, etc.) Please submit this even if there is no restriction or limitation.

\*If you have any questions concerning application documents, please contact us.

(2) Period of application

First recruiting round

Recruitment period: from Monday, February 1st, 2021 to Friday, February 26th (3 pm), 2021

Starting period of the visits: from late-April 2021 to late-March 2022

\*We are planning the second recruiting round in summer.

\*The dispatch will be cancelled in case it becomes impossible to travel due to COVID-19.

(3) Application method

Please send a complete set of application documents converted into a PDF file to the following e-mail address with the subject “Application Form for ArCS II Overseas Fellowship Program.

E-Mail: arcs2\_HU\_EC@arc.hokudai.ac.jp

## 8. Assessment and decision

The working group formed for ArCS II Priority Subject 1: “Capacity Building and Research Promotion” will assess the applications and decide on the successful candidates. The results will be sent by e-mail to the e-mail address in the application form approximately one month after the end of the application period.

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

(1) Requirements

- Whether the applicant has the consent from the current supervisor
- Whether conditions such as target fields, eligibility and the period of the visit are met
- Whether the applicant has materials showing an overview of the plan

(2) Assessment criteria

- Suitability with the purpose of the ArCS II project
- Whether description of the purpose and plan of the travel is specific
- Whether the applicant is well prepared to accomplish the plan
- Whether the plan and budget of the travel are consistent for the purpose
- Whether this dispatch program can enhance applicant's Arctic research afterwards
- Whether the applicant has sufficient language and communication skills
- Whether the applicant has sufficient experiences and abilities to carry out the plan and the applicant's achievements are consistent with his/her career.

(3) Others

- For those who have applied, or have been accepted and dispatched by GRENE, ArCS, or ArCS II projects in the past are eligible for this program.
- All applicants can apply again next year regardless of whether you apply or will be dispatched by this year's program.

**9. Processes for successful applicants**

For successful applicants, the procedures for the visit are as follows:

Participants of the program must begin the necessary actions according to the instructions by the person in charge of the ArCS II Overseas Fellowship Program of Hokkaido University

(1) Orientation

All successful applicants will have an orientation regarding the aim of the program, explanations about the reviewers' comments on the visit, and logistics information via online and e-mails.

(2) Administrative procedures

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

**10. Expenses covered**

The following allowances will be covered 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 visiting institution. Hokkaido University will purchase flight tickets.
- (2) Accommodation: Expenses for accommodation will be paid according to the rules prescribed in the program. Please reserve accommodation by yourself.
- (3) Electronic Travel Authorization (ESTA, eTA etc.) application: Expenses for the application for ESTA, etc. Please apply for it by yourself.
- (4) Miscellaneous: The fees for attending international conferences and/or courses.
- (5) Others: PCR test expenses and accommodation expenses during self-quarantine after arriving at the destination and returning to Japan.

**11. Restriction on dispatch support due to COVID-19**

The dispatch will be cancelled in case it becomes impossible to travel due to COVID-19, even after the applicants are selected for this program. Cancellation charges for flight tickets, accommodation, insurance, etc. will be covered by Hokkaido University.

Participants cannot travel to the following regions/countries. Furthermore, it is required that

both Hokkaido University and your current affiliation approve your travel.

- Countries prohibiting the entries of travelers from Japan.

- \*If you have any questions, please contact us.

Please check by yourself the website of the Ministry of Foreign Affairs of Japan ([https://www.anzen.mofa.go.jp/covid19/pdfhistory\\_world.html](https://www.anzen.mofa.go.jp/covid19/pdfhistory_world.html)) for the latest COVID-19 information on your destination's immigration restriction and activity limitation after entering the country from Japan.

## **12. Travel insurance**

During the dispatch, participants must be covered by overseas travel insurance contracted by Hokkaido University. The basic insurance premiums, including the followings, will be covered by the university.

- ① Death from a disability/disease
- ② Disabilities after injuries
- ③ Liability
- ④ Expenses for medical treatment/rescue (including those for COVID-19)

## **13. Personal information**

Personal information in the application documents will be treated with the utmost care and used exclusively for conducting work by Hokkaido University and the ArCS II 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 in a report.

## **14. Participants' obligations**

### **(1) During the dispatch**

Participants of the program have an obligation to focus on the activities as per their travel plans submitted in the application documents. See item 15 below for details.

### **(2) After the dispatch**

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

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

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

After the dispatch, participants will be requested to present the achievements of their visits in the ArCS II meetings such as its general meeting. \*Travel expenses for the meetings will be covered by Hokkaido University.

#### **③ The obligation for cooperation**

Participants need to cooperate with Hokkaido University and the ArCS II office by answering a questionnaire concerning the Arctic research and capacity building supported by ArCS II.

④ The obligation to participate in the information exchange groups

Participants need to participate in the SNS community and gatherings consisting of the participants of the ArCS and ArCS II dispatch programs.

## 15. Compliance requirements

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

- ① To carry out participants' obligations
- ② Not to accept any other financial support overlapping the cost provided by this program
- ③ Not to receive money fraudulently
- ④ Not to use the fund fraudulently
- ⑤ Not 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 followings by Hokkaido University, the university may take the following actions retroactively: cancel their acceptance, suspend the fund payment, and request the repayment of the fund. Participants have to submit a written pledge on the compliance requirements after their successful applications.

- ① The participant cannot continue his/her plan due to illness, etc.
- ② There is a serious issue with the progress of the plan, and it is judged that achieving the expected goal is either impossible or extremely difficult.
- ③ A serious misstatement was found in the application documents.
- ④ The participant has been found not qualified for the program.
- ⑤ The participant has been found to have fraudulently used the fund, 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

## 16. Information regarding international conferences and courses

Information on the international conferences and courses on the Arctic are found 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/>

#### **17. Contact information**

c/o the person in charge of the ArCS II Overseas Fellowship Program

Arctic Research Center, Hokkaido University

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

Nishi 11-Chome, Kita 21-Jo, Kita-Ku, Sapporo, Hokkaido

〒001-0021

E-Mail: [arcs2\\_HU\\_EC@arc.hokudai.ac.jp](mailto:arcs2_HU_EC@arc.hokudai.ac.jp) Tel: 011-706-9622