



ArCS II Overseas Fellowship Program
2021 Practitioner
Short-Term Program Application Guidelines

1. Purpose

An objective of the Arctic Challenge for Sustainability II (ArCS II) project* (<https://www.nipr.ac.jp/arcs2/e/>) is to encourage early career professionals to actively participate in researching various problems facing the Arctic through international discourse and international partnerships. The ArCS II project provides funding to support Japanese university and research institute graduate students, early career researchers and early career practitioners in industrial or governmental sectors for conducting research, field studies and other activities at industrial, academic and government institute overseas as well as participation of international conferences in order to advance research, business and international networking opportunities. Recruitment for short-, middle- and long-term program begins on 16 June 2021.

Examples of international conferences to be held in FY2021 (including those online) as of May 2021 are as follows. Please check the latest information.

- Climate Week 2021: Global Conference on Climate Change : 16–18 September 2021 (United Kingdom)
- ArcticCS : Citizen Science in the Far North : 5–7 October 2021 (online)
- 2021 Arctic Circle Assembly : 14–17 October 2021 (Iceland)
- 2021 Regional Conference on Permafrost : 24–29 October 2021 (Online)
- AGU Fall Meeting 2021 : 13–17 December 2021 (U.S.A. and Online)

2. Framework

(1) Target fields

All fields related to the Arctic region

(2) Eligible projects

- Visit industrial, academic and/or government institutes focused on the Arctic region to conduct activities (have discussions, exchange information, etc.) and/or conduct field work.
- Acquire knowledge and skills by participating in international conferences/training courses and

building networks.

* In FY2021, participation fees for international ONLINE conferences or events are supported.

(3) Program duration

In principle, up to 1 month

3. Number fellowships to be grants

Several positions are available for this program

4. Eligibility

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

5. Application procedures

(1) Application forms

Please submit a copy of each of the following documents from ① to ⑥.

- ① Application form (Form A).
- ② Itinerary and budget plan (Form B).
- ③ Employment certificate (open format).
- ④ Copy of the resident status documents, such as resident card and special permanent resident certificate (for foreign nationals).
- ⑤ Materials showing an overview of your plan
 - Documents showing the consent of your host if you visit universities/research institutes
 - Project plan if you intend to conduct field work
 - Conferences and courses details (such as pages of their websites) and an abstract (draft) if you plan to give a presentation
- ⑥ Information on the destination immigration restrictions and activity limitations for travellers from Japan (copy of the website from the Ministry of Foreign Affairs of Japan, etc.). Please submit this information even if there are no restrictions or limitations.

*If you need to take a PCR test, please submit a copy of the information as evidence.

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

(2) Application Period

(2nd recruitment round)

Application period: 16 June 2021–15 July 2021, 3 p.m.(JST)

Target program start dates: early September 2021–late March 2022

(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 line “Application Form for ArCS II Overseas Fellowship Program.”

E-Mail: arcs2_HU_EC@arc.hokudai.ac.jp

6. Selection criteria and decision notification

The ArCS II Priority Subject 1 working group, “Capacity Building and Research Promotion”, assesses the applications and decides on the successful candidates. The results are sent by e-mail to the e-mail address on the application form approximately one month after the end of the application period.

Please note that as part of the assessment process, if the assessor asks questions corresponding to the assessment content or requests plan improvements, the applicant may be further interviewed in writing.

For reference in preparing the application form, the following assessment criteria are used:

(1) Requirements

- the applicant has consent from their current supervisor;
- conditions related to the target fields, eligibility and program period are met;
- the applicant has provided materials showing the project plan overview.

(2) Assessment criteria

- suits the ArCS II project purpose;
- specific descriptions provided of the project purpose and travel plans;
- applicant is suitably prepared to accomplish the plan;
- travel plan and budget are consistent for the purpose;
- the planned program enhances the applicant’s future career in Arctic field;
- the applicant has sufficient language and communication skills to fulfil the plan.

(3) Others

- those who have applied or have been accepted and dispatched by the GRENE, ArCS or ArCS II projects in the past are eligible for this program;.

- all applicants are invited to apply again next year regardless of whether they are accepted for this year's program or not.

7. Process for successful applicants

The program procedures for successful applicants are as follows.

Program participants must begin the necessary actions based on instructions from the person in charge of the ArCS II Overseas Fellowship Program at Hokkaido University

(1) Orientation

Some successful applicants will have an orientation (Information on the orientation will be provided prior to the visit) .

(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 follow all administrative procedures provided in the guidebook.

8. Covered expenses

Based on Hokkaido University's regulations, the following allowances will be partially covered.

(1) Travel: return trip travel expenses between the applicant's institution and the visiting institution.

(2) Accommodation: accommodation expenses; however, applicants are responsible for reserving their own accommodation.

(3) Electronic Travel Authorisation (ESTA, eTA etc.) application: ESTA application expenses; however, applicants are responsible for submitting their own ESTA applications.

(4) Other: fees for attending the international conferences and/or courses, etc.

9. Restriction on program support due to COVID-19

If it becomes impossible to travel due to COVID-19, individual programs will be cancelled, even if the applicants have already been selected. Cancellation charges for flight tickets, accommodation, insurance and PCR test expenses (separate from cancellation charges) are covered by Hokkaido University.

Travel restrictions:

Participants are unable to travel to the following regions/countries. It is required that both Hokkaido University and your current affiliation approve all travel.

- Countries prohibiting the entry of travellers from Japan.

- Countries requiring several days or weeks of quarantine at hotels or other places after entering the country

The following costs are NOT covered by Hokkaido University.

-Any costs incurred in association with the need to self-quarantine, such as accommodation fees, after returning to Japan.

*If you have any questions, please contact us.

Please confirm by visiting the Ministry of Foreign Affairs of Japan website (https://www.anzen.mofa.go.jp/covid19/pdfhistory_world.html) for the latest COVID-19 information on your destination's immigration restrictions and any activity limitations after entering the country from Japan.

10. Travel insurance

All participants must be covered by overseas travel insurance contracted by Hokkaido University during their visit. Basic insurance premiums, as outlined in the following, are covered by the university:

- ① death from disability/disease;
- ② disability after injury;
- ③ liability;
- ④ medical treatment/rescue expenses

(including those for COVID-19).

11. Personal information

Personal information provided 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. All submitted applications will be disposed of by the office after the program is completed. When participants are chosen for the program, their names, their organisation and the reports submitted after their return to Japan will be published in a report.

12. Participant obligations

- (1) During the program

Programme participants have an obligation to focus on the activities as per the travel plans

submitted in the application documents.

(2) At completion of the planned program

① Submit a detailed report

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

② Presentation of results

After the program, participants will be requested to present their program results in ArCS II meetings, such as general meetings.

*Travel expenses for these meetings will be covered by Hokkaido University.

③ Cooperation requirements

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

④ Participate in information exchange groups

Participants are also required to participate in the SNS community and gatherings with other ArCS and ArCS II program participants.

13. Compliance requirements

Participants must comply with the following during and after the visit:

- ① ensure compliance with all participant obligations (outlined above);
- ② not accept any other financial support that overlaps with the costs provided by this program;
- ③ not receive any fraudulent monetary benefits;
- ④ not use the research funds fraudulently;
- ⑤ not act against public order and morals.

After their successful application, accepted participants must submit a written pledge to comply with all requirements. Hokkaido University can retroactively cancel acceptance, suspend fund payments and request fund repayments if the university participants violate any of the above compliance matters or fall under any of the following:

- ① participant is unable to continue their research due to illness;
- ② there is a serious issue with the research progress, and it is judged that achieving the expected goal is either impossible or extremely difficult;

- ③ a serious misstatement is found in the application documents;
- ④ participant is found to be unqualified for the program;
- ⑤ participant is found to have fraudulently used the research funds, committed fraud while misusing the funds, or acted against public order and morals in the past;
- ⑥ participant has made unauthorised changes to the plan, such as temporarily returning to Japan or shortening the period of the planned program;
- ⑦ participant has failed to follow the instructions given by Hokkaido University and is therefore in violation of the conditions in the program guidebook.

14. International conferences and courses

Examples of the information needed for attendance at international conferences and courses on the Arctic can be found at the following websites (participants are encouraged to research further information):

○ARCUS (Arctic Research Consortium of the United States URL: <https://www.arcus.org/>)

○Arctic Portal

The Arctic Gateway

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

15. Contact information

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

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