



## **ArCS II Overseas Fellowship Program 2021 Graduate Student and Researcher Short-Term Travel Program Application Guide**

### **1. Outline**

In accordance with the objectives of the Arctic Challenge for Sustainability II (ArCS II) project\* (<https://www.nipr.ac.jp/arcs2/e/>), we implement programs for the support of early career professionals. The ArCS II project provides funding to graduate students, early career researchers belonging to Japanese universities and other research institutions to support their participation in international conferences for making presentations and collecting information, as well as their stay at overseas universities and research institutions for expanding contacts, along with fieldwork trips.

We expect that these short-term travel programs will stimulate further research by early career professionals and will help them expand their personal networks at the international level.

In FY2020, due to the global expansion of COVID-19 pandemic, only short-term travel programs were implemented. In addition, since many international conferences were conducted online, we also supported participation in international conferences held online and in Japan, as well as taking online courses. Although it is expected that the COVID-19 pandemic will continue to affect academic collaboration this year, in addition to short-term travel programs we have started accepting applications for mid-to-long-term travel programs (1 to 6 months). We will also continue supporting participation in international conferences held online or in Japan.

**International conferences to be held in FY2021 (including online conferences) as of September 2021**

Please check the latest information on the relevant websites.

- AGU Fall Meeting 2021: 13 – 17 December 2021 (US, a hybrid (in-person and virtual) event)
- Arctic Frontiers Science 2022: 31 January – 3 February 2022 (Norway, a hybrid (in-person and virtual) event)
- The 36<sup>th</sup> International Symposium on the Okhotsk Sea & Polar Oceans: February 2022 (Japan, in-person / virtual / hybrid – TBD)
- Arctic Science Summit Week 2022: 26 March – 1 April 2022 (Norway, hybrid (in-person

and virtual) event)

## **2. Research fields, project types, travel period**

### **(1) Research fields**

All fields related to the Arctic

### **(2) Project types**

- Visiting overseas universities, research institutions etc. related to the Arctic research for discussions, information exchange, fieldwork etc.
- Participation in international conferences, taking courses for collecting information, building contact networks, acquiring new knowledge and skills etc.

\* In FY2021, participation fees for international online conferences and other events are also covered.

\* Generally, researchers applying for funding to participate in an international conference are expected to give a presentation at the conference in question.

### **(3) Program period**

Generally, up to 1 month.

## **3. Number of fellowships to be awarded**

Several positions are available for this program.

## **4. Eligibility**

- 1) Master's / doctoral students from Japanese universities \*1
- 2) Researchers at Japanese universities with master's / PhD degrees obtained less than 10 years ago (from the date of 1 April 2021) \*2

\*1 Undergraduate and research students are eligible if they are expected to become graduate students by the time the program starts.

\*2 The 10-year term does not include maternity / parental leave taken after obtaining the degree.

## **5. How to apply**

### **(1) Application documents**

Please submit the following documents (1 to 6, one copy each):

- 1) Application form (Form A)
- 2) Travel schedule and budget plan (Form B)
- 3) Enrollment certificate (for graduate students) or a certified copy of a degree certificate (for researchers)
- 4) Copy of a document specifying the residence status (residence card, special permanent

resident certificate etc. – for foreign nationals).

5) Sources for verification of the project

- Document(s) confirming the consent of your host researcher if you are planning to visit universities / research institutions
- Research plan if you intend to conduct fieldwork
- Conference / course details (such as available on their websites) and an abstract (draft) if you are planning to give a presentation

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

6) Information on the destination immigration and travel restrictions for travelers from Japan (copy of the relevant web pages of the ministries of foreign affairs etc.)

\* Please submit this information even if there are no immigration and travel restrictions.

\* If you need to take a PCR test, please submit a copy of the document confirming it.

(2) Application and travel period

(3<sup>rd</sup> call)

*Application period:* 11 October 2021 – 10 November 2021, 3 p. m. (JST)

*Travel period:* December 2021 – March 2022

(3) Application method

Please send a complete set of application documents converted into a PDF file to the following e-mail address:

[arcs2\\_HU\\_EC@arc.hokudai.ac.jp](mailto:arcs2_HU_EC@arc.hokudai.ac.jp)

Please write in the subject line: “Application for the 3<sup>rd</sup> call for the ArCS II Overseas Fellowship Program”.

## **6. Selection criteria and notification of the results**

The ArCS II Priority subject 1 working group “Capacity Building and Research Promotion” assesses the applications and makes the selection. The applicants will receive notification of the results approximately one month after the end of the application period by e-mail (sent to the e-mail address specified in the application form).

Please note that as part of the assessment process, if the assessor has questions in concerning the application 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 obtained the consent of their current supervisor (the person supervising your

research or work)

- has met the conditions related to the research fields, eligibility and program period
- has provided materials that may be used as sources for the verification of the research plan.

(2) Assessment criteria

- Does the application suit the purpose of the ArCS II project?
- Does the application provide a detailed description of the research objectives and plan?
- Is the applicant well prepared to carry out the project described in the application?
- Is the budget consistent with the research objectives and plan?
- Is the applicant's project, if supported by this program, likely to contribute to further development of the Arctic research?
- Does the applicant have sufficient language and communication skills?

(3) Other

- Those who have applied, whose application has been accepted and who has started/completed their travel program supported by GRENE, ArCS or ArCS II projects 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.
- Principal investigators (PIs) of the previously adopted proposals for the FY2021 ArCS II Overseas Fellowship Program (Arctic Research Promotion), and those who have been selected as PIs in the FY2022 ArCS II Overseas Fellowship Program (Arctic Research Promotion) will not be eligible to apply for the Overseas Fellowship Program unless they finish their study program by March 2022. However, this condition will only apply to applications starting from the 3<sup>rd</sup> call for the FY2021 Overseas Fellowship Program.

## **7. Process for successful applicants**

The program procedures for successful applicants are as follows. Program participants must start the necessary procedures following the instructions from the specialists in charge of the ArCS II program at Hokkaido University.

(1) Orientation

Some of the successful applicants will need to attend an orientation session that will allow the coordinators to ask the applicants about their travel plans and instruct them on the administrative procedures.

(2) Administrative procedures

Successful applicants will receive forms, such as a bank-account registration form, along with

the program guidebook. Please follow the guidebook to complete the administrative procedures.

## **8. Covered expenses**

In accordance with Hokkaido University's regulations, the following expenses will be covered.

- 1) Travel: round trip between the applicant's institution and the visiting institution.
- 2) Accommodation: in accordance with the rules of this program. Please note that applicants are responsible for reserving their own accommodation.
- 3) Travel authorization-related costs: please note that applicants are responsible for taking the required procedures.
- 4) Other: participation fees of the international conferences and/or courses, etc. as specified in the research plan.

## **9. Restrictions on program support due to COVID-19 and the related expenses**

If the planned travel of a selected applicant becomes impossible due to COVID-19, his / her programs will be cancelled.

Cancellation charges for flight tickets, accommodation, travel insurance, and PCR testing costs are covered by Hokkaido University.

Travel restrictions: participants are not allowed to travel to the following countries / regions:

- Countries prohibiting the entry of travelers from Japan.
- Countries requiring several days or weeks of quarantine at hotels or other places after entering the country.

It is required that both Hokkaido University and your current organization approve all travel.

The following costs are NOT covered by Hokkaido University.

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

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

For the latest COVID-19 information on your destination's immigration and movement restrictions after entering the country from Japan please visit the Ministry of Foreign Affairs of Japan website, the webpage on overseas travel safety:

<https://www.anzen.mofa.go.jp/masters/explanation.html>

## **10. Travel insurance**

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

- 1) death from injury / disease
- 2) disability from injury

- 3) liability
- 4) medical treatment / rescue expenses  
(including those related to COVID-19)

## **11. Personal information**

Personal information provided in the application documents will be treated with the utmost care and used exclusively for conducting procedures by Hokkaido University and the ArCS II project. All submitted applications will be disposed of by the office after the selection is completed. With respect to the successful applicants, their names, affiliations, and the reports submitted after their return to Japan will be made public.

## **12. Participant obligations**

### **(1) During the program**

Program participants have an obligation to commit to their duties as specified in their plans submitted in the application documents.

### **(2) Upon completion of the participant's program**

#### **1) *Report submission and disclosure obligation***

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 the results***

Upon completion of the program, participants will be requested to present their program research results at the ArCS II meetings. Travel expenses for the participants of 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 responding to a survey concerning the ArCS II-supported Arctic research and specialist training.

#### **4) *Participation in information exchange with the community***

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 rules during and after their visit:

- 1) all participant obligations (outlined above)
- 2) not accept any other financial support that covers the costs provided by this program
- 3) not obtain fraudulently any monetary benefits
- 4) not use the research funds fraudulently

- 5) not act contrary to public order and morals

Hokkaido University may retroactively cancel the acceptance, suspend funding and request to repay it if the university finds that the participant has violated any of the compliance requirements listed above or below.

- 1) If the participant is unable to continue their research due to illness.
- 2) If 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) If a serious misstatement is found in the application documents.
- 4) If the participant is found to be unqualified for the program.
- 5) If the participant is found guilty of research misconduct, misuse of research funds, or acts against public order and morals in the past.
- 6) If the participant has made unauthorized changes to the plan, such as temporarily returning to Japan or shortening the duration of the planned program.
- 7) If the participant has failed to follow the instructions given by Hokkaido University and violated the conditions stipulated in the program guidebook.

After their acceptance of their application, successful participants must submit a written pledge to comply with all the requirements.

#### **14. International conferences and courses**

Information on international conferences and courses on the Arctic may be found on the following websites (please search further by yourself):

- 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**

ArCS II Overseas Fellowship Program Secretariat

Arctic Research Center, Hokkaido University, Northern Campus Area Research Bldg. No. 2  
(Frontier Research Center for Advanced Material and Life Science) 2F

Address: 001-0021, Japan, Hokkaido, Sapporo City, Kita Ward, Nishi 11 chome, Kita 21 jo

E-mail: [arcs2\\_HU\\_EC@arc.hokudai.ac.jp](mailto:arcs2_HU_EC@arc.hokudai.ac.jp)