



ArCS II Overseas Fellowship Program 2023 Practitioner 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 early career practitioners belonging to Japanese organizations to support their participation in international conferences for making presentations and collecting information, as well as their stay at overseas academic, public and private organizations 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.

Although in FY 2022 many international events were postponed or canceled due to the effects of the COVID-19 pandemic and the Russian invasion of Ukraine, over 10 applications for short-term travel were approved as a result of two calls. This year we will continue accepting applications for both short- and mid-to-long-term travel programs (1 to 6 months). We will also support participation in international conferences held online or in Japan.

International conferences to be held in FY 2023 (including online conferences)
as of December 2022

Please check the latest information on the relevant websites.

- International Symposium on Sea Ice Across Spatial and Temporal Scales (Bremerhaven, Germany), 4–9 June 2023
https://www.igsoc.org/event/bremerhaven_2021
- ICES Annual Science Meeting 2023 (Bilbao, Spain), 11–15 September 2023
https://www.ices.dk/news-and-events/news-archive/news/Pages/ASC2023_session_call.aspx
- International Snow Science Workshop (Oregon, USA), 8–13 October 2023
<https://www.issw2023.com/>
- 2023 Arctic Circle Assembly (Reykjavík, Iceland), 19–22 October 2022
<https://www.arcticcircle.org/assemblies>
- PICES-2023 Annual Meeting (Seattle, USA), 23–27 October 2023
<https://meetings.pices.int/meetings>
- AGU Fall Meeting 2023 (San Francisco, USA), 11–15 December 2022
<https://www.agu.org/Plan-for-a-Meeting/AGUMeetings>
- Arctic Science Summit Week 2024 (Edinburgh, UK), 21–29 March 2024
<https://assw.info/about/upcoming-assws>

2. Research fields, project types, travel period

(1) Research fields

All fields related to the Arctic

(2) Project types

- Visiting overseas academic, public and private organizations etc. related to the Arctic 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 FY 2023, participation fees for international online conferences and other events are also covered.

(3) Program period

Generally, up to 1 month.

3. Number of fellowships to be awarded

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 individuals, such as freelance journalists) and who is under the age of 40 at the time of application.

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) Certificate of employment (free format)
- 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
 - Research plan if you intend to conduct field work
 - 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

(1st call)

Application period: 28 March 2022 – 9 May 2022, 3 p. m. (JST)

Travel period: mid-June 2022 – late March 2023

(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

Please write in the subject line: “Application for the 1st call for the ArCS II Overseas Fellowship Program 2023”.

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
- 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 further their career in the Arctic-related field?
- 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.

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

- 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.

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 web page 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

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