

CONFERENCE TRAVEL GRANTS

The Reischauer Institute will provide small grants (up to \$800) for Harvard graduate students in any field of Japanese studies in the humanities or social sciences to help defray the cost of attending scholarly conferences where they present papers or serve as panel discussants. Grant support is limited to travel, lodging, and registration fees.

APPLICATION PROCESS: Please email a complete application consisting of the following:

1. **Short proposal** with dates and description of conference, type of participation, description of your research and how it relates to this conference, and itemized budget. Please designate other sources of funding for this proposal (if applicable). Indicate name of faculty advisor supporting this proposal.
2. **Email endorsement from faculty advisor** supporting the proposal. (Advisor must email brief endorsement directly to <cglover@fas.harvard.edu>)
3. **Curriculum vitae** – include:
 - Citizenship (indicate permanent residency, if applicable)
 - Current/permanent address, telephone number(s), email address(es)
 - Academic department; field of study; and year of graduate study.

EMAIL COMPLETED APPLICATION TO:

Catherine Glover, Program Coordinator
 Conference Attendance Grants
 Reischauer Institute
 1730 Cambridge Street, Room S233
 Cambridge, MA 02138
 617-496-4812
 <cglover@fas.harvard.edu>

APPLICATION DEADLINE:

Application must be made at least **one month in advance** of the conference.

PAYMENT:

Due to Harvard financial policy, to receive payment, *after* you return from the conference you attended, please hand in or email the RI Conference Grant Recipient Form, a W9 form for US nationals or the Foreign Individual Vendor Request Form for non-US nationals, *in addition to*, **all travel receipts**, to Catherine Glover. For non-US nationals, after you have handed in your Foreign Individual Vendor Request Form, you may then receive an email with further instructions from support@online-tax.net. Checks will be processed only after you return and by turning in the required paperwork provided to you with your award letter.

Please note: For non-U.S. national graduate students presenting at a conference in the US, you may incur a tax withholding, typically at 14% or 30%, on the fellowship, thereby reducing the total amount.

<http://rijs.fas.harvard.edu>