

## RIJS CONFERENCE TRAVEL GRANTS

The Edwin O. Reischauer Institute of Japanese Studies (RIJS) 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, name and description of conference, type of participation, description of your research, and how it relates to this conference, title of your paper being presented and an 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 a brief endorsement directly to <cglover@fas.harvard.edu>*  
Please let me know whom the faculty advisor is that I should expect a support email from.
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 (G Year)

### **EMAIL COMPLETED APPLICATION TO:**

Catherine Glover, Program Coordinator  
Reischauer Institute  
1730 Cambridge Street, Room S241  
Cambridge, MA 02138  
617-496-4812  
<[cglover@fas.harvard.edu](mailto: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, conference grant checks will **ONLY** be processed **after** you return from the conference you attended, and by turning in the required paperwork provided to you with your award letter. Once you return from the conference, please email Catherine Glover with the following:

- For US nationals:
  1. the RIJS Conference Grant Recipient Form
  2. all travel receipts
- For non-US nationals:
  1. the RIJS Conference Grant Recipient Form
  2. the Foreign Individual Vendor Request Form
  3. all travel receipts
  4. GLACIER registration if needed. It's a Nonresident Alien Tax Compliance System

*\*Please note* that grants paid to non-U.S. national graduate students presenting at a conference in the US are subject to either 14% or 30% withholding of U.S. federal income tax thereby reducing the total amount.

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