

RIJS CONFERENCE TRAVEL GRANTS

The Edwin O. Reischauer Institute of Japanese Studies (RIJS) will provide small grants (up to \$1000) 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. Dissertation Completion Fellowship (DCF) candidates are eligible to apply for more than one RIJS Conference Travel Grant.

For AY2024-25, RIJS will provide conference grant support for those who present a paper or serve as a panel discussant, for virtual conference attendance registration fees *or* for travel to a conference, limited to travel, lodging, and registration fees. Please note that all support related to travel must follow current Harvard University travel guidelines and safety protocols before, during and after travel. Please see the following sites for the most up-to-date guidance: [Harvard Travel Guidance](#) and [Harvard GSS COVID-19 Travel Advice](#).

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

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.
2. **Statement of acknowledgement** if you have applied to other sources of funding for this proposal *or* if you have *not* applied for any other conference funding. If yes, please state from where you have requested funding from, requested dollar amount and expected timeframe of decision.
3. Please indicate name of faculty advisor who will be supporting this proposal, whom I should expect an email from.
4. **Email endorsement from faculty advisor** supporting the proposal.
Advisor must email a brief endorsement directly to cglover@fas.harvard.edu
5. **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
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 payment will be processed **after** the conference is over and by emailing the required paperwork provided with your award letter. Once the conference is over, please email [Catherine Glover](#) with the following:

- the RIJS Conference Grant Recipient Form
- all travel/registration fee receipts

**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.

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