HARVARD UNIVERSITY
EDWIN O. REISCHAUER INSTITUTE OF JAPANESE STUDIES
CENTER FOR GOVERNMENT AND INTERNATIONAL STUDIES, SOUTH BUILDING
1730 CAMBRIDGE ST • CAMBRIDGE, MA 02138 • TEL: (617) 495-3220 • FAX: (617) 496-8083 • http://rijs.fas.harvard.edu

REISCHAUER INSTITUTE STUDENT ORGANIZATION GRANTS APPLICATION INSTRUCTIONS:

The Reischauer Institute at Harvard University offers grants to undergraduate and graduate student organizations for projects involving Japan. These grants are offered on an ongoing basis; however organizations are encouraged to apply as early as possible, as funds are limited. Applications must be submitted at least one month in advance of the event or project start date.

Harvard undergraduate and graduate student groups should apply using this Reischauer Institute Student Organization Grant Form. A student organization grant application to be funded (fully or partially) by the Reischauer Institute would need to encompass the following items:

- There needs to be a significant Japan component
- Participation of core Japan faculty is strongly preferred
- The activity needs to be in fulfillment of the Reischauer Institute mission which is the academic and scholarly supporting and developing of Japanese Studies at Harvard and not for cultural activities
- Ordinarily, awards do not exceed $1000
- After the activity, a report on the activity and 2-4 photos post event are required to be emailed to: stacie_matsumoto@harvard.edu for graduate student organization grants or to wting@fas.harvard.edu for undergraduate student organization grants.

There are **3** required application items. RIJS review will not take place until applications are complete.

1) **Reischauer Institute Application Form:** Please fill out the Application Form below. This includes contact information, organization details, project details, funding request, and signature. **This form must be saved and attached as a Word file or PDF.**

2) **Written confirmation of application approval by your organization's faculty advisor**. **This confirmation letter or copy of email must be attached as one Word file or PDF.**

3) **Project Proposal:** Your proposal must provide details for the project purpose, plan, date/time/location, and proposed/confirmed participants. Please include with your submission a draft program with relevant accompanying materials. **This proposal must be attached as one Word file or PDF.**

Grant recipients are expected to use funds as described in the original proposal unless otherwise noted. Awards are based on the original proposal and any changes must be submitted to the Reischauer Institute for approval. The Reischauer Institute reserves the right to adjust awards.

Recipients are required to submit to the Reischauer Institute a written (1-2) page report within two weeks of the end date. The report should detail the use of the grant and the work accomplished, including the number of attendees and any publicity or materials created for the activity. The report should also include at least one/two high-resolution photographs from the event.

Please submit your graduate application and/or questions to Stacie Matsumoto at stacie_matsumoto@harvard.edu.

Please submit your undergraduate application and/or questions to Jenni Ting at wting@fas.harvard.edu.

REISCHAUER INSTITUTE STUDENT ORGANIZATION GRANT FORM

CONTACT INFORMATION:

Student Name:

Position with Organization:

Student Email:

Faculty Advisor Name:

Faculty Advisor Department:

Faculty Advisor Email:

PLEASE ATTACH WRITTEN CONFIRMATION OF APPLICATION APPROVAL BY YOUR ORGANIZATION'S FACULTY ADVISOR AS ONE WORD FILE/PDF.

ORGANIZATION AND PROJECT DETAILS:

Organization name:

Briefly describe your organization:

Organization Type: □ **Undergraduate** □ **Graduate**

Organization Tax ID/EIN:

Brief Project Description:

Project Date(s) and Time(s):

Project Location(s):

List the Japan component/s:

List core Japan faculty involved:

List other Centers/Departments and their contact name that you will apply to for funding and total dollar amounts requested for each Center:

PLEASE ATTACH YOUR PROJECT PROPOSAL AS ONE WORD FILE/PDF. Your proposal must provide details for the project purpose, plan, date/time/location, and proposed/confirmed participants. If possible, please include with your submission a draft program with relevant accompanying materials.

REISCHAUER INSTITUTE FUNDING REQUEST:

Organization Name:

Project Title:

BUDGET: For each relevant line item, please provide details.
(Examples on last page.)

LINE ITEM (if applicable)	**TOTAL COST**	**TOTAL AMOUNT REQUESTED FROM RIJS**
Honorarium/ Speaking Fee		
Travel		
Accommodations		
Advertising		
Space/AV Costs		

Food and Beverage		
Other		
GRAND TOTAL FOR RIJS BUDGET REQUEST		

Signature (By signing here, you certify that the above information is accurate and that this proposal has been reviewed and approved by the faculty advisor listed above.):

Signature_____ **Date**_____

FUNDING REQUEST EXAMPLES:

Budget Attachment

LINE ITEM (if applicable)	**TOTAL COST**	**TOTAL AMOUNT REQUESTED**
Honorarium/ Speaking Fee	$200 x 2 speakers = **$400**	**$400**
Travel	Japan Airlines, NRT-BOS: $1500 x 1 speaker = **$1500** China Airlines, PEK-BOS: $1500 x 1 speaker = **$1500**	**$3000**
Accommodations	A Friendly Inn, 2 nights $150/night x 2 nights x 2 speakers = **$600**	**$600**
GRAND TOTAL		**$4000**