



Arts & Humanities
Research Council



Inter-University Research Institute Corporation

National Institutes
for the Humanities

AHRC Scholarship Scheme
National Institutes for the Humanities of Japan
Guidance notes for applicants

Introduction

1. This strand of the AHRC Scholarship programme is a scheme run in collaboration with the National Institutes for the Humanities of Japan (NIHU). The scholarships provide the opportunity for **AHRC funded** doctoral students, postdoctoral fellows and research assistants, based in UK Higher Education Institutions to travel to Japan and work for a sustained period at one of the six NIHU Research Institutes, with access to the internationally renowned research collections held there.



2. The National Institutes for the Humanities was established in 2004 as an Inter-University Research Institute Corporation, originally consisting of five research institutes: The National Museum of Japanese History, The National Institute of Japanese Literature, The International Research Centre for Japanese Studies, The Research Institute for Humanity and Nature, and The National Museum of Ethnology. The National Institute for Japanese Language and Linguistics was launched in

October 2009, bringing to total number of institutes to six. The AHRC scheme forms part of the NIHU programme of "Inter-institutional and External Joint Research" which aims to foster long-term, durable links between countries and institutions engaged in the study of culture and the humanities.

3. The scholars funded through the scheme are based at one of the six NIHU Research Institutes, located across Japan. These institutes offer high quality research facilities for scholars from across the world with a shared interest in exploiting the extensive collections held at the various centres. Further details of the NIHU Research Institutes and their collections are provided on their individual websites, which can be accessed via the NIHU homepage: <http://www.nihu.jp/e/index.html>
4. The places available across the six NIHU Research Institutes are limited to the numbers listed below. The scholarships must be taken up between 1st October 2011 and be completed by 30th September 2012.
 - **National Museum of Japanese History: 1 place**
 - **National Institute of Japanese Literature: 2 places**
 - **National Institute of Japanese Language and Linguistics: 2 places**
 - **International Research Centre for Japanese Studies: 2 places**
 - **Research Institute for Humanity and Nature: 2 places.**
 - **National Museum of Ethnology: 2 places**

The Scholarship Programme

Aims of the scheme

5. The aims of the scheme are:
 - to provide dedicated access for AHRC-funded researchers to the world-class facilities that exist in NIHU institutes;
 - to foster long-term, durable links between researchers, institutions and countries, through the placement of AHRC-funded postgraduates, postdoctoral fellows and research assistants, in NIHU institutes on short-term fellowships;
 - to facilitate a regular flow of high calibre international postgraduate students and early career researchers to the NIHU institutes.
 - to encourage networking among international postgraduate students, early career researchers and other academics working on related topics.

Scholarships

6. The scholarships can last between three and six months, depending on the time required to complete the proposed research. The scholarships to be funded during this round will be expected to take place between 1st October 2011 and 30th September 2012.
7. In addition to providing a research space, the scholarships will cover:
 - Flight costs of £800
 - Living costs of £1,000 per month

As the scholarships fall within the period of an existing AHRC award, they do not include any additional maintenance payments.

8. The UK HEI at which the applicant is based will be responsible for Visa and health insurance arrangements, and where necessary assistance in securing accommodation. To find out if an applicant would require a Visa please refer to the Guide to Japanese Visas provided on the Ministry of Foreign Affairs of Japan website: <http://www.uk.emb-japan.go.jp/en/visa/visa-main.html>. **Please note**, NIHU recommend all incoming students to invest in health and life insurance in advance of travel.

Eligibility criteria

9. Applicants must be AHRC doctoral award holders, or AHRC-funded postdoctoral fellows or research assistants, and can be undertaking full or part-time modes of study. Please note that this scheme is open to both full and fees-only award holders.
10. Their award must be 'live' for the duration of the period that it is intended that the scholarships will take place.
11. The period of the scholarship must be accommodated within the period of the AHRC award. No additional time will be granted to compensate for the time spent abroad on the scholarship. Applicants should therefore ensure that any persons with an interest in their research, such as PhD supervisors, Principal Investigators, or Heads of Department, are content to release them should their application be successful.
12. While Japanese language skills are not compulsory for all institutes, NIHU have stipulated that incoming scholars should have basic 'day-to-day' Japanese language skills to aid them with their studies and integration into the NIHU community. Most study meetings are held in Japanese language, and incoming scholars will have more opportunities to meet important academics and to attend seminars, conferences and symposia for networking opportunities, if they have Japanese skills for technical discussions. This particularly applies to The National Institute for Japanese Literature (NIJL) and to the National Museum of Japanese History (NMJH).

Academic criteria

13. The proposed research must be able to demonstrate relevance to the NIHU collections identified by the applicant. Further information on these collections is available from the NIHU Research Institution websites which can be accessed via the NIHU homepage: <http://www.nihu.jp/e/index.html>. If you have any specific details regarding the NIHU collections not answered by the website, you should contact the relevant institute member using the details below

National Museum of Japanese History

Professor Hiroshi KURUSHIMA kurushima@rekihaku.ac.jp

National Institute of Japanese Literature

Professor Keiichi TANIKAWA tanikawa@nijl.ac.jp

National Institute for Japanese Language and Linguistics

Professor Nobuko KIBE nkibe@ninjal.ac.jp

International Research Centre for Japanese Studies

Professor Kazuhiko KOMATSU komatsu@nichibun.ac.jp

Research Institute for Humanity and Nature

Professor Tomoya AKIMICHI akimichi@chikyu.ac.jp

National Museum of Ethnology

Professor Katsumi TAMURA fukukan@idc.minpaku.ac.jp

14. The proposed research will also need to demonstrate how the scholarship would 'add value' to the *existing* work of the doctoral student, postdoctoral fellow or research assistant.
15. On completion of the scholarship, the researcher will be expected to submit a short (2000 word) report to the AHRC. This will cover which key collections were used at the NIHU institutes, how these add value to the scholars' own research and indicate broader professional development outcomes. Award-holders may also be invited to give feedback or contribute ideas on how the scheme might be further developed.

Application and Assessment processes

1. Applicants are asked to complete the application form available for download from the AHRC website, which should be received electronically by the AHRC no later than **17:00 on 7 April 2010**. Applications received after this time and date will not be accepted.
16. Applications will initially be assessed by a subject specialist and you should indicate in Section 2 of the application form the subject area to which your application relates. Specialist staff at the NIHU Research Institutes will also have an opportunity to comment on the proposed use of their collections. The applications, together with these initial assessments, will then be used by the AHRC executive for the final funding decisions
17. Ultimate responsibility for decisions to award funding and accept students remains with the AHRC and NIHU respectively.
18. Applications will be expected to demonstrate that they meet the aims of the scheme (detailed in paragraph 5). In addition, they will be judged by the following assessment criteria:
 - The extent to which the research proposal demonstrates relevance to the identified NIHU collections;
 - The extent to which the scholarship would "add value" to the existing work of the doctoral student, postdoctoral fellow or research assistant;
 - The extent to which the proposal identifies personal development opportunities through networking with other NIHU research scholars. This might include the presentation of ongoing work or immediate or longer term collaborative opportunities;
 - The extent to which the scholarship would be an effective use of the applicant's time;
 - If the intended research at NIHU is to be practice-led, the applicant's own practice must be an integral part of the research proposal and the creative/performative aspects of the research must be made explicit. The applicant must explain how practice is an integral part of the project and not just the outcome.

19. Where appropriate, whether the proposal demonstrates that the applicant has the necessary language or linguistic expertise (other than English) required to undertake the proposed research. **Please note that applicants to NIJL and to NMJH must possess Japanese Language skills.** While Japanese language skills are not compulsory for all institutes, NIHU have stipulated that incoming scholars should have basic 'day-to-day' Japanese language skills to aid them with their studies and integration into the NIHU community. Most study meetings are held in Japanese language, and incoming scholars will have more opportunities to meet important academics and to attend seminars, conferences and symposia for networking opportunities, if they have Japanese skills for technical discussions. This particularly applies to The National Institute for Japanese Literature (NIJL) and to the National Museum of Japanese History (NMJH).

Timetable

20. **The closing date for applications is 7 April 2011.** The results will be announced by the end of July 2011. **Applicants should consider this alongside the visa requirements for their relevant nationality when choosing a start date for their research.**

Completing the application form

General points

21. The form should be completed in at least 10pt font. All sections of the form should be completed; we are unable to accept applications that are incomplete. It is the responsibility of the applicant to ensure that all parties have completed the relevant sections of the form in time for it to reach the AHRC by the closing date.
22. Please ensure that you preserve the format of the application form. Small boxes may be completed by hand if you are unable to complete them electronically. Please do not exceed the page or word limit where stated
23. The closing date for applications is **17:00 on 7 April 2011**. We will not accept any applications that arrive at the AHRC after **17:00 on 7 April 2011**.

Section 1: Applicant details

Question 1. Details of applicant and current award

24. Please give the details requested in full. Under **Current Award Details**, please indicate:
 - whether you hold a standard doctoral award, a collaborative doctoral award (CDA), or whether your doctoral award is attached to a research grant. If you are unsure of your eligibility based on your award type, please contact one of the AHRC staff listed at the end of this document.
25. If you are unsure of your **AHRC award reference number**, please contact the relevant team responsible for your institution. Contact details can be located on the AHRC website here - <http://www.ahrc.ac.uk/About/ContactUs/Pages/pginstitutionofficers.aspx>
26. Under **Duration**, please indicate the **exact dates** during which you hope to be in residence at one of the NIHU Research Institutes.

Question 2. Applicant's statement

27. The applicant is asked to provide a statement in support of their proposal for a scholarship. This statement (which should be no more than 1000 words) should include the following:

- a brief summary of the applicant's AHRC-funded research project;
- the stage in the research at which the Scholarship would take place, e.g. brief details of the research undertaken to date, the number of months/years of study completed on the project, and the timescale for completing the research;
- the primary collections to be accessed. If the applicant is successful, s/he would not be restricted to the collections named, but it is important that the applicant's research is able to demonstrate relevance to the NIHU collections identified in the proposal;
- how access to these collections would add value to the applicant's current and planned research activities;
- the amount of time sought (between 3 and 6 months) and how the time would be used;
- whether the scholarship would provide personal development opportunities other than those arising directly from the research (for example networking with other NIHU scholars, giving presentations of current work, or immediate or long term collaborative opportunities);
- whether the applicant has the necessary language or linguistic expertise to undertake the proposed work. **Please note that applicants to NIJL and to NMJH must possess Japanese Language skills.** While Japanese language skills are not compulsory for the remaining four institutes, NIHU have stipulated that incoming scholars should have basic 'day-to-day' Japanese language skills to aid them with their studies and integration into the NIHU community. Most study meetings are held in Japanese language, and incoming scholars will have more opportunities to meet important academics and to attend seminars, conferences and symposia for networking opportunities, if they have Japanese skills for technical discussions. As such, knowledge of day-to-day Japanese will be beneficial to the student's experience.

Section 2: Subject Specialist Classification and Key Words

Subject Area: Using the AHRC Subject List attached at the end of the application please state the subject area to which this application relates in the boxes provided. Please note that these are general classifications. **In order that your application is assessed by the relevant specialists please select one classification only.**

Key Words: The applicant is required to list six 'key words' in the box provided, which best identify the focus of their research. These key words will be used to ensure the application is peer reviewed appropriately.

Section 3: Please provide details of other qualifications and relevant academic experience in support of your application

28. Please give details of your career in Higher Education to date and of any other work experience relevant to your application.

Section 4 : For completion by Supervisor/Principal Investigator

Question 5. Details of Supervisor/Principal Investigator

29. Please give the details requested in full.

Question 6. Statement of support from Supervisor for proposed research

30. Please give a statement in support of the application, including:

- confirmation of how the proposed research and use of the NIHU collections will enhance the current work of the applicant
- confirmation that the applicant has the skills necessary to exploit effectively the resources available
- assurance that the time spent at the NIHU institutes will not result in extra time being required to complete the existing research funded by the AHRC.

Section 5: Institutional Authorisation

Question 8. Authorisation of application

31. This section should be completed by a senior member of Registry staff or another senior staff member with the appropriate institutional authority. In completing this section, you are confirming your institution's support of the application and undertaking to provide the support outlined in paragraph 8 if the application is successful.

Submission of application forms

32. The AHRC must receive a signed scanned copy of your application form by **17:00 on 7 April 2011**. Scanned copies must include signatures and an institutional stamp in order to be eligible and should be submitted to loc@ahrc.ac.uk, preferably in pdf format. You do not need to return the list of subject classifications with your application form. If you have any queries, you should direct them to this address in the first instance or you can contact Sam Lamshead on 01793 416072 and Allie Brown on 01793 416074.