

## **Global Center of Excellence for Mechanical Systems Innovation**

### **Protocol Regarding International Conference / Institution Concerned Visit Support**

March 19, 2010

#### **1. Overview of the support**

This program is aiming to build a Global Center of Excellence for Mechanical Systems Innovation, and produce leaders the next generation. As a part of this aim, support is provided to Ph.D. students and PDs for GCOE-related travel to present their results at international conferences (either domestic or abroad), or to actively visit an institution concerned (university or enterprise). The Ph.D. students/PD is expected to take the initiative in contacting their host and arranging their presentation/activities abroad. Support is given via strict examination of the proposed research and the travel plan.

#### **2. Eligibility**

1. The applicant must belong to a GCOE-related major and be an RA, Ph.D. students taking the education program or PD appointed by this GCOE.
2. The applicant must present their results at an international conference.
3. The applicant must be the lead author of a research report, or be included in the co-author list with a teacher/professor related to GCOE

\*When traveling abroad, it is strongly recommended that the applicant arrange to actively visit one or more nearby, institutions concerned (universities, enterprises, etc.)

#### **3. Schedule of Open Recruitment/Screening**

Calls for applications shall be issued twice a year (summer and winter semester).

The schedule for applications will be forwarded to you separately.

If you need urgent support, please contact the GCOE office.

#### **4. Amount of payment**

- (1) GCOE will support up to 400,000 yen/person. Applications exceeding this limit will be strictly examined, and a final decision shall be made considering all circumstances.
- (2) The above amount does not include the conference registration fee. Note that banquets and/or reception fees will not be covered.
- (3) The accommodation fee and the daily allowance shall be provided. In principle, the upper limit of the accommodation is 17,000 yen/night in Europe, United States and

Middle East and 8,500 yen/night in other region. For the domestic travel, the limit is 8,200 yen/night. The other fee follows the travel regulation of the University of Tokyo.

## **5. Period of Overseas Travel**

- (1) The period of an overseas trip shall be within two to three days in addition to the period of the academic conference. (However, if unnecessary, it is not allowed to stay before or after the conference period.)
- (2) When traveling abroad for joint research, a one to two week stay is the standard.
- (3) As for the period for domestic travel for international conferences, the period of stay shall be within the period of the conference.

## **6. Documents to submit and where to submit**

Documents shall be submitted to the GCOE office.

### (1) Stages of application

- 1) Application form (purpose of the travel, schedule, estimated cost, relation to the GCOE program, etc.)
- 2) Proof of travel purpose (print-out of conference homepage showing date and location, an acceptance letter from the academic meeting, the conference/meeting program showing the RA/PD's presentation, and/or any documents or correspondence with the organizers or host.)
- 3) Proof of active research collaboration, such as a letter signed by a co-researcher who works at the institution where the RA/PD will visit. Prospective research collaborations may also be permitted on the condition that documents, such as an acceptance letter, are submitted after the decision.
- 4) Official estimate of airfare. The applicant shall, whenever possible, arrange reduced-fare economy-class tickets. The tickets should NOT be purchased before approval is given. In special cases, consult with the GCOE office.
- 5) When applying for support to attend an international conference, the applicant shall provide a document (usually from the conference website) indicating the cost of the conference fee (participation fee and fee for the proceedings).

### (2) After acceptance and before departure (~5 weeks)

- 6) Documents that are ordinarily required by the university office for academic travel (the same as travel conducted with support for scientific research)
- 7) When applying for support for the registration fee of an international conference, something that proves payment of the registration fee of the corresponding

conference (such as a receipt showing proof of payment or a credit card statement showing the corresponding applied charges for the conference fee)

(3) After returning (within 2 weeks)

8) A copy of the presented paper or the proceedings (in which the contribution is listed)

9) Signed or stamped report (hard copy) and its electronic file

(4) When preparing the report

10) Approx. two A4 pages containing the following details, format to be specified separately

- Summary of the supported activities, (international conference, institution visit, joint research, etc.)
- In the case of an international conference, an overview of the presentation.
- Overview of the outcome of the institution visit
- In the case of joint research, overview of the outcome during the visit
- Other: Anything to note with regard to the outcome of the trip.

## **7. Others**

(1) Travel support shall be limited to one domestic and one overseas trip per year.

(2) If travel support is provided, the appropriate acknowledgement of support by the GCOE program must appear in the corresponding paper/proceedings. In case GCOE support was not properly acknowledged due to time restrictions, GCOE is entitled to ask your cooperation in participating in public presentations and writing reports.

### **[Reference]**

Example of acknowledgement for support:

The author (One of the authors (initials)) was supported through the Global COE Program “Global Center of Excellence for Mechanical Systems Innovation,” by the Ministry of Education, Culture, Sport, Science and Technology.

Example of acknowledgement of general support:

The present work (research) was supported (in part) through the Global COE Program, “Global Center of Excellence for Mechanical Systems Innovation,” by the Ministry of Education, Culture, Sport, Science and Technology.