**International Conference Presentation Support (ICPS)
Application Requirements
(Revised July 2024)**

1. Eligibility: You must be a graduate student fully enrolled in a master's or doctoral program at the Graduate School of Education, Kyoto University, and will give an oral or poster presentation at an international conference. However, only presenters who are the first presenter of a solo or joint presentation are eligible.

    While students with Research Fellowship for Young Scientists or other grant supports are eligible to apply, but it is not permitted to combine support with other grants.

2. Amount: Up to the following amounts, depending on the location of the conference (destination).
    Asia and Oceania 250,000 yen, North America and Europe 300,000 yen
    South America and Africa 350,000 yen, Domestic Japan 100,000 yen

    Support is limited to the cost of Conference registration fee, airfare (economy), accommodation, daily allowance, and domestic travel expense.
    ※The maximum daily allowance and accommodation expenses are based on the university regulations (see the end of this document).
    ※When claiming conference participation fees paid in advance, a finalised version of the receipt and credit card statement will be required.
    ※If you have other activities before or after the conference, transportation (including airfare and domestic travel expenses to or come back from the conference), daily allowance and accommodation expenses for the activities are NOT covered. If this applies to you, please consult with our office in advance.

3. How to Apply: submit the following materials to the Global Education Office via email, with a subject as "Request for International Conference Presentation Support ".
    ・Attachment 1 Application Form
    ・Attachment 2 Recommendation
    ・Accept notification of conference (In any style. If you do not receive an Accept notification at the time of this application, please let us know the approximate date of notification instead.)
    Where to submit: globaledu@mail2.adm.kyoto-u.ac.jp

4. Support quota, period of support eligibility, application deadline/period, and timing of decision on adopters for each round.

		Conference Presentation Period	Application Deadline/Period	Timing of decision on adopters	Support quota
Completed	1st	June 1, 2024 - March 15, 2025	April 15, 2024	Late April 2024	Approx. 7
Completed	2nd	Aug. 1, 2024 - March 15, 2025	May 15, 2024 - June 1, 2024	Mid - June 2024	Approx. 7
	3rd	Nov. 1, 2024 - March 15, 2025	Aug. 15, 2024 - Sep. 1, 2024	Mid - Sep. 2024	Approx. 3
	4th	Feb. 1, 2025 - March 15, 2025	Nov. 15, 2024 - Dec. 1, 2024	Mid - Dec. 2024	Approx. 3

    The applicant and his/her supervisor will be notified of the acceptance or rejection of the support by e-mail as soon as possible after the review in the office.
    In the case of a large number of applicants, priority will be given to those who (1) have not received this support, (2) do not apply to any of the following categories: JSPS Research Fellow, recipients of the Graduate Education Support Organisation Programme, and recipients of other

research grants, and (3) are in a higher grade than that of the applicant.

5. Submission and obligation after the conference presentation

Support recipients will be asked to submit Attachment 3, " Participation Report," to our office after their presentations, and to disseminate the results of their conference presentations and their experiences on our office's website.

They are also expected to submitting papers to academic journals on the basis of their presentations.

Support recipients will be asked to submit the following three documents to the GEO within ten days of their return to Japan.
・Attachment 3 "Participation Report" (Word) and 3 photos by email
・Attachment 3 "Participation Report" (PDF, signed)
・Original ticket stub and receipt (sign in the office)

In the case of late submission, (1) the applicant will be deemed to have declined this support and the procedures will be suspended, and (2) the application for the next fiscal year will not be approved. Please pay close attention to the deadline.

6. Notes
- The conference at which the presentation is to be given should be internationally recognized.
- Please refer to the following website for guidelines, application documents, and a flowchart of the dispatch process for this support.
  (https://global.educ.kyoto-u.ac.jp/en/international-education-en/support-for-students-en/icps-en)
- This support is provided in accordance with Kyoto University's regulations on travel expenses. If the support recipient does not follow the university's regulations and fails to submit the required documents by the deadline, the support fund will not be provided. Please strictly observe the submission deadline.
- In order to receive support fund from Kyoto University, support recipient must be registered as a bank transfer account holder and a travel expense system user. Support recipients are required to register as soon as possible after the acceptance of support. For more information, please visit our office's website.
- Support funds will be transferred to the registered bank account approximately three weeks (maximum three months) after all procedures have been completed.
- Each support recipient is limited to one support within the fiscal year 2024.
- Support recipients are required to purchase their own overseas travel insurance (required: unlimited insurance covering medical treatment and relief) when traveling abroad.
- The designated sections of Attachment 3 "Participation Report" submitted by the recipients will be made public on our office's website.
- Support recipients may be asked to participate in debriefing sessions, etc. organized by our office.
- If the applicant cancels the presentation after the acceptance of this support, please notify us as soon as possible.

7. Office to contact
Global Education Office, Graduate School of Education
(Room 207, 2F, Faculty of Education Main Building)
Ext: 3046   Email: globaledu@mail2.adm.kyoto-u.ac.jp

【Reference】

Not available in the web version.
more information, please refer to the relevant announcement on KULASIS.