

FY2018 IROAST Seminar and International Collaborative Research Support Program Application Guidelines

Thank you very much deciding to hold an IROAST seminar. To apply, please read the following information and submit the application form **no later than one month before the scheduled date of the seminar**. If you have any questions, please contact the IROAST Secretariat below.

Contact: IROAST Secretariat (IROAST Section, Administrative Division of Science and Technology)

Email: szk-kiko*jimu.kumamoto-u.ac.jp

[Change the letter from * to @ for spam prevention.]

1. Purpose	<ul style="list-style-type: none"> ● To enhance research strength in the Science and Technology fields of Kumamoto University by supporting faculty members to <u>hold seminars and conduct collaborative research</u> which contribute to their establishment of international partnerships with world-leading researchers (in all ages). ● Furthermore to deepen partnerships <u>by concluding MOUs, execute collaborative research plans, and develop and activate young researchers.</u>
2. Requirements	<ul style="list-style-type: none"> ● <u>An IROAST Seminar must be held.</u> ● <u>Accommodation fees for up to one week can be paid</u> for the collaborative research <u>including an IROAST Seminar</u> in the IROAST's four major research areas. However, those for collaborative research only, for research activities in different areas, and for academic conferences cannot be paid. ● There must be one or two seminar organizers, and they are to be KU full-time faculty members (including specially employed faculty). At least one organizer must belong to a Science and Technology department/institution^{※1}. ● The theme of the seminar is to be in one of IROAST's four major research fields^{※2}.
3. Target	A large enough number of faculty members, graduate and undergraduate students must attend.
4. Date	Weekdays only
5. Language	<u>English</u>
6. Venue	On campus
7. Application Period	Any time (when the entire allotted amount in the budget has been spent, we will close the application process.)
8. Application	<p>Applicants should submit the following application documents to the IROAST Secretariat by email <u>no later than one month before the seminar date.</u></p> <p>① “FY2018 Application for IROAST Seminar/ International Research Collaboration Support Program” form</p>

	<p>② Speakers' career summary with face photos</p> <p>③ Other reference materials</p>
9. Screening / Result	<p>After the IROAST director and vice director screen the application, the IROAST Secretariat will notify the applicant of the result.</p> <p>[Screening Criteria]</p> <ul style="list-style-type: none"> ● <u>Matching Purpose described above</u> ● <u>Inviting world-leading overseas researchers as speakers</u> ● <u>Promoting research activities in the Science and Technology fields of Kumamoto University</u> ● <u>Meeting of requirements</u> ● Other, such as matching IROAST activity purposes
10. After Acceptance	<p>After being informed of the approval of the application, the organizer(s) must submit the <u>receipt of flight tickets</u> and the *「<旅費・謝金>債主・プロフィール登録用フォーマット(学外者)」 or the “<Travel Expenses/Honorarium> Borrower's Profile Registration Format (for those outside KU),” and when necessary, the “<u>Foreign Remittance Form,</u>” <u>boarding information slips</u> and <u>itinerary</u> for their speaker(s) to the IROAST Secretariat.</p> <p>*This is unnecessary when the speaker's profile for travel payment is already registered at Kumamoto University and there are no changes.</p>
11. Preparation/PR	<p>The organizer should <u>submit a seminar program</u> and *<u>poster</u> to the IROAST Secretariat <u>no later than three weeks before the seminar date</u>. In principle, booking of a seminar room and preparation of equipment must be conducted by the organizers and supported by the IROAST Secretariat.</p> <p>*Please request the IROAST secretariat to prepare a poster if you wish to.</p>
12. Organizer Responsibilities	<p>The organizers are responsible for the following:</p> <ul style="list-style-type: none"> ● Supervise the entire seminar planning ● Submit a program to the IROAST Secretariat ● Arrange the travel itinerary of the speaker (including booking flight tickets) ● Invite speakers ● Submit a report (within two weeks of the seminar) ● Agree to upload the seminar report to the IROAST website
13. Roles of the IROAST Secretariat	<ul style="list-style-type: none"> ● Promote the seminar (through PR poster, IROAST website and university-wide email) ● Reimburse expenses (when applied for) ● Booking a seminar room and others. (IROAST can lend PCs and a projector, if needed.) ● Photography
14. Requests from	<p>Plan an interactive seminar. (For example, set aside time for a Q & A session or</p>

IROAST	provide handouts to the participants to take questions in advance and then answer them in the seminar.)
15. Amount of Support	<p>IROAST pays for the following expenses for speakers at a later date in accordance with the Kumamoto University Travel Expenses Regulations unless their travel expenses are to be covered separately as with distinguished or visiting professors.</p> <p>① Transportation Fee for Speakers</p> <p><u>When coming from within Japan</u> Inexpensive round-trip transportation fee between the speaker's nearest station and Kumamoto University will be provided.</p> <p><u>When coming from overseas</u> Inexpensive round-trip airfare between the speaker's nearest international airport and Kumamoto and other domestic transportation expenses.</p> <p>② Accommodation Fee</p> <p>Per diem and accommodation expenses will be provided. (Amounts may be reduced based on actual conditions of stay)</p> <p>< Notes ></p> <ul style="list-style-type: none"> ● For the payment procedure, the organizers must submit the necessary items, shown on the 「旅費精算手続き>旅費マニュアル(学外者招聘)」 or the “Travel Expenses Payment Procedure > Travel Expenses Manual (for those outside KU)” of the website of the Administrative Division of Science and Technology, Kumamoto University, to the IROAST Secretariat. ● Travel expenses for inviting speakers who also have other tasks outside of KU during the same trip will not be paid. ● Accommodation fees for the collaborative research in the IROAST's four research fields can be paid, but those for other collaborative research and academic meetings cannot be paid. ● In principle, the IROAST budget cannot be used with another budget at the same time for the same expense item. However, if you need to do so and you effectively describe the reasons in the application form, the IROAST Secretariat will examine its necessity.
16. Handout	If there are any materials to be distributed in the seminar, the organizer should submit them to the IROAST Secretariat via email <u>no later than one week</u> (excluding Sat., Sun. and holidays) before the seminar date.
17. Photographs	Photographs are to be taken in the seminar and posted on the IROAST website as part of the seminar report with the consent of speakers.
18. Seminar Cancellation	Cancellation of a seminar due to natural disasters, such as a typhoon, conforms to Kumamoto University's “Judgement of Lecture Cancellation”. See below for the expenses incurred in the event of cancellation.

	<p><Reimbursement of transportation fee ></p> <p>IROAST pays for the transportation fees which speakers have already paid when a seminar is cancelled according to the Kumamoto University Travel Expense Regulations.</p>
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- ※¹ Faculty of Advanced Science and Technology (FAST), Institute of Pulsed Power Science (IPPS), Center for Water Cycles, Marine Environment and Disaster Management (CWMD), Magnesium Research Center (MRC), or Priority Organization for Innovation and Excellence (of Science and Technology fields) (POIE)
- ※² (1) **Nano Material Science** covers a wide area including the development of organic functional materials such as graphene oxide nano-sheets, catalysts and metal materials. It also includes the development of innovative materials under extreme conditions.
- (2) **Green Energy** includes the development and utilization of renewable resources such as geo-thermal, water, and bio-mass.
- (3) **Environmental Science** covers a wide area including the protection and evaluation of hydrospheric and atmospheric environments, analysis of climate change, and the protection of underground water and shallow sea areas.
- (4) **Advanced Green Bio** covers a wide area for interdisciplinary life sciences relating to chemical biology, molecular biology, medicine, pharmacy, agriculture (such as the development of drug delivery systems), micro-CT applications, informatics applications, and so on.