



Sylff Research Grant (SRG)

Call for Applications for FY2025

Sylff Research Grant (SRG) is a support program for fellows who are currently enrolled in a doctoral program or are within three years of having earned a PhD and are at an early stage in their careers.

The grant aims to encourage Sylff fellows to engage in domestic or international fieldwork that are necessary for the advancement of their rigorous academic research.

1. Eligibility

The applicant must meet the following conditions:

- (1) He/she is a current or past recipient of a Sylff fellowship.
- (2) He/she is currently enrolled in a doctoral program at any institution of higher learning or received a doctorate **on or after April 1, 2022**.
- (3) He/she has never received or has only once received an SRG award. (Those who have already received the award twice are not eligible.)

2. Research Activities

SRG supports research activities whose primary objective falls into one of the following categories:

- Domestic fieldwork by the applicant
- International fieldwork by the applicant

This grant supports research activities conducted during the period between October 1, 2025, and September 30, 2026.

IMPORTANT: All successful applicants need to start their SRG project by March 31, 2026, at the latest. Projects not incurring SRG expenditures by this date are not eligible for SRG FY2025.

3. Award

- (1) An award of **up to US\$5,000** is provided per successful applicant for domestic fieldwork.
- (2) An award of **up to US\$10,000** is provided per successful applicant for international fieldwork.

I. Eligible expenses:

- Category (A): Domestic fieldwork by the applicant
 - Transportation
 - Lodging
- Category (B): International fieldwork by the applicant
 - Transportation

- Lodging
- Wi-fi
- Travel insurance

II. An SRG award cannot be used to cover expenses not listed above.

III. Even when included in the above list, all expense items must be accompanied by a description of their necessity, unit price, number, name of service, etc., in the application. The Sylff Association secretariat reserves the right to exclude unexplained or unreasonable expenses from the proposed budget. Awardees will be notified of the amount of the approved budget when they are informed of the selection results.

IV. An SRG award can only be used to cover expenses incurred by the applicant personally.

4. Application

Applications should be completed in English. Descriptions of your proposed research should be written in a way that can be readily understood by readers outside your field of specialization.

In principle, applications must be submitted via the online system, which can be accessed only during the application period. Please be sure to submit all required information by the respective deadlines, which are indicated in Japan Standard Time (JST). Applications sent by email or those that are either incomplete or late will not be considered. All applicants are required to read “5. Screening and Evaluation Criteria” carefully prior to submitting their applications.

There are **two steps** in completing the application process.

FIRST STEP: Preliminary registration

The first step is preliminary registration. The applicant should provide basic information about himself/herself and answer some eligibility questions via the online form. The form will be available on the SRG page between **May 14, 2025, and May 28, 2025, 11:59 p.m. JST**.

SECOND STEP: Application submission

After screening the information provided in the first step, eligible applicants will be informed of a web link enabling them to proceed to the second step to submit their formal applications via an electronic application system.

The Sylff Association secretariat strongly encourages applicants to prepare a draft of their application and recommendation letter in advance, as explained below. Your application will be evaluated on the quality of the written responses and relevance to the information requested. Access to the system will be limited to the period between **July 2, 2025, and July 16, 2025, 11:59 p.m. JST**.

[Applicants Must Submit the Following]

I. Online Form

1. Basic Information about the Applicant*
 - (1) SRG reference number *Required
 - (2.1) Given and middle name *Required
 - (2.2) Surname *Required
 - (3) Email address *Required

(4) Home Sylff institution *Required

(5) Home address *Required

2. Detailed Research Proposal *

(1) Research title (10 words) *Required

(2) Type of fieldwork *Required

Domestic fieldwork (max. \$5,000)

International fieldwork (max. \$10,000)

(3) Objective of your fieldwork (200 words) *Required

(4) How you plan to achieve the above objective (200 words) *Required

3. Budget Proposal

For which research activity or activities will the SRG grant be used? Check all categories that apply and include the details of each category.

II. Letter of Recommendation

The applicant should request a letter of recommendation from someone who can attest to the relevance and necessity of the proposed fieldwork in meeting the applicant's research objectives. The letter should be scanned and submitted in PDF or JPEG format and have the digital or physical signature of the referee.

5. Screening and Evaluation Criteria

The Sylff Association secretariat will first screen applicants' eligibility following preliminary registration. Only those confirmed to be eligible for the program will be invited to submit their formal applications.

Applications will be evaluated based on the following criteria:

- Fieldwork plan is feasible in terms of schedule and methodology.
- Budget proposal has direct relevance to research plan.
- Budget proposal satisfies criteria for SRG expenses outlined in Section 3. Award, with the amount and necessity of each item being explained in the application.

The Sylff Association secretariat will not consider applications if they:

- Are turned in late
- Are not accompanied by required documents
- Raise ethical concerns (use of slurs or other inappropriate expressions)

6. Schedule

- Announcement of a Call for Applications: April 4, 2025
- Preliminary registration: May 14 to 11:59 p.m. JST, May 28, 2025
- Eligibility notification: July 2, 2025
- Application submission: July 2 to 11:59 p.m. JST, July 16, 2025
- Notification of selection outcomes: September 17, 2025
(Successful applicants may start their proposed research after receiving this notification.)
- Disbursement of funds: End of November 2025

IMPORTANT

- An agreement shall be signed between the awardee and the Tokyo Foundation (Sylff Association secretariat) for award disbursement.
- The award will be remitted by the Tokyo Foundation to the bank account designated by the awardee; the account must be able to accommodate foreign transfers in US dollars.
- The awardee is responsible for clearing any legal requirements in receiving the award and for covering any associated costs.
- The award will NOT be remitted for any reason to a third party, such as a research assistant, family member, outsourcing company, etc. The award may be cancelled if it cannot be remitted to the awardee's account for technical reasons.

7. Post-Support Requirements

- (1) All awardees must submit narrative and financial reports, along with associated receipts **within 30 days** after the completion of the proposed research. Please obtain receipts or other forms of financial proof for all expenses. You will be asked to refund expenditure items in the financial report that are not accompanied by proof of payment.
- (2) Recipients are asked to cooperate with the Sylff Association's public relations activities by agreeing to have their names, photos, and narrative reports (either in full or in part) published on the Sylff website. They are also asked to promptly submit or update their Sylff profiles through a designated web link upon request from the Sylff Association secretariat, since links to recipients' profile pages will be included in the announcement of SRG awardees, scheduled to be published by February 2026.
- (3) Recipients are highly encouraged to register with the Nippon Foundation Scholars Association (TNFSA), an interactive, online platform for all fellows in the Nippon Foundation Group, including the Sylff Association, and post the progress and outcomes of their SRG fieldwork.

Inquiries:

Please read the FAQ of the Sylff website program page or send email with [SRG] in the subject line to:
sylff[a]tkfd.or.jp (replace [a] with @)