



# SAMPLE INQUIRY FORM

# Introduction

Be sure to review the application guidelines online at before starting the inquiry form.

If you have any questions, email Program Manager, Fernando Rojas at [frojas@jicuf.org](mailto:frojas@jicuf.org).



## 2019 Inquiry Form/2019年 問い合わせフォーム

Ends on September 30, 2019

Thank you for your interest in applying for support from the Japan ICU Foundation. Please fill out the following form.

JICUF staff will review your inquiry and notify you if your inquiry has been approved. If it is approved, JICUF will send you instructions on submitting a complete application.

Please refer to our funding opportunities page, [www.jicuf.org/funding-opportunities](http://www.jicuf.org/funding-opportunities), for more information. If you have any questions or concerns, do not hesitate to contact Program Manager, Fernando Rojas, at [frojas@jicuf.org](mailto:frojas@jicuf.org) (English) or [information@jicuf.org](mailto:information@jicuf.org) (Japanese).

日本国際基督教大学財団（JICUF）の助成金にご関心をお寄せくださり、ありがとうございます。まずは以下の問い合わせフォームにご記入ください。

ご提出後、JICUF職員が申請資格・内容を確認の上、ご連絡します。フォームの内容に問題がない場合、正式な提案書をご提出いただく手順をご説明します。

詳細はウェブサイトをご覧ください。[www.jicuf.org/funding-opportunities](http://www.jicuf.org/funding-opportunities) また、ご質問・コメントは[information@jicuf.org](mailto:information@jicuf.org)（日本語）または[frojas@jicuf.org](mailto:frojas@jicuf.org)（英語）までお寄せください。

# Name and Contact Info



Note for Group Projects: The applicant should be the main person who will be the main contact/ liaison between JICUF and your group. It does not have to be the group leader.

These two fields must be written in Roman letters. Please do not use kanji, hiragana, or katakana.

This field is how you write your name in Japanese. If you have non-Japanese name, write your name in katakana. If you have a name that uses kanji, hiragana, and/or katakana, please do so here.

The first email address is the primary email we will use to contact you. Be sure to enter it correctly. The alternate email address gives us a second way to contact you if the primary one doesn't work. We recommend that one of your email addresses be the one assigned to you by ICU.

Be sure to include your Skype Handle. If you don't have one, consider creating one. It's free. JICUF will schedule a Skype call if we have any questions about your inquiry form.

Applicant's First Name/申請者のお名前（名）（ローマ字）\*

Rei

Applicant's Last Name/申請者のお名前（姓）（ローマ字）\*

Tanaka

Name in Katakana/申請者のお名前（漢字）\*

田中 令

Email Address/メールアドレス\*

tanaka.rei@email.com

Alternate Email Address/他のメールアドレス

c123456z@icu.ac.jp

Skype Handle/スカイプ・ハンドルネーム

rei.tanaka

# Outreach Survey

Let us know how you found out about this opportunity. It will help us know how to reach more applicants for the next cycle. Please check all that apply.

If you none of the choices apply, select “Other” and enter your response.

**How did you hear about JICUF funding? (Check all that apply)/JICUFの助成金についてどこで知りましたか？（該当するものを全て選択してください）\***

- JICUF Website/JICUFウェブサイト
- JICUF Newsletter/JICUFニュースレター
- JICUF Facebook Page/JICUFフェイスブック
- JICUF Staff/JICUF職員
- ICU Faculty/ICUの教員
- Presentation at ICU/ICUでの説明会
- Previous Grant Recipient/過去の受賞者
- Other

**If Other, how did you hear about this opportunity? \***

Poster in the dining hall.

# Application Period & ICU Affiliation

Choose the application period you are applying for.

→ **Application Period/申請期間 \***

- Spring Cycle/春期       Fall Cycle/秋期

Select the appropriate affiliation.

→ **ICU Affiliation/ICUにおける立場 \***


- ICU Student/学生       ICU Faculty/教員

# ICU Affiliation - Student

If you select “ICU Student/学生,” the next question will ask you if you are an April student, a September student or a Graduate student.

## Type of Student/学生の区分 \*

- April Undergraduate/ 4月入学の学部生
- September Undergraduate/ 9月入学の学部生
- Graduate/大学院生

 Note: One-Year Regular students (OYRs) are ineligible to apply for JICUF funding.


If you select “Graduate/大学院生,” please enter the degree you are pursuing and/or the graduate program you are in.

## What graduate program are you enrolled in? (i.e. MA in Education, PhD, Rotary Peace Program, etc.) \*

Select the category you are applying for.

## Student Fund Category/学生サポート資金の部門 \*

- Student Travel Fund/学  
生トラベル資金
- Student Activities Fund/  
学生アクティビティ資金

 Note: applicants who are in either the Rotary Peace Program or Japanese Grant Aid for Human Resources Development Scholarship Program (JDS) CANNOT apply for the “Student Travel Fund” category. These students can only apply for the “Student Activities Fund”.

# ICU Affiliation - Faculty

If you select “ICU Faculty/教員,” the next question will ask you what your current title is.

Select the category you are applying for.

## Type of Faculty/教員の区分 \*

- Professor/教授
- Senior Associate Professor/上級准教授
- Associate Professor/准教授
- Assistant Professor/助教
- Lecturer/講師
- Teaching Staff/教育職員

## Faculty Grant Category/助成金部門 \*

- Faculty Program Grant/  
教員活動（プログラム）  
助成金
- Visiting Scholars  
Program Grant/客員研究  
員プログラム



# Application History

This question asks if you have previously applied for funding from JICUF. If you answer “Yes/はい,” you will be asked the year and the term you applied.

Have you previously applied for JICUF funding?/過去にJICUFの助成金に応募したことはありますか？

- Yes/はい
- No/いいえ

If yes, when did you apply? (year/term)/「はい」と答えた場合、過去に応募したのはいつですか？(年/学期)

Spring 2018, Fall 2018

This question asks if you previously received funding from JICUF. If you answer “Yes/はい,” you will be asked the year and the term you applied.

Have you previously received JICUF funding?/過去にJICUFの助成金を受賞したことはありますか？

- Yes/はい
- No/いいえ


If yes, when did you receive the funding? (year/term)/「はい」と答えた場合、いつ受賞しましたか？(年/学期)

Fall 2018




# Project Information


Enter a project title. The title can be written in either English or Japanese.

 TIP: Make your project title as short and succinct as possible. A good title gives JICUF a hint about what your project is about. Applicants for the Visiting Scholars Program can simply write the scholar's name.

Enter start and end dates for your project.

 Note: These dates can be possible dates. You change them when you submit your full proposal.

Enter the amount of funding you are requesting. The amount must be in Japanese Yen.

 Note: If you don't know how much funding you will need, you can enter an estimate amount. You can determine your final amount when you submit your full proposal and budget form.

→ **Project Title/プロジェクトの題名 \***

Let's Move! Cultural Exchange through Dance

**Project Start Date/プロジェクト開始日 \***

1/24/2020

(Date format: MM/DD/YYYY)

**Project End Date/プロジェクト終了日 \***

2/14/2020

(Date format: MM/DD/YYYY)

→ **Total Amount Requested (in JPY)/申請金額（日本円） \***

50000


# Project Summary

The project summary can be written in either English or Japanese.

## Project Summary/プロジェクトの概要\*

The ICU Dance Group will host a dance workshop series to introduce the ICU community to different traditional dances from around the world. We will invite instructors from the Tokyo area to come and teach a workshop. One the final day of the workshop series, participants will dance in a grand showcase open to all ICU students.

In one or two paragraphs, tell us the objectives of your project. What do you plan to do? What will you use JICUF funds for? For ICU students applying for a research project under the Student Travel Fund, include the research questions you will be investigating. For faculty applying for the Visiting Scholars program, please include the name, affiliation, and discipline of the scholar you wish to host. 簡単にプロジェクトの目的と意義をご説明ください。学生トラベル資金を申請する学生は、研究課題を明記してください。客員研究員プログラムに応募する教員は、招聘する研究者の氏名、所属機関、専門分野を明記してください。

 **TIP:** The first few sentences should clearly state what your project is about. The following are some examples of what we are looking:

*Example 1: The ICU Dance Group will host a dance workshop series to introduce the ICU community to different traditional dances from around the world. We will invite instructors from the Tokyo area to come and teach a workshop.*

*Example 2: As part of my senior thesis, I travel to Canada to conduct research on how non-Japanese students learn Japanese. I am applying for JICUF support for my airfare, accommodations, and local transportation.*

*Example 3: The department of environmental studies will invite Prof. Robert Jones to ICU for 5 days of lectures and workshops. Prof. Jones will talk about his research in the Arctic with graduate students and talk about his time in graduate school experience in the US with undergraduate students.*

We do not recommend submitting more than two paragraphs. You can elaborate on your project in the full proposal. Pay attention on only including the important details. The less you write, the better JICUF can understand what you want to do.

Submit

Save Draft

Once you hit the “Submit” button, JICUF staff will review your inquiry form. If your inquiry form is approved, you will receive a link to the full proposal page along with some feedback.

If you have any questions, do not hesitate to contact Program Manager, Fernando Rojas, at [frojas@jicuf.org](mailto:frojas@jicuf.org).