

English: Application Guidelines for Grants for Attendees at International Conferences (1st half of Fiscal 2018)

I. Grant Eligibility

This grant is intended to provide travel expenses for the participants attending the international conferences to be held abroad, regarding C&C field technology. We have the grant for two categories. “Category 1” is the grant for presenters of contributed papers at the conferences. “Category 2” is the grant for participants of the conference in order to join technical discussions, based on his /her research theme in graduate schools, for example, in the PhD Forum. (Poster session presentation in the international conference is not relevant to Category 2. Please apply for Category 1 in case you have a plan to present your paper at poster session in the conference)

(1) Contents of presentation paper, discussion theme/topic

C&C (Computers and Communications) fields and related technologies

- * C&C fields include those on information-processing technologies, communications technologies, electronic-device technologies, as well as fields that combine those technologies.
- * Related technologies include general applied technologies in the C&C fields.
- * There must be a description that explains how the research of the grant applicant can contribute to the development of C&C fields, in the recommendation form.

(2) Grant applicant qualifications (Applicant must correspond to all of the following)

- (i) The applicant must be a graduate student at a university in Japan or enrolled in an equivalent educational institution when attending the international conference. (In principle, the applicant should not be older than 40 years old.)
- (ii) In principle, the applicant’s peer-reviewed paper or submitted application must have been officially selected for presentation (category 1) or participation (category 2) at an international conference held outside Japan. You can apply for the grant before your paper or application has been officially selected.
However, the grant will be suspended until the paper presentation or participation is subsequently officially selected. Eligibility is forfeited if the conference application is officially rejected.
- (iii) The applicant must be both the first author and the presenter (category 1).
- (iv) In principle, the conferences are organized/sponsored by academic societies.
- (v) Economic necessity will be considered in the screening process.

II. Overview of Grant-Related Matters

- (1) Only one application can be accepted for each applicant. Simultaneous application to the category 1 and 2 is also rejected.

- (2) Amount of each grant
120,000 to 250,000 yen, depending on the venue and other conditions. The grant can be appropriated to flight-fare, registration-fee, accommodation-fee, or related expenses.
- (3) In principle, the same recommender (the same laboratory) can recommend only one applicant for the same international conference. When multiple applicants are recommended, the priority order assigned by the recommender will be considered in the screening process, if necessary.
- (4) Grant payment method
In principle, the grant will be transferred to the grant recipient's bank account.
- (5) Applicable international conferences (for the first half of Fiscal 2018)
International conferences held outside Japan between **April 20, 2018** and October 31, 2018. Peer review process (category 1) or participant selection process (category 2) is required. Conference date including the period shown above is also acceptable.
- (6) Submission of report
The grant recipient must submit the presented paper (category 1), a free format report on the conference (category 1 and 2), and a financial report (category 1 and 2) after returning home. The format of the financial report will be noticed to the grant recipients, together with the notification of our selection result.
- (7) Miscellaneous
 - (i) Eligibility is forfeited if the grant recipient changes application details such as the international conference that they will attend or the paper that they will present. (Slight modification of the paper as a result in review process, can be allowed.)
 - (ii) The following information on grant recipients will be published in our annual report:
recipient's name
department and year of study when applied
nationality
paper title
name, period and venue of attended international conference
portrait photograph.
Contact us if this might cause any problem for you.

III. Recommendation Procedures

- (1) Recommender
The academic adviser of the grant applicant
- (2) If the same recommender (that is, the same laboratory) recommends multiple applicants for the same international conference, the recommender must specify the priority order. (The priority order is taken into consideration in the screening process, if necessary.)
- (3) Description of the application categories
Category 1: Contributed papers to international conferences. Invited papers are included. This category does not include master's thesis or doctoral dissertation itself. (This category is completely equivalent to our grant so far)

Category 2: Discussions of specific themes/topic, based on research at graduate schools, master's thesis, doctoral dissertation, etc., in the international conference, international forum, PhD forum etc. Applicants must participate in the discussion. Participation only as an audience is not eligible.

※Please confirm FAQ on the web page, in case you apply for Category 2.

(4) Documents to be submitted

(i) Recommendation form

* Download the latest version of this document from our website and fill in all the required items. In principle, old versions or incomplete recommendation forms will not be accepted. Please use a document of the corresponding category. (1 or 2)

<http://www.candc.or.jp/>

(ii) Copy of selection notice if the paper (category 1) or participation (category 2) has been officially selected for conference attendance. In case of the email notice only, print full text of the email including header information.

(iii) Paper/ Research Summary

Category 1: Copy of the presented paper or equivalent (Attach an abstract if the paper is not yet written.)

Category 2: Copy of the research short summary or equivalent (within a few pages, preferable).

(5) Application procedures

Send the above documents both by post and by email for screening purposes. Note that only the postal version needs a photo and personal seal. Also, the email version must be in Excel format (not PDF).

(6) Application deadline

No later than Wednesday, February 28, 2018. (Applications delivered in person or applications sent only by email will not be accepted.)

(7) Notification of result

The recommenders and grant applicants will receive the result in the mid of April 2018 by postal mail.

(8) Addresses to send the documents(Recommendation form and other documents)

Post: NEC Head Office, 7-1, Shiba 5-chome, Minato-ku, Tokyo 108-8001

Email: kokuron@candc.or.jp

The NEC C&C Foundation

Masanobu Hashimoto, Executive Director

(9) Contact

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