

# AY2019 HIGO Program Travel Grant

## 1. The Purpose of HIGO Program

HIGO program (Health Life Science: Interdisciplinary and Global Oriented Program) nurtures next generation professionals in healthcare and other specialized area, sincerely committed to Health Life Science and research pursuit, who will apply their state-of-the-art technologies and skills to promote healthcare and disease control in global-regional levels, comprehending the resonant correlations between local phenomena and global issues, to effectively solve the problems specifically happening in Kyushu, the rest of Japan and Asia. Facing the rapid development, specialization and segmentation of the field of Health Life Science, it is essential to present study outcomes in more comprehensible manners to the society. HIGO Program supports our students in order to promote their research mindset and practical skill by covering travel cost to participate in academic conferences and research projects which would lead to research ability upgrade.

## 2. Eligibility

HIGO Program Students

## 3. Expenses Eligible for Support

The travel grant is provided to cover the following costs which suit the purposes of the HIGO Program. Students can apply for the following items up to twice (among which overseas travel is limited once) in AY2019. Note that the recipients of AY2019 HIGO Program Research Grant for Graduate Students are not eligible to apply.

### A. Travel expenses for participating in academic conferences (transportation expenses, daily allowance, accommodation and participation fee)

The applicant must be the primary presenter for a presentation (including poster presentation) at a national or overseas conference and must have already submitted the abstract to the conference host at the time of the application.

### B. Travel expenses for participating in research project activities (transportation expenses, daily allowance, accommodation fee and participation fee)

Travel for participating in research activities (excluding conference participation) at home and abroad, which promotes applicant's research and helps to develop his/her future career, will be supported.

Note: We will stop accepting applications as soon as the budget has run out. Also, we cannot accept an application whose payment will not be completed by the end of this academic year. See the appendix for details.

## 4. Amount of Grant

The maximum amount of the support for AY 2019 is 300,000 yen per student.

As to transportation fee, daily allowance and accommodation fee, students have to keep the cost as economical as possible, which cannot exceed the limit of the travel regulation of Kumamoto University. Therefore, purchasing discount ticket or package tour is recommended. Accommodation fee and/or daily allowance can be reduced for unreasonable travel. Travel expenses will be paid after the end of the trip.

## 5. Details

### A. Financial aid to cover travel expenses for participating in academic conference

#### (1) Purpose

In the Health Life Science field, it is essential to present study outcomes in more comprehensible manners to the society. HIGO Program covers the travel expenses and participation fee to participate in academic conference to hone their presentation skills.

## **(2) Application Process**

### **【How to apply】**

Fill out the designated form (A) in English and submit with supporting documents to HIGO Program Office. Refer to the appendix for the details of required documents.

### **【When to apply】**

The application must be submitted by no later than two weeks before the date of your departure. If you plan to attend an overseas conference, you need to submit your application as soon as possible after your paper (academic presentation) has been accepted.

## **(3) Screening**

HIGO Program Committee members will review your application and determine whether your application deserves to support.

## **(4) Reporting Requirement**

A grantee must submit a report after the end of the supported travel. The report has to be 1-2 pages in length (A4 size) and the language is English. If you attend a conference in Japan, you could use Japanese. The report has to be submitted to HIGO Program office via email.

## **(5) Others**

Be mindful of the items in the appendix.

## **B. Financial aid to cover travel expenses for participating in research project activities**

### **(1) Purpose**

HIGO Program supports our students for the purpose of promoting their participation in domestic/foreign research projects (participation in conferences are excluded), which eventually improve students' research abilities. HIGO Program supports travel expenses which are necessary for the participation in the research project.

### **(2) When to apply**

Submit your application using Application Form (B) one month before the date of your departure. If you plan to go abroad, please apply as early as possible giving consideration to visa-processing time.

### **(3) Where to submit**

HIGO Program Office

### **(4) Screening Process**

- An applicant has to ask an opinion of his/her second mentor regarding the application. Also, approval from applicant's supervisor before submission is necessary.
- HIGO Program Committee members will review your application with supporting documents and determine whether your application deserves support. If necessary, an interview could be conducted besides document review.

### **(5) Credits**

No credit will be given to the supported activities.

### **(6) Reporting Requirement**

A grantee must submit a report to HIGO Program Office after the end of the supported travel. The report has to be 1-2 pages in length (A4 size) including figures and charts, and any format is acceptable. Your report will be reviewed by HIGO Program Committee members to give you feedback and advice from an educational perspective. Therefore, your report should be checked by your project supervisor before submission to confirm if it contains any confidential information that should be protected from disclosure.

**6. Others**

The items above are subject to change depending on future amendments of internal policies, regulations and/or procedures of the HIGO Program, departments, and Kumamoto University.

**[Contact]**

HIGO Program Office

"Program for Leading Graduate Schools"

HIGO Program, Kumamoto University

TEL:096-373-5006, 6832 FAX:096-373-5031

E-mail:higo-program@jimu.kumamoto-u.ac.jp

## A. Travel expenses for participating in academic conferences

### (1) Acceptable Academic Conferences

- ① The applicant must be a primary presenter (including a poster presenter) at a conference held in and out of Japan and a research result presented in the conference must suit the purposes of HIGO Program. Also, an acceptance letter for your presentation, or a printed document or electric information which inserts your presentation title has to be submitted by the day before your departure. Furthermore, your travel must be completed by the end of this academic year, and all documentary evidence must be submitted after returning Kumamoto.  
Overseas academic conferences have to be international scholarly conferences or meetings, in which researchers from multiple countries join and whose official language is English. As for domestic academic conferences, Japanese could also be official language.  
An academic conference which is not open to the public, and/or a conference to which a host, presenter or research supervisor is considered to cover travel expenses will not be supported. If other educational/research related works such as collaborative research are merged with the applied presentation, the situation shall be assessed separately to determine the amount of coverage.
- ② If your research result in the planned second presentation is similar to the first one in the same - academic year, you have to explain differences between the two and/or clarify significance of making presentations in two different conferences. If the importance of the second presentation is unclear, we would be unable to support.

### (2) Amount of Support

Transportation fee, daily allowance, accommodation fee and participation fee are covered. As to transportation fee, daily allowance and accommodation fee, students have to keep the cost as economical as possible, which cannot exceed the limit of the travel regulation of Kumamoto University.

Participation fee which includes reception and banquet expenses will not be covered. However, if details of the payment can be clarified by a letter from a host or published information on the website, which specifies and proves the amount of participation fee, we could support.

If your travel schedule includes unnecessary stays for your presentation or private tours, all travel expenses will not be covered or only partially covered according to travel regulations of our university.

After the end of the supported travel, support for your travel will be transferred to your bank account. The official procedure of payment begins with your return to Kumamoto and your submission of documentary evidence to HIGO Program Office. Therefore, a travel that will not be completed within the academic year could not be supported. Contact our office for advice.

The relevant regulations and/or budget execution restriction may limit grant amount or close application at an early stage of this academic year.

### (3) Supporting Documents for Application

- ① Documents concerning academic conferences  
A copy of prints or website articles which confirm the date, venue and program outline of an academic conference
- ② Documents concerning your presentation  
The detailed program of the academic conference where the applicant's name and the title of the presentation are listed; a copy of the abstract including the title, names of all co-presenters and the text; the acceptance letter or other document exchanges which prove your acceptance.  
If you cannot submit all necessary documents at the time of your application, you are allowed to submit documents which prove you have already submitted the title of your presentation to the conference host (a copy of the sent abstract and registration confirmation email from the host) as a

temporary measure. Even in this case, all required documents must be submitted by no later than one week before your departure.

#### **(4) Documents to be Submitted but Not Required at the Time of Application**

① Travel related documents for an academic conference

If you cannot submit receipts and boarding pass stubs at the time of your application, you are allowed to submit them after returning Kumamoto.

If you request support for conference participation fee, you have to submit documents which prove you have paid the fee to the host. If a party or banquet charge is included in the participation fee, you also have to attach documents which specify the amount of the participation fee (letters from the host or published information).

② Others

Documents related to applicant's bank account to which travel support is transferred, and a copy of your passport, etc.