

# Miki Japanese Studies Professional Development Awards

**Description:** The Japan Foundation and the Miki Memorial Endowment Fund provides funds for the purpose of supporting Puget Sound faculty members to enhance or develop proficiency and currency on Japanese society and culture to inform their curricular offerings or scholarly research. Up to two grants generally not to exceed \$5,000 each will be available each year. (Up to \$3,000 of this may be requested in the form of a stipend.) Activities covered by these funds may include travel to Japan, lodging and meals, tuition for advanced language study, research and other expenses associated with fieldwork and other relevant expenses. Travel should normally last a minimum of two weeks. Please see policy statement and documentation required for university support of travel outside the United States.

**Eligibility:** These funds are intended for use by tenure-line faculty members and ongoing Instructors with at least one year of prior service at the University of Puget Sound.

**Application:** Application for this award should be made to the associate dean. The application should address the following:

1. the teaching or research program to be sustained by the award;
2. the activities planned for the award period;
3. a detailed budget;
4. the ways in which this award will enhance the applicant's capacity to teach more effectively topics related to Japan;
5. [Foreign Travel Waiver](#) documentation, and
6. For research that involves the use of human participants or animals, please be aware that appropriate approval must be obtained before beginning research. Please consult [IRB](#) and/or [IACUC](#) approval processes information on the university's website for details.
7. Limit the length of your application, including written statement and supporting documents (except the Foreign Travel Waiver documentation and IRB documentation) to five pages.

**Deadline:** Application for the Miki Japanese Studies Professional Development Awards must be received by February 1 (there is one deadline per academic year for awards in summer or into the next academic year). Send materials to Associate Dean Sunil Kukreja, CMB 1020 or via email to [kukreja@pugetsound.edu](mailto:kukreja@pugetsound.edu).

**Reimbursement:** To receive reimbursement, the faculty member should complete an [Expense and Reimbursement Record form](#) within 10 days upon return. Attach **original** receipts for all expenses and submit to the associate dean, CMB 1020, Jones 212. Reimbursement cannot be made for expenses for which original receipts are not presented.

**Reporting:** A faculty member receiving an award shall submit a written report of the activities undertaken by August 31 of the year the award is granted. The report should be submitted to Sunil Kukreja in the Office of the Associate Deans.