

No.	Topic	Question	Answer
1	Eligibility	Can I apply for the Program while I'm on leave of absence from university?	As part of the eligibility, students must be enrolled in TMU, therefore, if you know you are going to take a leave of absence during the period of participation in an international academic conference, you are not eligible to apply. Furthermore, after selection, if it is learned that you will be on leave absence during the conference participation, your selection will be canceled. Exceptionally, when you are on leave of absence for research activities overseas at the time of application, provided that your graduate school or academic supervisor assures that you will be re-enrolled in TMU and also that you are recommendable pursuant to Article 3 of the Guidelines, you may apply.
2	Applicable conferences	An official announcement for the conference I'd like to attend is not yet available, but can I apply?	In case that there is no information on the official website or brochures yet at the time of application, apply submitting the material explaining the content, for example, the previously issued brochure, the records of the conferences held in the past, email messages about the conference participation, etc. Since this information is the base for decision on the allocated amount of financial support objectively, the material must assure that the conference is held; LINE, SNS messages exchanged anonymously, part of E-mail message copied and pasted on word format may be not acceptable. If materials written in a foreign language, a Japanese or English translation must be attached. Be aware that there is no additional financial support for extended stay, increase in the airfare due to change of route, country/region of conference after decision is made on the amount of financial support.
3	Applicable conferences	Do you support if I attend the sub-committees of a conference?	Yes, we do, if the sub-committees are listed in the brochure of the given conference, or are held as part of the conference. In this case, submit supporting materials, including it in the period of participation when you apply for the Program.
4	Applicable conferences	Can you support if I schedule research-related business such as fieldwork, meeting before/after the conference?	Yes, we can. Provided that the Dean approves that the research-related business is appropriate and you can submit Form 5, you can include it into the period of participation. In this case, support for transportation fees and others* should not be reduced. However, support for accommodation when you engage in the business is not provided. Unless otherwise the Dean approves, it is regarded as your personal business. If you do such business before the conference, support for transportation fees and others* for the outward trip is not provided; after the conference, support for transportation fees and others* for the return trip is not provided. Support for accommodation is not provided either. *"Transportation fees and others" means airfare, transportation expenses in Japan, expenses for vaccination, and visa application.
5	Applicable conferences	Can I extend my stay before/after the conference?	Article 6 of the Guidelines defines that the Period of Participation must be of the days of a conference plus the days deemed necessary for traveling. if the graduate school approves stay on the day before/after the first day/last day of the conference, you can include the days in the period of participation (, which is not regarded as extended stay.) In case that (1) you stay in the place of the conference longer than one day before the first day of the conference, or (2) stay longer than one day after the last day of the conference, such stay is regarded as the personal stay. Support for transportation fees and others* for outward trip in case of (1) and for return trip in case of (2) is not provided. Support for accommodation during such stay is not provided either. Because of this, the Recipient cannot buy "Open-Jew" tickets, which allow the passenger to change the flight schedule and do personal business at the stop-over. *"Transportation fees and others" means airfare, transportation expenses in Japan, expenses for vaccination, and visa application.
6	Applicable conferences	My departure date is September 30, the conference is starting from October 1. Which should I apply for, 1st or second application?	Choosing the 1st or 2nd application depends on the departure date. If you leave on September 30, please apply for 1st application. if you are not sure about weather the departure date will be a September or October, apply for the 1st application.
7	Statement of Estimated Expenses	Do you approve only the amount submitted on the Statement of Estimated Expenses?	Since the amount of fund is calculated and decided based on the Statement of Estimated Expenses, your estimate of airfare must reflect the actual flight schedule and route as much as possible. This Program is meant to provide financial support for participation in a conference, not cover the full expenses. Please be aware that the provided financial support may be not sufficient to cover the airfare fully when the actual price is higher than the estimated. In case that the flight is not on the most economical and standard route, the submitted estimated airfare may be changed to a more appropriate one; as it is not appropriate as public spending.

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8	Statement of Estimated Expenses	Is it all right if I buy a ticket on a different estimate, not on the estimate provided by the university?	It is quite all right if you do not buy air tickets on the estimate you submitted, and buy a different one. However, as explained in A7, if the ticket costs more than the estimate, the financial support may not cover the cost fully.
9	Statement of Estimated Expenses	Is it all right if I use a package tour?	Package tours are applicable, if you use a package tour, your application should be as follows. Accommodation fees: the amount calculated on the automatic calculator (room rate per night × the number of nights.) Airfare: the remaining amount after deducting the accommodation fees from the package tour price. If you are not sure about how to fill out when you apply, please contact the International Affairs Office, and for the provision of financial support after being selected as the Recipient, ask the office of your graduate school.
10	Statement of Estimated Expenses	Are travel agency's service charges covered by the Program?	No, the service charges (accrued as the time of travel cost estimation) are not covered.
11	Provision of Financial Support	When will the University provide the fund into my bank account after being selected?	After selection made, you will submit to the accounting section of the your graduate school office necessary documents including a receipt of airfare (with the breakdown of the price, with/no handling charges.) The fund will be transferred in the bank account you designated as soon as the accounting process is done. For the detailed schedule, please ask the accounting section of the your graduate school office. 【Note】 if you submit documents late, or your documents are incomplete, for example, the breakdown of the price is not clear, which will delay the accounting process, eventually the bank transfer of the fund.
12	Recommendation by Graduate School	How do you rank applicants in recommendation?	Each graduate school ranks its applicants pursuant to Article 3 of the Guidelines. 【Article 3 of the Guidelines】 Applicants must be students of graduate schools at TMU (in principle, doctoral students), and meet all of the following. Applicants must: (1) Be enrolled in TMU during the period of participation in a conference; those on leave of absence are not eligible. (2) Be academically excellent. (3) Be expected to achieve significant results for research and education by assuming an important role of delivering lectures and/or making a research presentation at academic conferences overseas.
13	Changes after Recipient Selection	Is it possible to receive an additional financial support after the recipient selection made?	Please note that an additional financial support is not provided after selection, despite that Article 7 sets the maximum amount of the financial support (at 150,000 yen for Asian destinations and at 300,000 yen for destinations other than Asia.)
14	Changes after Recipient Selection	Is it possible to change the period of participation after being selected?	Basically, it is not possible to change the period of participation after being selected. In case that the conference schedule is changed on account of the organizer, which is eventually forcing you to change your period of participation, please contact the academic affairs section of your graduate school right away. However, please be aware that there is no additional provision of financial support in any case after being selected.