



AUN/SEED-Net



Call for Application to Grant

For

Regional Conference Program

Japanese Fiscal Year 2021

ASEAN University Network /
Southeast Asia Engineering Education Development Network (AUN/SEED-Net)

Released in June 2021

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1. Introduction to AUN/SEED-Net

JICA project for ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net project) was established in 2001. AUN/SEED-Net project has proved to be successful in strengthening university-industry relations, enhancing research capacities of academic staff in ASEAN Member Countries, and fostering a network of quality higher-education in engineering in the ASEAN region. Thus, the continuation of this program in Phase 4 will have the following objectives:

1. To enhance education and research capacities of Member Institutions (MIs) through their collaboration among ASEAN and Japanese academia
2. To strengthen industrial relations and applications
3. To address developmental issues in ASEAN
4. To improve the quality of higher education through the expansion of ASEAN academic networks

2. Program Concept

The Regional Conference Program (RC) is a platform to share the most updated technology and research of regional common issues. RC Program also provides opportunities for participants to discuss future collaborations and activities related to each engineering field. Moreover, it aims at maximizing the outreach of the AUN/SEED-Net Network for stronger impacts by involving external participants such as representatives from the government, industry, community and other professional organizations.

3. Program Objectives

1. To share recent research trend, the most updated technology and experiences among academicians, industry, community, and policy makers related to a regional common issue.
2. To publicize research progress and outputs of collaborative research related to a common regional issue.
3. To review and discuss the direction of collaborative research related to a common regional issue.
4. To extend and strengthen research network among MIs, JSUs, industry, community, and policy makers.

4. Applicant Eligibility

Representatives from any MIs¹ who have strong intention to organize an RC (hereinafter organizing MI/organizer).

For application details, click here <https://seed-net.org/programs/rc-organizers/>

5. Roles and Responsibilities of the Organizing MI

The organizing MI must perform the following roles and responsibilities.

1. selecting organizing date, venue or virtual platform, and theme of RC
2. selecting and inviting Japanese academic staff from JSUs

¹ Financial assistance under Japanese Official Development Assistance (ODA) through Japan International Cooperation Agency (JICA) to Brunei Darussalam and Singapore is not permitted.

3. selecting and inviting guest speakers outside the AUN/SEED-Net Network (especially from the industry sector)
4. designing program and preparing abstract books/proceedings
5. selecting the good quality extended abstracts/papers to be presented in RC
6. providing logistic arrangement for participants
7. managing AUN/SEED-Net budget effectively

For details of the roles and responsibilities, see **Summary at page 9**.

6. Program Requirements

6.1 Scientific/technical committee

The organizing MI must set up an international scientific/technical committee to design conference theme/program and to review submitted extended abstracts/papers. The organizing MI is encouraged to involve corresponding AUN/SEED-Net Field Management Members (FMM)² in the committee.

6.2 Conference theme

Themes of an RC must be closely related to any of the 10 engineering fields as follow and cross disciplinary areas to a particular field are strongly welcome.

1. Chemical Engineering (ChE)
2. Civil Engineering (CE)
3. Computer and Information Engineering (CIE)
4. Electrical and Electronics Engineering (EEE)
5. Geological and Geo-Resource Engineering (GeoE)
6. Materials Engineering (MatE)
7. Mechanical and Manufacturing Engineering (ME/ManuE)
8. Energy Engineering (EneE)
9. Environmental Engineering (EnvE)
10. Natural Disaster (ND)

6.3 Keynote speakers

The involvement of Japanese academic staff from JSUs (refer to Attachment III) as keynote speakers/presenters is recommended. The speeches and presentations must be relevant to the theme of the conference.

The speakers representing the industry sector, government/community sector or outstanding researchers from non-MIs in the locality must also be included. AUN/SEED-Net, however, supports neither the honorarium nor travel expenses of the speakers.

6.4 Submission of extended abstract/paper

² Field Management Members or FMM Members are referred to a group of the representatives of the Host Institutions as well as Japanese Supporting Universities, who provide consultation and manage AUN/SEED-Net activities in a respective field of Engineering.

An RC can be organized based on the submission of either **extended abstracts or full papers**. A conference publication is expected, either hard or in digital copy, after the event.

6.5 Joint conference

An RC can be organized as a single event, or in conjunction with other conferences. In case it is jointly organized with other conference(s), themes of all joint conferences should be closely related. Participants from the other conferences are welcomed in RC.

AUN/SEED-Net should be mentioned as a co-organizer and the logo of AUN/SEED-Net should be clearly visible.

6.6 Venue

On-site: An RC must be held in the country where the organizing MI is located. A proposed city is subject to an approval from AUN/SEED-Net based on the security standard imposed by JICA Overseas Office and cost effectiveness. The venue could be either on university campus or at a hotel. Cost comparison among different choices of the venue is necessary.

Virtual: An RC can be held online/virtual. Selecting the effective and stable virtual platform to accommodate the participant is a mandatory.

6.7 Participation from AUN/SEED-Net alumni and students

The organizing MI is strongly encouraged to extend the invitation to AUN/SEED-Net students as well as AUN/SEED-Net alumni to participate in the conference. They could participate to any other social gathering planned as a part of the conference.

6.8 Additional sessions in conference program

During the course of the conference, the organizing MI must design a program where the following activities are inserted. The organizing MI is expected to communicate with AUN/SEED-Net to set an entire schedule.

1. An Opening remark by AUN/SEED-Net representative
2. A presentation by AUN/SEED-Net representative to all participants to update news and information

7. Expected participants

7.1 A conference is open to any participants from within and outside AUN/SEED-Net Member Institutions.

7.2 The target number of participants is not less than 80, including the sponsored participants from AUN/SEED-Net.

7.3 The **22 participants with sponsorship** (on-site RC) from AUN/SEED-Net are referred to the 4 groups of participants who accept the conditions as follow.

Eligible participants	Conditions	Remarks	Estimated no. of participants
Faculty members of AUN/SEED-Net MIs	He or she must submit the extended abstract or full paper that is selected for an oral presentation and is published in the conference publication.	<ol style="list-style-type: none"> 1. At least one participant from one Member Institution is strongly encouraged 2. Participants from Member Institutions in Brunei Darussalam and Singapore and participants with Japanese nationality are not supported, but are welcome on self-support basis 	12
AUN/SEED-Net students under <ol style="list-style-type: none"> 1. PhD Singapore program 2. PhD Japan program 	Extended abstracts/Full papers must be selected for oral presentation at an RC.	Priority will be given to student who never attend RC.	2
ASEAN Field Management Members (FMM)	<p>He or she must accept one of the following roles;</p> <ol style="list-style-type: none"> 1. submit a paper and do an oral presentation in RC 2. perform as plenary speaker 3. be a part of international scientific/technical committee of RC 4. perform as session chair 		4
AUN/SEED-Net alumni which includes <ol style="list-style-type: none"> 1. Former students of AUN/SEED-Net scholarship programs 2. Awardees of AUN/SEED-Net research, mobility, and training programs 3. Organizers and sponsored participants of AUN/SEED-Net conferences 	He or she must submit the extended abstract or full paper that is selected for an oral presentation and is published in the conference publication.	Participants from Member Institutions in Brunei Darussalam and Singapore and participants with Japanese nationality are not supported, but are welcome on self-support basis	4

7.4 The allocation among the 4 groups of participants is flexible and is subject to a consultation with AUN/SEED-Net.

7.5 The selection of the 22 participants must be jointly done between the organizing MI and respective AUN/SEED-Net program officer.

7.6 Those who are in the list of 22 participants with sponsorship receive the following supports.

Coverage	Arrangement and payment borne by
Round-trip air ticket	AUN/SEED-Net
Accommodation for the maximum of 3 nights	organizing MI under 14,000 USD
Local transportation	organizing MI under 14,000 USD
Waiver on registration fee	waived by organizing MI
Publication Fee charged in RC	organizing MI under 14,000 USD

7.7 For the virtual RC, **the maximum of 32 participants** with sponsorship from AUN/SEED-Net can be supported. The selection of the 32 participants must be jointly done between the organizing MI and respective AUN/SEED-Net program officer.

7.8 The **32 participants with sponsorship** (virtual RC) from AUN/SEED-Net are referred to the 4 groups of participants who accept the conditions as follow.

Eligible participants	Conditions	Remarks	Estimated no. of participants
Faculty members of AUN/SEED-Net MIs	He or she must submit the extended abstract or full paper that is selected for an oral presentation and is published in the conference publication.	<ol style="list-style-type: none"> At least one participant from one Member Institution is strongly encouraged Participants from Member Institutions in Brunei Darussalam and Singapore and participants with Japanese nationality are not supported, but are welcome on self-support basis 	18
AUN/SEED-Net students under <ol style="list-style-type: none"> PhD Singapore program PhD Japan program 	Extended abstracts/Full papers must be selected for oral presentation at an RC.	Priority will be given to student who never attend RC.	4
ASEAN Field Management Members (FMM)	<p>He or she must accept one of the following roles;</p> <ol style="list-style-type: none"> submit a paper and do an oral presentation in RC perform as plenary speaker be a part of international scientific/technical committee of RC perform as session chair 		4

AUN/SEED-Net alumni which includes 1. Former students of AUN/SEED-Net scholarship programs 2. Awardees of AUN/SEED-Net research, mobility, and training programs 3. Organizers and sponsored participants of AUN/SEED-Net conferences	He or she must submit the extended abstract or full paper that is selected for an oral presentation and is published in the conference publication.	Participants from Member Institutions in Brunei Darussalam and Singapore and participants with Japanese nationality are not supported, but are welcome on self-support basis	6
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7.9 The allocation among the 4 groups of participants is flexible and is subject to a consultation with AUN/SEED-Net.

7.10 Those who are in the list of 32 participants (virtual RC) with sponsorship receive the following supports.

Coverage	Arrangement and payment borne by
Waiver on registration fee	waived by organizing MI
Publication Fee charged in RC	organizing MI under 14,000 USD

8. Fund supported by AUN/SEED-Net

8.1 Conference duration

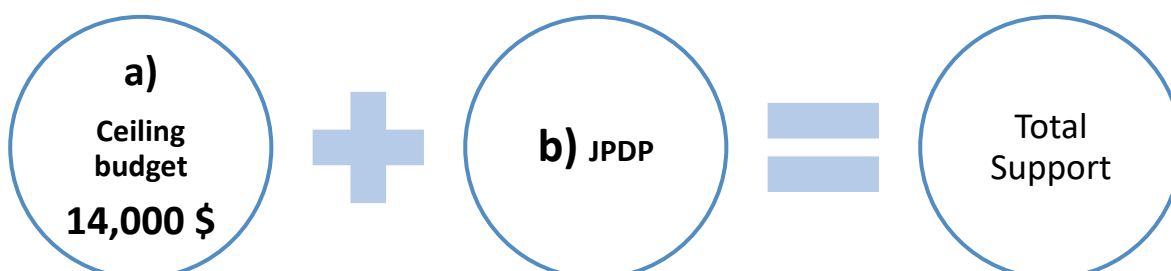
The support from AUN/SEED-Net covers 2 days of the conference. Additional days are possible at costs of the organizing MI.

8.2 Implementation period

A conference must be organized between [August - December 2021](#).

8.3 Support coverage

Support from AUN/SEED-Net includes:



a) **Ceiling budget** to organizing MI is given at 14,000 USD for a conference. An additional budget from alternative sources is encouraged.

b) **Japanese Professor Dispatch (JPDP)**, which is on top of 14,000 USD.
For details, please see **ATTACHMENT IV Japanese Professors Dispatch Program (JPDP) at page 16.**

a) Ceiling budget

Given the maximum budget of 14,000 USD, the organizing MI must be responsible for the following arrangements.

Item	Coverage	Remarks
1. Accommodation	<ol style="list-style-type: none"> 1. Room rate that is not higher than 90 USD net per night 2. 3-night accommodation for the 22 participants with sponsorship. 	<ol style="list-style-type: none"> 1. The booking must be made for Japanese academic staff travelling under JPDP. The expenses; however, are borne by the guests. 2. The booking must be made for AUN/SEED-Net staff. The expenses; however, are borne by guests. 3. Accommodation for any staff of the organizing MI is not supported.
2. Local Transportation	<ol style="list-style-type: none"> 1. A transfer among an airport, campus, and accommodation in the city where the conference is held. 2. For the 22 participants with sponsorship, Japanese academic staff travelling under JPDP, and AUN/SEED-Net staff 	Transportation for any staff of the organizing MI is not supported.
3. Meeting package	<ol style="list-style-type: none"> 1. Conference venue 2. Catering for all participants 3. Conference kits for all participants 4. A reception dinner for the participants including AUN/SEED-Net students and AUN/SEED-Net alumni. 	
4. Production of publication	<p>Proceedings or Abstract Books with ISBN/ISSN either in hard or digital copy, as well as publication fee for appropriate journals* are claimable.</p> <p>*Journal Publication Fee is claimable only for 22 participants (on-site) or 32 participants (virtual).</p>	

5. Conference registration fee	<p>On-site: Waiver of conference registration fee for the maximum of 22 participants, Japanese academic staff from JSUs, and AUN/SEED-Net staff</p> <p>Virtual: Waiver of conference registration fee for the maximum of 32 participants, Japanese academic staff from JSUs, and AUN/SEED-Net staff</p> <p>The organizing MI is encouraged to waive full/partial conference registration fee for other students or academic staff of AUN/SEED-Net MIs.</p>
6. Virtual Platform	For the virtual RC, the organizing MI is encouraged to choose the stable and effective platform.
6. Miscellaneous	Consumables and expenses related to public relation and post

b) Japanese Professor Dispatch (JPDP)

A round-trip air ticket and daily allowance are offered to Japanese academic staff who travel under JPDP. The support is separated from the ceiling budget of 14,000 USD given to the organizing MI.

Eligible Japanese academic staff for the support include those who from a part of Field Management Member or those who are invited as keynote speakers.

To request for the support, the organizing MI is expected to directly communicate with the invited Japanese academic staff and submit the request to AUN/SEED-Net Secretariat. Two JPDP slots are available per one field. The request form is referred to **ATTACHMENT IV Japanese Professors Dispatch Program (JPDP) at page 16**.

AUN/SEED-Net Secretariat reserves the right to reject JPDP requests from organizing MIs, depending on the pandemic situation.

9. Financial Management

9.1 Detailed budget estimation must be submitted upon request by AUN/SEED-Net.

9.2 The first disbursement (50% of the total budget) will be remitted after the budget estimation is approved by AUN/SEED-Net and RC contract is signed between an organizing MI and AUN/SEED-Net. The second disbursement (a maximum of 50%) will be remitted after the complete deliverables are submitted and approved.

9.3 Only an official bank account of the organizing MI, or equivalent, is applicable.

9.4 Carryover of funds (surplus or deficit) from one Japanese fiscal year to the next is not permitted.

9.5 Ineligible items include taxes, immigration, insurance, fuel, overhead, honorarium for speakers and guests, souvenir, sightseeing, entertainment, language related expenses, and expenditures without academic contribution to the purposes of the conference.

9.6 Original receipts of all expenses must be attached with the official financial report.

9.7 Transactions that cost higher than 1,000 USD must be attached with at least 2 quotations.

- 9.8 A potential advance payment to any suppliers must be approved by AUN/SEED-Net.
 9.9 Financial management must be fully compliant with latest AUN/SEED-Net Financial Guideline.

10. Application Requirement and Deadline

10.1 Application requirements

- An RC in each of the ten engineering fields supported by AUN/SEED-Net should be organized annually by the MIs basically on a competition basis, with technical assistance from JSUs.
- Selection of RC organizing MI will be done by AUN/SEED-Net based on the quality of submitted proposals.
- Submitted proposals must provide enough information for AUN/SEED-Net to judge capability and readiness of the organizing MI.

10.2 Application Deadline

The online application must be submitted within **15 July 2021**. For details, click here <https://seed-net.org/programs/rc-organizers/>

Summary

On-site RC: Given the maximum budget of 14,000 USD, the organizing MI must be responsible for the following arrangements.

Type of Expenses	Required Action from Organizing MI	Type of Participant			
		22 participants (on-site) with sponsorship	Japanese Academic Staff travelling under JPDP	SEED-Net Secretariat	Other Participants
Accommodation	SEED-Net financial Support	/	X (by guest)	X (by guest)	X (by guest)
	Arrangement	/	/	/	X (by guest)
Air Transportation	Payment	X (by SN Secretariat)	X (by SN Secretariat)	X (by SN Secretariat)	X (by guest)
	Arrangement	X (by SN Secretariat)	X (by SN Secretariat)	X (by SN Secretariat)	X (by guest)
Local Transportation	SEED-Net financial Support	/	/	/	X (by guest)
	Arrangement	/	/	/	X (by guest)
Meeting Package	SEED-Net financial Support	/	/	/	/
	Arrangement	/	/	/	/
Proceedings with ISBN/ISSN or Abstract Books	SEED-Net financial Support	/	/	/	/
	Arrangement	/	/	/	/
Conference Registration	SEED-Net financial Support	X (waived by organizing MI)	X (waived by organizing MI)	X (waived by organizing MI)	X (by guest)
	Arrangement	/	/	/	/
Miscellaneous	SEED-Net financial Support	/	/	/	/
	Arrangement	/	/	/	/

Virtual RC: Given the maximum budget of 14,000 USD, the organizing MI must be responsible for the following arrangements.

Type of Expenses	Required Action from Organizing MI	Type of Participant			
		32 participants (Virtual) with sponsorship	Japanese Academic Staff	SEED-Net Secretariat	Other Participants
Proceedings with ISBN/ISSN or Abstract Books	SEED-Net financial Support	/	/	/	/
	Arrangement	/	/	/	/
Journal Publication Fee	SEED-Net financial Support	/	/	X (not applicable)	X (by guest)
	Arrangement	/	/	X (not applicable)	/
Virtual Platform Package	SEED-Net financial Support	/	/	/	/
	Arrangement	/	/	/	/
Conference Registration	SEED-Net financial Support	X (waived by organizing MI)	X (waived by organizing MI)	X (waived by organizing MI)	X (by guest)
	Arrangement	/	/	/	/
Miscellaneous	SEED-Net financial Support	/	/	/	/
	Arrangement	/	/	/	/

ATTACHMENT I
Preview Questions in Online Application Form



Application Form for Regional Conference (RC) JFY 2021

Applicants should study the Implementation Guideline of RC 2021, which can be downloaded from AUN/SEED-Net website before applying. *Call for application: 4 June 2021- 15 July 2021

- ① Page 1 General information ② Page 2 Content of the conference
③ Page 3 Japanese academic staff's participation ④ Page 4 Estimated cost of the conference
⑤ Page 5 External guest speakers ⑥ Page 6 Endorsement ⑦ Page 7 Declaration

Application Instruction

1. Application deadline is on Thursday, **July 15, 2021, ICT 23:59:00 hrs.**
2. Once you start filling out this online application form, you can save the draft and come back later to finish the form within 14 days. However, the date that you submit the form must be within the application deadline. Any submission after the application deadline will not be considered.
3. After submission of your application, please note that you can no longer modify it.

1. Field of Engineering

Please select one field only *

2. Applicant's Personal Information

Name *

Current position *

Department *

Faculty *

University *

Address

City, State/Province

3. Contents of the Proposed Conference

3.1 Title of the Conference

Ex. The 12th AUN/SEED-Net Regional Conference on Environmental Engineering 2019

3.2 Theme(s) of the Conference

3.3 Explain the importance and relevance of the theme to the conference in details

3.4 Proposed Conference Period

(The total duration is not limited but the financial support will be provided for 2 days at maximum)

Option 1 *

Period of implementation: August - December 2021

From (dd/mm/yy)



To (dd/mm/yy)



Option 2

Period of implementation: August - December 2021

From (dd/mm/yy)



To (dd/mm/yy)



Option 3

Period of implementation: August - December 2021

From (dd/mm/yy)



To (dd/mm/yy)



3.5 Please select the platform that you aim to arrange the event. *

- On-site Event
 Virtual Event
 Others

For Virtual Event, Please specify a virtual platform, if any

i.e. Zoom, Whoova, Microsoft Teams, Webex, Skype

3.6 Expected number of participants *

The target number of participants is not less than 80.

Tentative schedule *

Upload

or drag files here.

Please attach the tentative program of the conference.

Paper submission to the conference *

- Extended Abstract Full Paper

Note (if any)

Activities during the conference

In case the conference is to be held in conjunction with other conference(s), please give details of the other conference(s) below. If the conference is a single event, please skip this part.

Title(s) of the other conference(s)

Period of the other conference(s)

(The total duration is not limited)

From (dd/mm/yy)



To (dd/mm/yy)



4. Expected Names of Japanese academic staff participating in the conference

Please list all the names if applicable

Japanese Universities	Names
<input type="text"/>	<input type="text"/>
<input type="button" value="+ Add Item"/>	

Please attach email endorsement from the Japanese academic staff mentioning their availability *

or drag files here.

5.1 Meeting package *

Total amount of Meeting Package (USD)

5.2 Consumables/Others *

Total amount of Consumables/Others (USD)

5.3 Local transportation *

Total amount of Local Transportation (USD)

5.4 Accommodation *

Room rate (USD)

No. of room (s)

Total amount of Accommodation (USD)

0.00

Total amount of the requested budget (USD)

0.00

Ceiling of the funding support is limited to USD 14,000

6. External Guest Speakers (from other organizations or industries)

Name(s)	Institution(s) / Affiliation(s)	Topic(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+ Add Item"/>		

Please attach their CVs

or drag files here.

Please note that **honorarium** for guest speakers is **not supported** by AUN/SEED-Net

7. Endorsement

7.1 Letter of Endorsement by the Dean or the Rector of Organizing Member Institution *

or drag files here.

7.2 Any documents that will reinforce your application

or drag files here.

Ex. tentative program, participant list etc.

ATTACHMENT II

List of Host Institutions and Japanese Field Coordinating Universities by Field

Field	ASEAN Host Institutions	Japanese Field Coordinating Universities
Chemical Engineering (ChE)	<u>De La Salle University (DLSU)</u> Thammasat University (TU) Universitas Gadjah Mada (UGM) Universiti Malaya (UM)	<u>Tokyo Institute of Technology</u> Kyoto University The University of Tokyo
Civil Engineering (CE)	<u>Chulalongkorn University (CU)</u> Thammasat University (TU) Universiti Malaya (UM) Universiti Teknologi Malaysia (UTM)	<u>Hokkaido University</u> Tokyo Institute of Technology
Computer and Information Engineering (CIE)	Institut Teknologi Bandung (ITB) <u>King Mongkut's Institute of Technology Ladkrabang (KMITL)</u> Universitas Gadjah Mada (UGM) Universiti Putra Malaysia (UPM)	<u>Tokai University</u> Hokkaido University Toyohashi University of Technology
Electrical and Electronics Engineering (EEE)	<u>Chulalongkorn University (CU)</u> Institut Teknologi Sepuluh Nopember (ITS) Universiti Malaya (UM) University of the Philippines – Diliman (UP)	<u>Tokyo Institute of Technology</u> Keio University
Geological and Geo-Resource Engineering (GeoE)	Chulalongkorn University (CU) <u>Universitas Gadjah Mada (UGM)</u> Universiti Sains Malaysia (USM)	<u>Kyushu University</u> Hokkaido University Waseda University
Materials Engineering (MatE)	Kasetsart University (KU) Universitas Gadjah Mada (UGM) <u>Universiti Sains Malaysia (USM)</u>	<u>Toyohashi University of Technology</u> Kyoto University Tokyo Institute of Technology
Mechanical and Manufacturing Engineering (ME/ManuE)	De La Salle University (DLSU) <u>Institut Teknologi Bandung (ITB)</u> Institut Teknologi Sepuluh Nopember (ITS) Universiti Putra Malaysia (UPM)	<u>Keio University</u> Toyohashi University of Technology Tokai University
Energy Engineering (EneE)	<u>Institut Teknologi Bandung (ITB)</u> King Mongkut's Institute of Technology Ladkrabang (KMITL) University of the Philippines – Diliman (UP) Universiti Sains Malaysia (USM)	<u>Kyoto University</u> Kyushu University
Environmental Engineering (EnvE)	Chulalongkorn University (CU) Institut Teknologi Bandung (ITB) Kasetsart University (KU) <u>University of the Philippines – Diliman (UP)</u>	<u>The University of Tokyo</u> Kyoto University
Natural Disaster (ND)	Chulalongkorn University (CU) Institut Teknologi Bandung (ITB) <u>Universitas Gadjah Mada (UGM)</u> Universiti Teknologi Malaysia (UTM)	<u>Kyoto University</u> Tokyo Institute of Technology Kyushu University

*Underlined = main coordinating university

**Should you need to contact the member of Host Institutions and Japanese Field Coordinating Universities, please contact AUN/SEED-Net Secretariat.

ATTACHMENT III

List of Member Institutions and Japanese Supporting Universities

AUN/SEED-Net Member Institutions (MIs)	Japanese Supporting Universities (JSUs)
Institute of Technology of Cambodia (ITC)	Hokkaido University
Institut Teknologi Bandung (ITB)	Keio University
Institut Teknologi Sepuluh Nopember (ITS)	Kyoto University
Universitas Gadjah Mada (UGM)	Kyushu University
Universitas Indonesia (UI)	Nagoya University
National University of Laos (NUOL)	National Graduate Institute for Policy Studies
Universiti Malaya (UM)	Osaka University
Universiti Putra Malaysia (UPM)	Shibaura Institute of Technology
Universiti Sains Malaysia (USM)	Tohoku University
Universiti Teknologi Malaysia (UTM)	Tokai University
University of Yangon (UY)	Tokyo Institute of Technology
Yangon Technological University (YTU)	Toyohashi University of Technology
De La Salle University (DLSU)	The University of Tokyo
Mindanao State University - Iligan Institute of Technology (MSU-IIT)	Waseda University
University of the Philippines – Diliman (UP)	
Burapha University (BUU)	
Chulalongkorn University (CU)	
Kasetsart University (KU)	
King Mongkut’s Institute of Technology Ladkrabang (KMITL)	
Thammasat University (TU)	
Hanoi University of Science and Technology (HUST)	
Ho Chi Minh City University of Technology (HCMUT)	
Universiti Teknologi Brunei (UTB)*	
Universiti Brunei Darussalam (UBD)*	
National University of Singapore (NUS)*	
Nanyang Technological University (NTU)*	

* Participants with Singaporean, Bruneian and Japanese nationalities cannot receive financial support for organizing RC from AUN/SEED-Net.

ATTACHMENT IV
Japanese Professors Dispatch Program (JPDP)

1. Number of Slots for JFY 2021

2 slots per field (Field-based)

2. Japanese Academic Staff Eligibility

Faculty staff mentioned in the following list of JSUs is eligible to apply for JPDP.

Japanese Supporting Universities (JSUs)	
1. Hokkaido University	8. Shibaura Institute of Technology
2. Keio University	9. Tohoku University
3. Kyoto University	10. Tokai University
4. Kyushu University	11. Tokyo Institute of Technology
5. Nagoya University	12. Toyohashi University of Technology
6. National Graduate Institute for Policy Studies	13. The University of Tokyo
7. Osaka University	14. Waseda University

3. Duration

The trip support under JPDP is covered only the period of the conference. In case of extension of stay, only activities related to AUN/SEED-Net is allowed. Please consult with AUN/SEED-Net Secretariat for more details.

4. Process of Implementation

- (1) **The Organizing MI** requests for an approval for the invitation of an invited Japanese academic staff. **The Organizing MI** and the Japanese academic staff finalize and agree on trip schedule and agenda.
- (2) **The Organizing MI** submits a soft copy of the application form to AUN/SEED-Net staff in charge.
- (3) **JICA Headquarters** contacts Japanese academic staff to arranges flights based on completed personal information sheet and confirmed trip schedule.
- (4) **JICA Headquarters** sends the confirmed flight detail to AUN/SEED-Net and remits the trip allowance to Japanese academic staff's designated bank account.
- (5) **AUN/SEED-Net** informs to **the Organizing MI** the final flight schedule for proper hotel booking, airport transfer and daily transportation.
- (6) **The Organizing MI** arranges a hotel, airport pick up and daily transportation in consultation with Japanese academic staff. **The Organizing MI** then share all confirmed information to AUN/SEED-Net staff in charge.

Remarks:

- *JICA Headquarters reserves and purchases an air ticket for the dispatch. Any purchase by the applicant/Member institution or the Japanese academic staff/Japanese supporting university cannot be reimbursed.*
- *The application may be rejected or the trip may be cancelled. It is subject to security instruction issued by the JICA overseas office where a conference will be organized.*

Application Form
Request for Japanese Professor Dispatch (JPDP) JFY 2021

1. Visited Country:

2. Field:

3. Nominated Japanese Professor:

Name and Title:

University:

Phone number (Laboratory):

E-mail Address:

4. Proposed Schedule:

Please provide as much detail as possible, including preferable flight time, preferable check-in/out time, etc.

Duration (including departure and arrival date):

Date	Activity	Place to stay (name and address)

Remarks: *JICA Headquarters reserves and purchases an air ticket for the dispatch. **Any purchase by the applicant/Member institution or the Japanese academic staff/Japanese supporting university cannot be reimbursed.***

5. Applicant and/or Contact person from Member Institution:

Name and Title:

University:

Phone number (Laboratory):

E-mail Address:

6. JICA Office:

Visited Country:

END

This form should be sent to Secretariat at least **6 weeks prior to the visit**