**2017 Korean Studies Promotion Service**

**『Seed Program for Korean Studies』**

**Application Guidelines**

**February2017**

**Korean Studies Promotion Service,**

**The Academy of Korean Studies**

**The Ministry of Education**

**Comparison of Major Contents between the Old and New Guidelines**

|  |  |  |
| --- | --- | --- |
| **Section** | **Year 2016** | **Year 2017** |
| 1. Support Budget | ☞Total Budget: KRW 1,625million - New Projects: KRW 339mil.(10 projects)- Continuing Projects: KRW 1268 mil.  (25 projects) | ☞Total Budget: KRW 1,725million - New Projects: KRW 426mil.(9 projects)- Continuing Projects: KRW 1,299 mil.  (27 projects) |
| 2. Support Areas | ☞ Programs related to the introduction of Korean studies to diverseinstitutions, development of Korean studies projects and establishment of educational environments.\*Opening of new lectures;personneldevelopment; establishment of centers,scholarship, establishment Korean Studies department, etc.Programs focusing on Korean language education are not eligible for support. | ☞same |
| 3. Targets of Support | ☞Project Team: Project Director should be a professor or researcher affiliated to overseas universities or research institutes | ☞same |
| 4. Support Scale | ☞Up to 50mil ~ 100mil. per year per project | ☞same |
| 5. Support Period | ☞3 years | ☞same |
| 6. Conditions of Support | ☞ The program should be organized with the focus on education to foster human resources for Korean studies, but additional programs can be organized by considering situations.- Detailed conditions per scale(required)(1) Within KRW 50~100 million: Opening of at least one regular lecture for Korean studies, Provision of scholarship for at least two students(2) Within KRW 50 million:Opening of at least one regular lecture for Korean studies, Provision of scholarship for at least onestudent | ☞ The program should be organized with the focus on education to foster human resources for Korean studies, but additional programs can be organized by considering situations.- Detailed conditions per scale(required)(1) Within KRW 50~100 million: Opening of at least one regular lecture for Korean studies, Provision of scholarship for at least two students(2) Within KRW 50 million:Opening of at least one regular lecture for Korean studies, Provision of scholarship for at least onestudent- Opening of at least one workshop for students each year(required)- Making a website or a blog for the seed project(recommended) |
| 7. Selection Procedure | ☞Requirement Review 🡺Online Review 🡺 Expert Evaluation 🡺Comprehensive Evaluation | ☞same |
| 8. Schedule of Events | ☞Announcement: February 2016☞Application:**March 25~31, 2016**☞Selection evaluation: April ~May 2016☞Project commencement: June 2016 | ☞Announcement: February2017☞Application:**March24~April 5, 2017**☞Selection evaluation:April~ May 2017☞Project commencement: June 2017 |
| 9. OtherInformation (After Commencement) | ☞**Interim/Stage Reports Submission**- First year: No later than 10 months after commencement (Interim Report)- Second year: No later than 22 months after commencement (Interim Report)☞**Final Report Submission**- No later than six months after the conclusion of the project | ☞same |

**Table of Contents**

|  |
| --- |
| **Ⅰ. Program Purpose and Support Direction****1. Program Purpose………………………………………………………………………………....1****2. Support Directions………………………………………………………………………………..1****Ⅱ. Contents of Support****1. Support Budget……………………………………………………………………………………1****2. Method of Support…………………………………………………………...…….……………..1****3. Support Area…………………………………………..…………………………………………...1****4. Support Targets…………………………………………………………………………………...2****5. SupportCondition………………………………………………………….………………………2****6. Support Amount and Period…………………………………………..…………………………3****Ⅲ. Application Methods****1. Eligibility…………………………………………………………………………..………………4****2. Application Period………………………………………………………………………………..5****3. Application Method…………………………………………………………...………………….5****4. Required Documents………………………………………………………………….…………..6****5. Application Procedure……………………………………………………………………………7****6. Restrictions on Application and Participation………………………………………………….7****Ⅳ. Evaluation and Selection****1. Evaluation Process………………………………………………………………………………..9****2. Evaluation Stages and Contents…………………………………………………………………9****3. Finalization of Selection and Signing of Agreement…………………………………………..10****Ⅴ. Grant Payment and Administration** **1. Grant Payment………………………………………………………………………………......11****2. Grant Administration…………………………………………………………………………...11**Ⅵ. Follow-up Management **1. ReportsSubmission Period……………………………………………………………………..12****2. Interim Report Submission……………………………………………………………………..12****3. Interim Evaluation………………………………………………………………………………12****4. Final Report Submission…………………..…………………………………………………....14****5. Final Evaluation…………………………………………………………………………………14****6. Final Result Submission……………………………………………………………...15****7. Other Matters Concerning Report and Results……………………………………………….16**Ⅶ. Others**1. Payment of Indirect Costs………………………………………………………………………17****2. Other Information………………………………………………………………………….……18**[Attachment 1] Reference for Calculation of Budget Items………………………………………..19[Attachment 2] Project Proposal Form……………………………………………………………...21[Attachment 3]Personal Information of Participants………………………………………...……29[Attachment 4] CV of ProjectParticipants……………………………………………………….30[Attachment 5] Agreement to the participation of the project……………………………………..31[Attachment 6] Certificate of the Central Management of Project Grant ……………………..33[Attachment 7] Current Status of Participation in other Research Projects……………………..35[Attachment 8] Projects by Regions and Countries ………………………………………………..37[Attachment 9]Samples for Itemized Budget Request……………………………………….……39 |

|  |  |
| --- | --- |
| **Ⅰ** | **Program Purpose and Support Direction**  |

## 1. Program Purpose

* Strengthening the infrastructures of Korean Studies through support Korean studies researchers belonging to institutes which have a vulnerable Korean studies department.
* Enhancement ofunderstanding of Korean Studies and Korean cultureby deploying an educational infrastructure for developing human resources and founding courses for Korean studies overseas.

## 2. SupportDirections

* Provision of support for overseas institutions in regions where Korean Studies is in poor condition.
* Helping to establish good education programs for Korean Studies such as scholarships so that a number of talented people can become interested in Korean Studies
* Promoting balanced development for Korean Studies by strategic support for non-support areas.

|  |  |
| --- | --- |
| **Ⅱ** | **Contents of Support** |

## 1. Support Budget

* Total Budget: KRW 1,725 million (including indirect costs)
* New Projects: KRW 426million

(9projects, KRW 50~100 million per project)

* Continuing Projects: KRW 1,299million (27 projects)

## 2. Method of Support: Competition

## 3. Support Area

* Programs related to the introduction of Korean studies to diverse institutions, development of Korean studies projects and establishment of educational environments
* Opening of new lectures; personnel development (education); establishment of relevant centers or institutes,scholarship; opening of adepartment of Korean Studies, etc.
* Example of the program

|  |  |
| --- | --- |
| Beginning Stage of Korean Studies | Opening of new lectures of Korean Studies, establishment of adepartment of Korean Studies or Korean studies B.A. program, making a curriculum, holding events for Korean Studies, etc. |
| Developing Stage of Korean Studies | Development of a curriculum, opening further lectures, establishment of M.A. program or Korean Studies Center, holding seminars, etc. |

## 4. Support Targets

* Project Team:Professors and researchers affiliated to universities or research institutes.
* The project director should be a professor or researcher affiliated to overseas universities or research institutes.The position of project director should be guaranteed while the project is being carried out. The project institute should be responsible for administering the project until the performance of the final duties has been completed.

## 5. Support Condition

* The program should be organized with the focus on education to foster human resources for Korean studies, but additional programs can be organized by considering local situations.
* Each project should be satisfied the requirements such as opening lectures, holding workshops and scholarships as follows;

|  |  |
| --- | --- |
| Support Amount(per year per project) | Support Condition |
| Provision of scholarship | Opening lectures | Holding workshops |
| Up to KRW 50 –100 million | At least two students | At least one regular lecture for Korean studies | At least one workshop for students each year |
| Up to KRW 50 million | At least one student |

* Making a website or a blog for the seed project is recommended.
* It is possible to set up a scheme for scholarship suited to the local situation (such as hiring as research assistants, support for field trip expenses or school fee). Scholarships stated above should be related to Korean studies (students attending Korean studies classes, going on a field trip to Korea, or conducting research on Korean studies, etc.), and theresults of their activities should be included in the annual report and result report.
* Programs focusing on Korean language education are not eligible for support.
* Duplicated support on sub-projects with the Korean Foundation, Center for International Affairs, etc. is not allowed.

## 6. Support Amount andPeriod

**⎕Support Amount: Up to KRW 50 –100 million per year per project**

**(including indirect cost)**

* Within KRW 50~100 million per year per project (North America andEurope, etc.)
* Within KRW 50 million (Southeast Asia, Africa, and Central and South America, etc.)
* The aforesaid amount of support for each region is adjustable.It will be depend on the content of each project.
* During the evaluation for selection, research expenses may be partly readjusted according to the newly drawn up budget.
* Project grants shall be paid in Korean won.
* Apply for the fund each year for three years on the basis of the above fund size.
* Indirect costs should be calculated within 10% of the sum of Personnel Expenses and Direct Costs.
* Bonus pointwill be granted in cases where the institute provides a matching fund of 10% or more. (+2)

**⎕Project Period: 3years**

* In the case of a Korean Studies center or institute, it may re-apply for support 3 years later. In such a case, more than 20% of annual support amount should be formed as matching fund of the center or institute.

|  |  |
| --- | --- |
| **Ⅲ** | **Application Methods** |

## 1. Eligibility

**⎕ Project Director**

* Professor and researcher with at least a master’s degree at local university or research institute
* The institution to which Project Director belongs: The institution should operate a centralized project expense management system.

**⎕ Collaborative Researchers**

|  |  |
| --- | --- |
| Category | Eligibility |
| Collaborative Researchers | General Collaborative Researchers | Researchers affiliated with Korean institutions | Those holding a doctoral degree who majored in a relevant area |
| Researchers affiliated with non-Korean institutions | Those holding at least a master’s degree who majored in a relevant area (They should explain the connectivity between their major and the program that they intend to perform in their area) |
| Experts(①~③should be all met) | 1. Korean studies scholars in Korea or local regions
2. Those holding at least a master’s degree who majored in a relevant area (They should explain the connectivity between their major and the program that they intend to perform in their area)
3. Those able to give lectures in the local language or English
 |

※It is recommended that a Korean be included as project director or collaborative researcher.

**⎕ Qualifications for Experts**

* Local Project Director (or institution) may select or invite experts required to carry out the project(Please refer to the table for experts’ eligibility).
* However, experts should be selected or invited based on the criteria established by the project team (ex. relations to the project, suitability as an expert, etc.).
* If necessary, stay costs (including living expenses, a round-trip airfare, travelers insurance, etc.) and personnel expenses may be calculated(Subject to readjustment through in-depth review at the time ofevaluation).
* In case of experts living in the local region without affiliation or those who don’t earn any salaries, the application for their personnel expenses is allowed, and they should be employed full-time.They should be given a space for research sized at least 4.95㎡ and allowed to use all the facilities of the university and institute.
* In case of experts in the local region, is receiving support for expenses, including personnel expenses or stay costs, from another institution, overlapping application for these expenses is not allowed.Additional supporting documents should be submitted when personnel expensesor related expenses should be paid based on the local regulations.
* In case of experts from Korea, the application for their stay costs(including living expenses, a round-trip airfare, travelers insurance, etc.) is allowed.
* Experts may also apply for a research allowance, but will not be entitled to do if they are receiving supports in connection with their staying expenses or personal expenses.
* In case experts stop participating in the project, or leaves the region temporarily or earlier than scheduled, the Head of the institution to which the Project Director is affiliated should collect and return the relevant research grant.

## 2. Application Period

* Online Application: 10:00 AM, March24, 2017– 5:00 PM, April5, 2017
* All based on Korean time. The Project Director managing the Seed Program for Korean Studies as of the date of application should submit the project results and the final report at the time of application.

|  |
| --- |
| \* Project that should submit the results and the final report (①~② should be all met):① Project receiving support from thisprogram as of the date of application②Project whose period ends on or before the end of 2017\* We will also perform a Final Evaluation at the time of Selection Evaluation (please contact us separately for the Final Report format). An institution selected for further support may be exempted from the Final Evaluation at the end of the project period (Even such institution should submit the final report which covers the whole project period and final project results again after the project period ends, however).\* An institution whose result in the Final Evaluation is “Fail” will be excluded from the list of candidates for a new project. |

## 3. Application Methods

* Where to send Application: KSPSProject Management System website
(http://ksps-pms.aks.ac.kr)
* The application manual will be put on notice through the KSPS Project Management System in earlyMarch,2017. Please read it carefully before application.
* Upon applying online the project proposal files must be submitted, and in a form (Hwp or MS Word) prescribed by KSPS.The cover page with signed sections must be submitted and you can separately submit it in a PDF or JPG format.
* The Project Proposal should be either in Korean or in English(Note, however, that the abstractshould be written in both Korean and in English).
* Exclusion of Reviewer: You can enter one or two individual researchers (if any) online that you think may be unfairly biased towards your science in some specific way and request to exclude them from consideration as a reviewer. This is not mandatory.

## 4. Required Documents

|  |  |
| --- | --- |
| Documents to be submitted | Comments |
| Project Proposal | Appendix 2 | Project Proposal must be written on HWP or MS-Word.(PDF files are not uploaded.)※‘Summary of Project’, ‘Overview of Applicant University’ and ‘Itemized Budget Request’should be entered on the website concurrently. |
| Personal Information of Project Participants | Appendix 3 | The electronic files should be submitted and enter iton the website as well. |
| CV of the Project Participants (including the list of publication) | Appendix 4 | Project director and co-researchers |
| Agreement to the Participation of the Project | Appendix 5 | Project director and co-researchers |
| Certificate of the Central Management of Project Grant | Appendix 6 | - |
| Current Status of Participation in Other Research Projects | Appendix 7 | Enter iton the website only. |
| Documentary evidence of relevant programs (in case of visiting experts) | There are no restrictions on the format | Visiting agreement of the research institution, syllabus etc. |

## 5. Application Procedure

|  |
| --- |
| \*Notes on Applicants- During the online application period, the entered application contents may be revised and the proposal file replaced. However, such replacement and revision are not permitted after the application deadline.- Applicants should arrange the central projectfund administration department regarding the grant application and management of the grant so that they would receive smooth administrative support after they are selected for the grant. The relevant central department must keep the submitted Project Proposal.- A consortium formed between institutions should submit the consortium agreement at the time of online application or a letter of explanation in case it cannot meet the aforesaid requirement and comply with such within 2 months of selection. |

※Applications that are submitted without Project Proposal or do not have submission number will not be considered.

## 6. Restrictions on Applications and Participation

**⎕Restrictions on Applications**

* A Project Director and Collaborative Researchers who have received academic research support from the Ministry of Education (through the Academy of Korean Studies (AKS), the National Research Foundation (NRF) of Korea, etc.) and have not submitted reports of their results even though the submission period has expired.
* Persons who are under the restrictions of Articles 19 of the Sciences Promotion Act are restricted in their participation in the project.
* It is not allowed for one researcher to apply for more than one project in the same program simultaneously.

**⎕Restrictions on Participation**

* Participants are restricted to being involved in Ministry of Education Research Grantprojects as either (a) the Project Director of one project and a co-researcher of two projects or (b) a co-researcher in three projects.
* Researchers may be given Ministry of Education research grants (including NRF research grants and Office of Research Affairs’ research grants in AKS) for up to three projects per person. However, he/she may serve as project director for only one project.

☞In the event that one person participates in three projects with the support of Ministry of Education research grants, the scope thereof shall in principle be limited to projects under the existing Academic Support Program (humanities and sociology, and engineering) and projects under the Regulations on the Implementation of Academic Support Project in Humanities and Social Sciences.

* If the current research project deadline predates December 31, 2017, the project should not be included in the number of projects for which participation is limited.
* The project may not be included in the number of projects subject to the restriction of participation considering the nature of the project. For details of the relevant projects, please refer to Application Guidelines in Korean, p. 7.
* Those who receive personnel expenses from research grants of the National Research Development Program or the Academic Support Program should not apply for personnel expenses under this project. However, in cases where the project period deadline is before December 31, 2017, the person may apply for and participate in new projects, but payment of the personnel expense for the duplicated period shall be stopped from the existing ongoing research project grants, and shall be provided from the new project grants.
* One research assistant can participate in one KSPS project at a time, and they cannot participate in 2 projects that have coinciding dates.
* Persons who are under the restrictions of Clause 27 of the Act on the Management of the National Research Development are restricted in their participation in the project according to the contents of the above restriction.
* Projects that include following researchers will be excluded in Selection Evaluation; researchers who have been given restrictions from the National Research Development Program or the Academic Support Program and have not completed the restriction period; researchers who have not met the obligation of submitting the final report.
* Overseas researcher who has been subject to punitive measure imposed by the Korean government or a public institution like the Korean Foundation due to unfaithful performance of a research project is not allowed to take part in this project until the end of the period of punitive measure.

|  |  |
| --- | --- |
| **Ⅳ** | **Evaluation and Selection** |

## 1. Evaluation Process

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **①RequirementReview** | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000017984aac.gif | **② Online Review** | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000017984aae.gif | **③ExpertEvaluation** | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000017984aae.gif | **④Comprehensive Evaluation** |
| Review of requirements | Review of project proposal | Review ofproject proposal | Review, selection and final decision |
| KSPS | Online Review Members | Expert Evaluation Committee | Comprehensive Evaluation Committee |

* The scores of Online Review and Expert Evaluation will be based at a ratio of 4:6.
* A project whose score falls below the arithmetic average of 70 will be disqualified.

## 2. EvaluationStages and Contents

**⎕ Stage 1: Requirement Review**

* Administration of the Review: Korean Studies Promotion Service
* Contents of Review: Checking required documents and eligibility

**⎕ Stage 2: Online Review**

* Administration of the Evaluation: Online Review Members
* Method of Evaluation: Online review (individual scoring)
* Contents of Evaluation
* Projectcapacity and likelihood of completing project, the capacity to complete project goals, level of appropriateness of project details, and the projectcapacity of participants will be evaluated.
* Evaluation items and assigned scores

|  |  |  |
| --- | --- | --- |
| **Evaluation items** | **Evaluation Contents** | **Scores**  |
| Leading Potentiality | * Does the institution have enough capacity and influence to be considered as a leading institution of Korean studies in the region?
* Do they have a well-organized network between the Project Director and local researchers?
 | 25 |
| Capacity | Participants | * Are the participants’ research achievements and capacity sufficient to pursue the proposed project?
 | 15 |
| Institution | * Is the institution’s support plan concrete?
* Is the institution’s central management of projectgrant feasible?

※ The existence of a department responsible for administering projectgrant and the procedure for disbursing projectgrant | 10 |
| Project Plan | * Does the Project Director set out the goals clearly?
* Is the topic proper to introduce Korean Studies?
* Is the plan rational regarding the regional situation?
* Is the project team well formed?
* Is the projectgrant implementation plan proper?
 | 30 |
| Anticipated Effects | - Does it contribute to the development of Korean Studies?- Are methods of utilization of the projectresults properly presented? | 20 |
| **[Bonus points]** Matching fund (2) | * Bonus point will be granted in cases where the institute provides a matching fund of 10% or more.
 | +2 |
| **Total** | **100~102** |

* Details of Evaluation items and points can be changed partially.
* Three additional bonus points will be given to the project whose Project Director has received research excellence award from the Korean Ministry of Education (Korean Studies Promotion Service). (applicable only once, within three years of the award winning)

**⎕ Stage 3: ExpertEvaluation**

* Administration of the Evaluation: Expert Evaluation Committee
* Method of Evaluation: Panel review (consensus system)
* Contents of Evaluation
* Project capacity and likelihood of completing project, the capacity to complete project goals, level of appropriateness of project details, and the project capacity of participants will be evaluated.
* Evaluation items and assigned scores: The item of online review will be applied.

**⎕ Stage4: Comprehensive Evaluation**

* Administration of the Evaluation: Comprehensive Evaluation Committee
* Method of Evaluation: Consensus system
* Contents of Evaluation
* Deliberation of the results of Requirement Review, Online Review and Expert Evaluation
* Finalization of selection and grant allocation

## 3. Finalization of Selection and Signing of Agreement

**⎕ Preliminary Selection**

* Projects that are preliminarily selected will be announced on the KSPS website(http://ksps.aks.ac.kr/) for a certain period so as to prevent the duplication of applications with other research grants support programs.

**⎕ Final Selection**

* If there is no comment received during the comment period for the preliminarily selected projects, the final selection results will be announced on KSPS website. (http://ksps.aks.ac.kr/)

**⎕ Signing of Agreement**

* The agreement for the project will be signed by 4 parties, the President of the Academy of Korean Studies, Director of Korean Studies Promotion Service, Head of the project administering institute, and Project Director.
* The agreement will be made two versions; Korean and English. If the selected project refuses the agreement, KSPS can cancel the final selection.

|  |  |
| --- | --- |
| **Ⅴ** | **Grant Payment and Administration** |

## 1. Grants Payment

**⎕ Payment Method**

* The grant will be transferred to the project director’s associated institution through the central administrative entity of the institution.

**⎕ Payment Period**

* The grant will be transferred after the selection is made and the contract of agreement is signed
* The grant will be paid on a yearly basis either after completion of the evaluation.

## 2. Grants Administration

* The institute (project administering institute) to which the project director belongs should manage theproject grants centrally.
* However, as deemed necessary according to the Science Promotion Act - relevant provisions, the whole or part of the project(research) grants may be recovered, and the eligibility for application for project(research) grants may be limited for a certain period.

|  |
| --- |
| ※**Central Management of Project Grant**1. “The Central Management of ProjectGrants” means a management system for projectgrants in which the Project Administering Institution manages and implements the projectgrants in place of the Project Director.
2. The Project Administering Institution shall manage the projectgrants with separate accounting, and it has established self-regulations for effective implementation of project and transparent management of projectgrants.
 |

|  |  |
| --- | --- |
| **Ⅵ** | **Follow-up Management** |

## Reports Submission Period

|  |  |
| --- | --- |
| **Type of Report** | **Submission Period** |
| Interim Report (1st year) | Within 10 months after the implementation of the project |
| Interim Report (2nd year) | Within 22 months after the implementation of the project |
| Final Report | Within 6 months after the completion of the project |

## 2. Interim Report Submission

**⎕ Submission Period**

* First year: Within 10 months after the implementation of the project
* Second year: Within 22 months after the implementation of the project

**⎕ Documents to be submitted**

* One copy of the Interim Report (in KSPS prescribed format)
* One copy of annual projectresults

**⎕ Submitting Method:**online through the KSPS Project Management System website

## 3. Interim Evaluation

**⎕ Evaluation Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **①Requirement Review** |  | **②ExpertEvaluation** |  | **③Comprehensive****Evaluation** |
| Review of requirement | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000007983dd8.gif | Review of interim report | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000007983dd8.gif | Deliberation and final confirmation |
| KSPS |  | Expert Evaluation Committee |  | ComprehensiveEvaluationCommittee |

※Comprehensive Evaluation will be held provided the stoppage of support has been decided as a result of Expert Evaluation.

**⎕ Evaluation Items and Assigned Scores**

|  |  |
| --- | --- |
| **Evaluation Item** | **Evaluation Contents** |
| Achievement Made in the Previous Year(80) | Level of Goal Achievement (30) | * How much of the originally planned objectives for the year attained?
* The objectives for the year can be attained by the end of the year?
* Are the results made so far proper to complete the final objectives of the whole project?
 |
| Reflection of Evaluators' Opinion (10) | * Have the previous evaluators' comments and suggestions been properly reflected?
 |
| Quality of project Results (30) | * Are the research subjects properly?
* Is the project well executed as originally planned?
* Is the quality of project(research) high?
 |
| Management of Project Grant (10) | * Is the projectgrant well managed centrally?
* Is the items well maintained and properly implemented as originally planned?
 |
| Plan for Next Year(20) | Continuity in Contents (10) | * Is the plan related to the previous year? Is the plan properly adjusted according to the changes in implementation conditions?
 |
| Proper Methods (10) | * Is the plan proper to effectively attain the objectives?
 |
| Total (100) |  |

* Details of Evaluation items and points can be changed partially.

 **⎕ Evaluation Ranks and Follow-up Measures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Ranks** | **Assigned Score** | **Follow-up Measures** | **Notes** |
| A | 90 ~ 100 points | Continuance of project(Authorization of incentives possible) | Within 10% of the fund |
| B | 80 ~ 89 points | Continuance of project |  |
| C | 70 ~ 79 points | Continuance of project (once) or Discontinuation of Support (twice) |  |
| D | Below 70 points | Discontinuation of Support |  |

※A project evaluated as “C” grade for the first time may be continued without adjustment of grant. For a project evaluated as “C” grade twice, support will be stopped. Some measures may also be taken according to therelevant regulations.

## 4. Final Report Submission

**⎕ Submission Period**

* No more than 6 months after the conclusion of the project period

**⎕ Documents to be submitted**

* One copy of the Final Report (in KSPS prescribed format)
* ProjectGrants Execution Records
* One copy of each projectresult (published articles and unpublished manuscripts)

※ Uploading the information on the research results and research publications to the website.

**⎕ Submitting Method:**online through the KSPS Project Management System

## 5. Final Evaluation

**⎕ Evaluation Process**

|  |  |  |
| --- | --- | --- |
| 1. **①Requirement Review**
 | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000007983dd6.gif | **②Expert Evaluation** |
| Review of Requirements | Evaluation of final reportand project results |
| KSPS | Expert Evaluation Committee |

**⎕ Evaluation items and assigned scores**

|  |  |
| --- | --- |
| **Evaluation Item (Score)** | **Evaluation Contents** |
| Level of Goal Achievement (40) | ◦ Were the originally planned objectives successfully attained? |
| ◦ Were the research methods and implementation process proper? |
| Reflection of Evaluators' Opinion (10) | ◦Have the previous evaluators' comments and suggestions been properly reflected?  |
| Quality of Project Results (30) | ◦ Is the quality ofprojectresults high? |
| ◦ Was the current level of academic circles’ research properly reflected? |
| Management of ProjectGrant (10) | ◦ Were projectexpenses properly executed? |
| Utilization Methods (10) | ◦Are methods of utilization of the projectresults properly presented? |
| Total (100) |  |

* Details of Evaluation items and points can be changed partially.
* Concerning projects for which a new application is made in 2017, thoseimplementing the Project as of the date of application shall be subject to the foregoing evaluation items and allocated scores.Scores will be allocated as follows: level of level of goal achievement (50), quality of project result (30), management of projectgrant (10), and utilization methods (10).

**⎕ Evaluation ranks and Follow-up Measures**

|  |  |  |
| --- | --- | --- |
| **Evaluation Ranks** | **Assigned Score** | **Follow-up Measures** |
| PASS | 80 ~ 100 points | Project Termination(Reapplication allowed) |
| FAIL | Below 80 points | Restriction on future application and retrieval of project grant possible |

* Concerning projects for which a new application is made in 2017 those implementing the Project as of the date of application shall be subject to the foregoing ranks and follow-up measures.

## 6. Final Results Submission

**⎕ Submission Period:** No more than 2 years after the conclusion of the project period

**⎕ Required Materials to be Submitted**: Final results including publications and articles which is stated in project proposal.

※The final results should be submitted more than 5 copies (including electronic files) to AKS, KSPS.

**⎕ Acknowledgement of the Support on All Project Results**

* Anyproject(research) results that are published in academic journals or in books must include the acknowledgment as follows:
* **In Korean:**

|  |
| --- |
| "이논문또는저서는2017년도대한민국교육부와한국학중앙연구원(한국학진흥사업단)을통해해외한국학씨앗형사업의지원을받아받아수행된연구임(AKS-2017-○○○-○○○○)" |

* **In English:**

|  |
| --- |
| "This work was supported by Seed Program for Korean Studies through the Ministry of Education of Republic of Korea and Korean Studies Promotion Service of the Academy of Korean Studies (AKS-2017-OOO-OOOO)." |

* KSPS shall not regard the results as the final results without his indication.

## 7. Other Matters Concerning Report and Results

**⎕ Disclosure and use of interim results**

* The content of the interim project results may be disclosed to the public at our homepage, in connection with an attempt to invigorate discussion among researchers.

**⎕ Disclosure and Utilization of Final Reports and Final Project Results**

* The submitted project results and final reportsmay be disclosed on the official website of Korean Studies Promotion Service, AKS (http://ksps.aks.ac.kr), etc.

|  |
| --- |
| If the submitted final report is found to violate the principles of research legality (e.g. falsification, plagiarism, etc.), the Ministry of Education and the AKS may impose the appropriate sanction against the researcher and/or research institute in question, and the result of the sanction and a list of the names of those involved may be disclosed.  |

**⎕ Ownership of Project Results**

* Following the Article 18 Clause 1 of the Enforcement Ordinance of the Sciences Promotion Act, it can be decided, through discussion with the researchers, whether the government of the Republic of Korea has the intellectual property rights of the research results.

※ For details regarding the intellectual property rights, relevant articles in the Regulations on the Implementation of Academic Support Project in Humanities and Social Sciences regarding the intellectual property rights will be applied.

* The cost necessary for obtaining the intellectual property rights of the project results may be included in the project grants.
* The online transmission rights for the disclosure and utilization of project results and for the provision of services shall be owned by both the AKS(KSPS) and the project administering institute.

**⎕ Sanctions against Failure to Submit Final reports and Final Project Results**

* In the event of failure to fulfill the obligations concerning the final report and final project results, the researcher in question will be prohibited from applying for research support for a period of 2 to 5 years according to the Science Promotion Act - Enforcement Ordinance - Article 20 - Section 5.
* Sanctions against failure to submit the final reports and final project results will be taken according to the Regulations on the Implementation of Academic Support Projects in Humanities and Social Sciences.
* If the researcher in question objects to the related sanctions, he or she may raise the objections to AKS to request reconsideration on the restrictions.

**⎕ Project Achievement Follow-up System**

* From the progress of project to the period after the submission of the final project results, researchers should upload to the KSPS Project Management System their project performance-related research achievements (the fact of registering with the World Who's Who Dictionary, contents of media reports, human resource cultivation results, etc.) and research results (dissertations, books, reports, patents, technology inventions, original materials, and intermediate outputs). They should also send the related research results to the KSPS at the request of the latter.
* Researcher shall correct and supplement database data upon demands of the Korean Studies Promotion Service (KSPS) even after expiry of the project period. Should individual performed research be not capable of performing correction and supplementation, KSPS may correct and supplement the data.

|  |
| --- |
| ※Projectresults include the original materials and intermediate outputs gathered and created by the researcher.  ; Original materials consist of the entirety of materials gathered and referred to by the researcher while carrying out the research project. (However, materials with unresolved copyright issues and materials constructed by other institutes should not be submitted).  ; Intermediate outputs consist of the entirety of materials created by the researcher while carrying out the project (e.g. photo data, sound data, video data, statistical data, etc.). |

|  |  |
| --- | --- |
| **Ⅶ** | **Others** |

## 1. Payment of Indirect Costs

* Indirect costs should not exceed 10% of the “Personnel expenses + direct costs”
* The ratio of indirect costs should be determined under consultation with the institute before application.
* Throughout the whole project period, the initially agreed rate for indirect costs shall be maintained.

## 2. Other Information

* Incorrect information or inaccurate contents are given at the time of application can cause disadvantage, and if such dishonesty is discovered after the application, cancellation of support may occur.
* The applicant (Project Director) can request information on the evaluation opinions and evaluation process regarding his/her application within certain period of time, according to the Act on the Opening of Information of Public Organizations. Nonetheless, the proposal of the applicant and contents of the evaluation and other information are not to be made public.

|  |
| --- |
| Inquiries |
| **Korean Studies Promotion Service , Jinhyun-kwanBuilding, The Academy of Korean Studies,323 Haogae-ro, Bundang-gu, Seongnam-si, Gyeonggi-do 13455, Korea(http://ksps.aks.ac.kr)**For project-related inquiries, please contact a staff in charge, **Ms. Geumbong Lee**, at global@aks.ac.kr.Please send all business related inquiries by e-mail given above. If there is no reply within 48 hours (except public holidays) after your e-mail is sent, please inquire by telephone at 82-(0)31-708-5977 or by fax at 82-(0)31-708-5311. |

|  |
| --- |
| [Appendix 1] Reference for Calculation ofProject Budget Items |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense** | **Items** | **Usage** | **Appropriation Standards** |
| Personnel Expenses | Personnel Expenses | 1. **Experts**
 | **If necessary, stay costs or personnel expenses may be calculated.** * In case of experts living in the local region, the application for their personnel expenses is allowed, and they should be employed full-time.
* In case of experts in the local region, is receiving support for expenses, including personnel expenses or stay costs, from another institution, overlapping application for these expenses is not allowed. Additional supporting documents should be submitted when personnel expenses or related expenses should be paid based on the local regulations.
* In case of experts from Korea, the application for their stay costs (including living expenses, a round-trip airfare, travelers insurance, etc.) is allowed.
* Experts may also apply for a research allowance, but will not be entitled to do if they are receiving supports in connection with their stay costs or personal expenses.
 |
| 1. **Research Assistants Allowances:** Bachelors, Masters, and PhD students that participate in the project
 | Payments for similar positions in the university will be applied. |
| Direct Costs | Research Equipment and Material Costs | 1. Expenses for purchase and renting of various materials, analysis fees, information processing fees and so on.
2. Extra costs related to the establishment, purchase, and renting of equipment, machines, and research facilities that can be used for the research project for more than a month
 | * Actual amount required must be calculated by using accurate calculation standards
* Costs calculated based on the clearly listed items and size
 |
| Project(Research)Activity Costs | 1. Field trip fees to domestic and international locations, transportation costs for researchers
2. Costs of printing, copying, printing photos, and creating slides related to the project. Fees for public services, taxes and consumable office goods.
3. Use of expertise, domestic and foreign education, fees for using domestic and international informational databases, overseas information collection, purchase of books and other printed matters, meeting expenses, seminar hosting expenses, academy and seminar admission fees, fees for articles, translation fees, stenographer fees, editing fees, fees for translation editorial supervision fees, expenses for meetings related to the implementation of the relevant research, expenses for special information and so on.
4. Expenses for surveying and opinion polling activities during a field research.
5. In case if there are detailed sub-research projects, the expenses that are needed for controlling and managing them.
6. Expenses for journal article fees and other expenses related to the publication of the research results and dissemination

7. Scholarships | * This should be calculated by accurate standards and will be supported on the basis of actual costs or according to the details of the standards of the institute that carries out the research.
* Travel expenses should be budgeted minimally in terms of number of people and trips, and it also should follow the regulations of the institute that carries out the research.
* International travel should be confined only to essential trips such as for collecting materials.
* Meeting expenses and tea/coffee expenses must be actual costs spent with credit card.
* Minutes of the meeting containing information such as date, time, place, purpose, and participants
* In the case of expenses for books and materials purchases, a list that includes the titles and costs must be made and kept.
* Field research expenses are allowed only for the research areas where such field research activities are needed.
* Expenses for journal article fees and other expenses related to the publication of the research results and dissemination can be spent two years after the completion of the research, and unspent money should be returned.
* If the project has a plan for publication, publication support expense must be calculated and included.
 |
|  | Research Allowance | Research Allowances for Project Director andCollaborative Researchers | * The total amount should be up to KRW 0.4 million a month (4.8 million for one year=KRW 0.4 million × 12months).

※However, in this case, other expenses related to publication or translation fees, etc. cannot be applied.  |
| Indirect Cost | Indirect Cost | Common support expenses of the institution necessary for managing the project, etc. | To be fixed to within 10% of the total amount of personnel expenses and direct costs |

|  |
| --- |
| [Appendix 2] Project Proposal Form |

**2017Seed Program for Korean Studies**

**Project Proposal**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Number of participants** | ※including project director |
| **Institution** | **Name of institution** |  | **Country** |  |
| **Address** |  | **Homepage** |  |
| **Name of****the Head** | **(Name)****(Affiliation and Position)****(Signature)** | **E-mail** |  |
| **Phone No.** |  |
| **Staff****in charge at the project management department** | **( Name)****(Affiliation and Position)****(Signature)** | **E-mail** |  |
| **Phone No.** |  |
| **Project** **Director** | **Name** | **(signature)** | **Department/****Position** |  |
| **Research** **Field** |  | **E-mail** |  |
| **Phone No.****(Mobile)** |  | **Address** |  |
| **Grant****(KRW)** | **1st year** |  |
| **2nd year** |  |
| **3rd year** |  |
| **Total** |  |

**※**The application should be prepared in either Korean or English. However, Summary of Projectshould bewrittenin both Korean and English.

**※**The details marked in green lettering should be deleted as they are for illustration only.

|  |
| --- |
| **Summary of Project(Korean)** |
| **Institution Name** |  |
| **Project Name** |  |
| **1. Project Objectives** |
| **2. Expected Effects** |
| **3. Content of Project** |
| **4. Key words** |

※ Summary of project (in both Korean and English) shall be entered on the online application page as the same above. (No more than one page)

|  |
| --- |
| **Summary of Project(English)** |
| **InstitutionName** |  |
| **Project Name** |  |
| **1. Project Objectives** |
| **2. Expected Effects** |
| **3. Content of Project** |
| **4. Key words** |

※ Summary of project (in both Korean and English) shall be entered on the online application page as the same above. (No more than one page)

|  |
| --- |
| **※ The project proposal should be drawn up so as not to exceed 20 pages and to include contents as below.****※Applicants should provide an intellectual justification for the project.** **Ex: If an applicant includes proposing a conference, he or she should identify the issues to be addressed and presenters, explain their importance.** |

1. **Applicant University Outline**

**<Overview List of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University’s East Asian Studies>**

**(As of: March, 2017)**

|  |  |  |
| --- | --- | --- |
| University | Details | Remarks |
| Establishment year |  | Tuition fee(Undergraduate/Per semester) |  |  |
| No. of student | Under-graduate |  | No. of teaching staff |  |  |
| Graduate |  |
| Spring semester | Jan. –May | Fall semester | Sep.-Dec. |  |
| East Asian Studies | Category | Description | Remarks |
| Korean studies | Chinese studies | Japanese studies |
| No. of teaching staff | Full-time professors | \_\_\_ people | \_\_\_ people | \_\_\_ people | No. of professors that give lectures and/or research. |
| Full-time instructors | \_\_\_ people | \_\_\_ people | \_\_\_ people | No. of instructors that have been hired to give lectures on Korea |
| No. of students | No. of students on doctorate courses  | \_\_\_ people | \_\_\_ people | \_\_\_ people |  |
| No. of students on master courses  | \_\_\_ people | \_\_\_ people | \_\_\_ people |  |
| No. of undergraduates  | \_\_\_ people | \_\_\_ people | \_\_\_ people |  |
| No. of courses | Doctorate courses | \_\_\_ courses | \_\_\_ courses | \_\_\_ courses | Specify only the number of major-subject lectures by course. |
| Master courses  | \_\_\_ courses | \_\_\_ courses | \_\_\_ courses |
| Undergraduate courses | \_\_\_ courses | \_\_\_ courses | \_\_\_ courses |
| Others | \_\_\_ courses | \_\_\_ courses | \_\_\_ courses | Classes (lectures on liberal arts subjects, etc.) other than major subjects related to Korea, China or Japan. |
| Research institute | Establishment  | ( O , X ) | ( O , X ) | ( O , X ) | Information on Korean Studies Institute①Institute Name:②Director  - Name: - Affiliation and Position:- Specialization: |
| Establishment year |  |  |  | \*The establishment year shall be stated (including the case that the Korean Studies Institute is planned to be established) |
| No. of staff | \_\_\_ people | \_\_\_ people | \_\_\_ people | Including researchers and administrative staffers. |
| Status of books kept at the library | Number of books kept | \_\_\_ books | \_\_\_ books | \_\_\_ books | Dual inclusion is allowed in the case of comparative studies, etc.  |

※ This overview list should be drawn up based on the deadline of the project proposal submission.

※ This overview shall be entered on the online application page as the same above.

**1. Korean studies status of the relevant country (region)**

※ University and institution status, community network and exchange activities

**2. The applicant university’s Korean studies-related activity achievements**

※Korean studies-related activity history and status, existing activity results, and problems

**3. The applicant university’s Korean studies-related infrastructure**

※ Teaching staff and programs in the Korean studies field

※ Korean studies-related program finances, fund attraction/support overview

※ Status of Korean studies research center, research / education facilities (spaces) and equipment

**4. The applicant university’s projectgrant management method**

1. **ProjectPlan**

**1.Objectives and Necessity**

※ Describe total project objectives and its annual goal for the final results

**2.Detailed Project Plan**

**(1) Expected Results (Outcomes) of Project**

|  |  |  |  |
| --- | --- | --- | --- |
| Classification | Goal | Details | Year to be completed |
| Opening of new lectures | 1 | Modern Korean history | 2018 |
| Scholarship | 1 | One master’s course student | 2017, 2018 |
| Workshop | 3 | For B.A. Students | 2017, 2018, 2019 |
| Conferences | 2 | Modern Korean history | 2017, 2018 |
| Seminars | 3 | Modern Korean history | 2017, 2018, 2019 |
| Articles to be published | 2 | Modern Korean history | 2018 |
| Research center to be founded | 1 | Korean Studies research center | 2018 |
| Book to be published | 1 | Conference book | 2018 |

**(2) Detailed project plan by year(Project Schedule)**

※Timetable should be created in sequential order on yearly basis(provide name of participant)

|  |  |  |
| --- | --- | --- |
| Period | Plan | Remakrs |
|  |  |  |

**(3) Detailed project plan by each participant**

※Propriety of composition of a project team; division of roles among participants; project execution plan of each participant to be stated

**3.Utilization Plan of the Project Result**

※Including anticipated effects

※Plan for the operation of Korean studies programs after the completion of the project

1. **Others**

**1. Support Plan of the applicant university**

※ Cost sharing plan if there is another financial source besides the KSPS grant

**2. Other information (ex. references)**

1. **Itemized Budget Request**

**1. Budget Plan for each year**

Year

(Unit: Currency rate: )

|  |  |  |  |
| --- | --- | --- | --- |
| **Itemized Annual Cost****Breakdown** | **Budget Amount** | **Basis of Budget Calculation** | **Comments** |
| **Personnel Expenses** | Expert |  | ＊ (monthly salary) x months x persons = yearly salary |  |
| Research Assistants |  | ＊ [Undergraduate Course] (monthly salary) x months x persons = yearly salary＊ [Master Course] (monthly salary) x months x persons = yearly salary |  |
| (Subtotal) |  |  |  |
| **Direct****Cost** | ResearchEquipmentMaterials |  | ＊ [item] budget x quantity = total- justification |  |
| Project(Research)ActivityCosts |  | Lecture | ＊[Title] (monthly salary) x months x persons = yearly salary＊ materials for lecture | Subtotal |
| Scholarship | ＊ [master scholarship] (amount) x semester x persons = yearly scholarship | Subtotal |
| Workshop |  | Subtotal |
| Conference |  | Subtotal |
| Seminar |  | Subtotal |
| Meeting |  | Subtotal |
| Travel Expenses |  | Subtotal |
| Publication |  | Subtotal |
| Other |  | Subtotal |
| ResearchAllowance |  | ＊ [Director](monthly allowance) x months = yearly allowance＊ [Co-researcher A](monthly allowance) x months = yearly allowance |  |
| (Subtotal) |  | ＊ within 10% of “Personnel Expenses + Direct Cost” |  |
| **IndirectCost** |  |  |  |
| **TOTAL** |  | ≒ KRW |  |

* The Itemized Budget Request should be inputted online together with the submission of files.
* Estimated expenses must be submitted as detailed as possible.Each year’s Itemized Budget Request (from the 1st year to the 3th year) should be separately prepared and submitted.
* The projectfunds should be drawn up in the local currency or an acceptable currency such as U.S. Dollars. The total amount converted into Korean won should not exceed the aforesaid amount.
* Indirect costs should be calculated within 10% of the sum of Personnel Expenses and Direct Costs.
* Please use only the given format above and refer to the Reference for Calculation of Project Budget Items(Appendix 1) and please refer the example (Appendix 9).
* When a matching fund exists, a separate budget statement should be submitted.

**2. Appropriateness of calculation of project grant**

* Please describe the appropriateness of calculation for personnel expenses and direct costs with illustrationssuch as price level orsalary level in the region.

**3. Matching Fund Support Plan (if applicable)**

Year

(currency: , exchange rate: )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Content** | **Budget Amount** | **Basis of Budget Calculation** | **Ratio** |
| **Personnel Expenses** | Expert |  |  |  |
| Research Assistants |  |  |  |
|  |  |  |  |
| (Subtotal) |  |  |  |
| **Direct Cost** | ResearchEquipmentMaterials |  |  |  |
| ProjectActivityCosts |  |  |  |
|  |  |  |  |
|  |  |  |  |
| (Subtotal) |  |  |  |
| **Total** |  | **≒ KRW** | **%** |

* Matching fund support plan should be drawn up for each year in three tables, i.e., the 1st through the 3th year, indicating the ratio of the matching funds allotted for each year to the total requested project expenses for each year.

|  |
| --- |
| [Appendix 3] Personal Information of Participants(It should be entered online concurrently.) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Classification | Name | Date/Year of Birth | Affiliation and Position | Major | Most recent degree | Cell-phone | E-mail |
| Project Director |  | YYMMDD |  |  |  |  |  |
| Co- Researchers | General Co-researcher A |  |  |  |  |  |  |  |
| General Co-researcher B |  |  |  |  |  |  |  |
| Expert |  |  |  |  |  |  |  |
| Research Assistants |  |  | Affiliation/Current degree course  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* Project Participants should be inputted online together with the submission of files.

|  |
| --- |
| [Appendix 4] CV of Project Participants |

|  |
| --- |
| * Project director and co-researchers (including Post-docs)
* The participant’s name in full, major, organization and position, e-mail or phone number, schools attended, career and representative achievements should be indicated without exception.
 |

|  |
| --- |
| [Appendix 5] Agreement to the participation of the project(It should be entered online concurrently.) |

|  |
| --- |
| ※ Every project participants except assistants is required to fill out either the agreement for overseas researchers or that for domestic researchers below. The agreement form differs depending on whether the participant has a resident registration number in the Republic of Korea (considered domestic researchers) or not (overseas researchers). |

**연구 참여 동의서(국내 연구자용)**

**Agreement to the participation of the project (For Domestic Researchers)**

본인은한국학중앙연구원한국학진흥사업단이지원하는해외한국학씨앗형사업에참여함을확인합니다. 본인은협약서와관련규정을준수하여연구를진행할것입니다.

본인은한국학중앙연구원한국학진흥사업단에제출하는연구지원사업관련계획서및보고서에대한심사·평가에있어한국학중앙연구원한국학진흥사업단이본인의학력, 경력, 연구업적등에관한정보를활용할필요가있다는것을이해하고있으며, 이를위해「개인정보보호법」등에의해보호되고있는본인에관한각종정보자료를동법제18조의규정등에따라한국학중앙연구원에제공하는데동의합니다.

|  |
| --- |
| <개인정보제공및활용관련주요고지사항>○개인정보수집·이용의목적: 심사·평가및성과추적○수집하려는개인정보의항목: 인적사항, 학력, 경력, 연구업적등(한국연구업적통합정보(KRI) 포함)○개인정보의보유및이용기간: 연구계획서를접수하는시점부터성과추적이완료되는시점까지○연구자는개인정보제공및활용에대한동의서의제출을거부할권리가있지만, 동의서를제출하지않을경우에는사업단의연구사업에신청할수없다는점을유념하기바람 |

또한, 본인이서명날인한동의서의복사본은심사·평가에필요한다양한자료수집의편의를위해서원본과동일하게유효하다는것을인정합니다.

2017년월일

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **구분** | **성명** | **생년월일** | **소속및직위** | **서명** |
| 연구책임자 | ○○○ | YYYY.MM.DD |  |  |
| 일반공동연구원 | ○○○ |  |  |  |
| 전문가 | ○○○ |  |  |  |

한국학중앙연구원한국학진흥사업단장귀하

**Agreement to the participation of the project**

**(For Overseas Researchers)**

I hereby certify that I will participate in the project to Seed Program for Korean Studies, which is to be supported by the Korean Studies Promotion Service, Academy of Korean Studies. I will carry out the research while complying with the agreement and all related regulations.

I understand that, for the review and evaluation of the proposal and reports submitted to Korean Studies Promotion Service (KSPS) at the Academy of Korean Studies (AKS) for the research support project, the AKS(KSPS) needs to use the information on my education, career, research achievements and so forth, and, to that end, I hereby agree to provide my personal informationto AKS.

In addition, I acknowledge that the copy of the agreement that I (including participants) have signed is equally effective as the original copy in ensuring the convenience of gathering diverse data necessary for review and evaluation.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Name** | **Date of Birth** | **Affiliation and Position** | **Signature** |
| Project Director | ○○○ | YYYY.MM.DD |  |  |
| General collaborative researcher | ○○○ |  |  |  |
| Expert | ○○○ |  |  |  |

**To the director of the Korean Studies Promotion Service**

|  |
| --- |
| [Appendix 6] Certificate of the Central Management of Project Grant |

**Seed Program for Korean Studies**

**Certificate of the Central Management of Project Grant**

**□ Institution:**

**□ Project Title:**

**□ Project Director:**

**□ Items to be confirmed**

|  |
| --- |
| ※**Central Management of projectGrant**1. “The Central Management of Project grants” means a management system for projectgrants in which the Project Administering Institution manages and implements the projectgrants in place of the Project Director.
2. The Project Administering Institution shall manage the projectgrants with separateaccounting, and it has established self-regulations for effective implementation of project and transparent management of projectgrants.
3. The position of project director should be guaranteed while the project is being carried out.In the event of a change in his/her affiliation, the institution shall promptly inform of the change to AKS, KSPS.
4. The Project Administering Institution should comply with KSPS’s request for the submittal of materials related to project expense account settlement including receipt copies.
 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the project grant for the Seed Program for Korean Studies of 2017 will be centrally managed as mentioned above.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017

|  |
| --- |
| Signature of President of Institution (or Representative of Central Administrative Department) |
| Name |  |
| Affiliation and Position |  |
| Email and Phone No. |  |
| Signature |  |

**To the director of the Korean Studies Promotion Service**

Attachment: Account Information

* If the account information is not yet ready at the time of application, applicant should submit it within 2 weeks of the Final Selection.

|  |
| --- |
| Account Information-Seed Program for Korean Studies - |

|  |  |
| --- | --- |
| **PROJECT****TITLE** |  |
| **PROJECT DIRECTOR**  |  |
| **UNIVERSITY** |  |
| **COUNTRY** |  |
| **NAME ON ACCOUNT** |  |
| **BANK NAME****/BRANCH** |  |
| **BANK ADDRESS** |  |
| **ACCOUNT****NUMBER** |  |
| **IBAN** |  |
| **ROUTING NUMBER**  |  |
| **SWIFT****NUMBER** |  |
| **UNIT OF CURRENCY****(KRW, USD…)** |  |
| **REMARKS** |  |

|  |
| --- |
| [Appendix 7] Current Status of Participation in Other Research Projects(It should be input on the online application page) |

|  |
| --- |
| **EMB000026402cb6****EMB000026402cb7** |

* Current Status of Participation in Other Research should only be inputted online.
* Please state **all projectsthat all of you are taking part in** as of the time of the submittal of research plan. **Please Do Not include completed projects.**
* In the column ‘Role’ the roles of researchers in the on-going research projects (Project Director, General Collaborative Researcher, Post-doc and so on) should be entered.
* ‘Supporting Institution**’ include every public and private organizations that provide supports (**for example, National Research Foundation of Korea, Academy of Korean Studies, KSPS, Korean Foundationand so on).
* Should any false information be given in the form, disadvantage will occur and even if the project is selected, the selection would be cancelled.

|  |
| --- |
| [Appendix 8] Projects by Regions and Countries |

|  |  |  |
| --- | --- | --- |
| **By Region** | **By Country** | **Remarks(As of January, 2017)** |
| **Region(Country)** | **No. of** **Project** | **County** | **No. of Project** |
| North America(1) | 5 | USA | 5 | University of California at Irvine,The Korea Society, University of Connecticut, CityUniversity ofNewYork, University of California at Riverside |
| South America(5) | 8 | Argentina | 3 | National University of La Plata, Del Salvador Univ. |
| Chile | 2 | Pontifical Catholic University of Chile, University of Santiago Chile |
| Costa Rica | 1 | University of Costa Rica |
| Peru | 1 | Ricardo Palma University |
| Paraguay | 1 | Instituto Superior de Educación Dr. Raúl Peña |
| Europe(17) | 25 | UK | 1 | University of Cambridge |
| France | 3 | Ecole Normale Superieure de Lyon, Universityof Nantes, Asia Centre |
| Spain | 4 | Universityof Complutense Madrid, University of Salamanca, Autonomous University of Madrid, University of Malaga |
| Belgium | 1 | Catholic University of Leuven |
| Denmark | 1 | Nordic Institute of Asian Studies |
| Hungary | 1 | Eotvos Lorand University |
| Bulgaria | 2 | Sofia University |
| Slovenia | 2 | University of Ljubljana |
| Rumania | 2 | University of Bucharest, Babes-bolyai University |
| Macedonia | 1 | Ss. Cyriland Methodius University |
| Slovakia | 1 | Comenius University in Slovakia |
| Italy | 1 | Sapienza University of Rome |
| Finland | 1 | University of Turku |
| Latvia | 1 | University of Latvia |
| Germany | 1 | Johann Wolfgang Goethe University |
| Poland | 1 | University of Warsaw |
| Russia | 1 | Kazan Federal University |
| Africa(4) | 6 | Kenya | 3 | University of Nairobi |
| Egypt | 1 | Ain Shams University |
| Cote D'Ivoire | 1 | Universite Felix Houphouet-Boigny |
| South Africa | 1 | University of Stellenbosch |
| Oceania(2) | 2 | Australia | 1 | University of Queensland |
| Fiji | 1 | University of South Pacific |
| Middle East(2) | 4 | Turkey | 3 | Ankara University, Erciyes University |
| Israel | 1 | Hebrew Univ. of Jerusalem |
| Asia(17) | 46 | India | 4 | Jawaharlal Nehru University |
| Sri Lanka | 2 | University of Kelaniya |
| Philippines | 5 | Ateneo de Manila University, University of the Philippines, University of Asia and the Pacific |
| Indonesia | 1 | Maranatha Christian University |
| Cambodia | 1 | Royal University of Phnom Penh |
| **By Region** | **By Country** | **Remarks (As of January, 2017)** |
| **Region(Country)** | **No. of** **Project** | **County** | **No. of** **Project** |
|  |  | Vietnam | 4 | University of Languages & International Studies(VNU-Hanoi), Vietnam National University-Ho Chi Minh City, Vietnam Academy of Social Science, University of Foreign Language Studies-University of Danang |
| Laos | 2 | Souphanouvong University, Chulalongkorn University |
| Thailand | 3 | Kasetsart University, Chulalongkorn University, Burapha University |
| Malaysia | 2 | University of Malaya, University Malaysia Sabah |
| China | 10 | Shanghai International University of Foreign Studies, Peking University,Dalian University ofForeign Languages, Fudan University, Weifang University, Henan Polytechnic University, East China Normal University, Shandong University, Central China Normal Univeristy, Zhuhai College of Jilin University |
| Japan | 1 | Hiroshima City University |
| Uzbekistan | 3 | Tashkent State Pedagogical University named after Nizami, Tashkent State Institute of Oriental Studies |
| Kazakhstan | 1 | Kazakh Ablai Khan University of International Relations and Word Languages |
| Myanmar | 1 | Yangon University of Economics |
| Mongol | 1 | Ulaanbaatar University |
| Taiwan | 1 | National University of Kaohsiung |
| Korea | 4 | Seoul University, Silla University, Kyung-hee University, Hankuk University of Foreign Studies |
| Total | Total (48) | 96 |  |

|  |
| --- |
| [Appendix 9] Sample for Itemized Budget Request |

1 Year

(Unit: USD, Currency rate: $1=\1,150)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Content | Budget Amount | Basis of Budget Calculation | Comments |
| Personnel Expenses | Expert | 0$ | **- visiting expert 1per x 0$ x 12month**․Visiting experts: Experts dispatched by the KF to be used as visiting experts․Payroll is not earmarked.․Living expenses: KF․Residence: Supported by the university. 300$ x 12months = 3,600$ | KF visiting prof. |
| Research Assistance | 0$ | **- research assistant 1per x 0$ x 12month**․Research assistant: 1 assistant instructor (graduate master’s course student or senior class student)․Payroll is not earmarked. |  |
| (Subtotal) | 0$ |  |  |
| Direct Costs | Research Equipments, Materials | 10,400$ | **- computer 5 x 800$ = 4,000$**․Research and education equipment and supplies: Korean products to be purchased through Korean businesses that are operating in the local market.․5 units each to be purchased in the 1st and 2nd year, respectively (Online lectures will be possible if 10 computers are provided as lectures will be delivered to groups of 10 students. Up to 20 units will be purchased with funds raised from outside parties.)․The computers will be installed at the Center for Korean Studies digital library and online lecture services**- printer/ copier = 1,400$**․Combined office equipment (printer/copier)․To be installed at the Korean Studies Center to assist research work efficiency.**- beam projector/ screen = 1,000$**․The beam projector and screen will be installed at the Korean Studies Center for research and education.**- internet homepage = 1,350$**․Linked to the university website. A dedicated website is required as the current university website has a limited capacity to support a network for exchange or cooperation with outside parties.․The achievements of the project will be disclosed via a new website. Plans to provide education and research materials, Korean studies journals, newsletters, and Korean studies database.**- domain/ hosting = 250$**․Website to be maintained**- internet 200$ x 12month = 2,400$**≒ 11,960,000 KRW․The current university computer network is too slow to support research. In particular, it can hardly support a digital library of Korean studies and online lecture services. | on-line lecture |
| Research Activity Costs | 14,728$ | **- costs of printing/ copying 100$ x 12month = 1,200$**․Cost of printing and copying for performance of the project, including plenary project meetings, team meetings, and monthly presentations.**- consumable goods 100$ x 12month = 1,200$**․Office supplies required for the project, including toner, cartridges, and copy paper.**- meeting expenses 150$ x 12month = 1,800$**․Expenses for meetings related to the project, including plenary project meetings, team meetings, monthly presentations, and food, beverages, snacks, etc.**- forum hosting expenses = 1,000$**․Introduction of department status, development plans, etc. Forum to discuss ways of developing the department among the department faculty members, graduates, and students**- purchase of books = 1,028$****- olympiad hosting expenses 1,000$**․Operational expenses of Korean Studies Center, including circulation of journals․Cost of in-house seminars held by the center**- Korean Studies Center expenses 900$**․Operational expenses of Korean Studies Center, including circulation of journals․Cost of in-house seminars held by the center**- expenses related to research 2,400$**․Field research expenses of those participating in the research, excluding the lead researcher, associate researchers, and visiting experts**- expenses related to development of book 2,200$** ․Expenses for the development of education materials by those participating in the research, excluding the lead researcher, associate researchers, and visiting experts**- journal publication/newsletter 2,000$****≒ 16,905,000 KRW**․ Expenses for the publication of Korean studies journals or newsletters |  |
| Research Allowance | 14,400$ | **- project director 1per x 300$ x 12month****- general co-researchers 3per x 300$** **x 12month**≒ 16,560,000 KRW |  |
| (Subtotal) | 39,528$ | ≒ 45,457,500 KRW |  |
| Indirect Costs | 3,950$ | - 10% of the sum of Personnel Expenses & Direct Costs |  |
| (Subtotal) | 3,950$ | ≒ 4,542,500 KRW |  |
| Total | 43,478$ | ≒**50,000,000 KRW** |  |