International Grant Program 2021

Questions and Answers from the online orientations

1. Concerns related to COVID-19

2. Contents of the project and activities

3. Application Requirements

4. Dissemination of Deliverables and Results

5. Budget and grant eligibility

6. Reference information such as past grant projects, etc.

7. Others

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1. Concerns related to COVID-19

Q1. May I include the costs to prevent spread of COVID-19 such as voluntary isolation, hotel stay, and PCR test, as the travel cost?

A1. Yes, any expenses necessary for interaction during the activity can be included.

A2. Depending on the situation, it could be possible that you end up having online interaction only. However, in the planning stage, please make plans on the assumption that you will be able to travel abroad and interact directly, especially in the latter half of the period.

2.　Contents of the project and activities

Q3. Is it necessary to include Japan as one of the project countries?

A3. No, it is not mandatory to include Japan as the project country. Every year, several projects are selected that do not include Japan.

Q4. Is it possible to propose a project which members are comprised of people from two or more countries in Asia, including Japan, working on a issue that primarily affects one of the countries and somewhat affects the other country across the border? If so, will it be treated as a common issue in multiple countries?

A4. Assume a project in which Japan, Country A, and Country B are working on an issue that affects all three countries, but is occurring only in Country A as an example. Compared to a project that involves two-way and equal on-site exchange among the countries involved, the priority for selection will be lower. You will need to provide a convincing reason why the issue is common to all three countries.

Q5. Is it possible to propose a project that addresses a common issue in multiple countries, but focuses on solving the issue in one of the countries during the grant period while other participating countries learn from it?

A5. Compared to projects that involve two-way and equal exchange, the priority for selection will be lower. A convincing explanation is required as to whether the setting of common issues is appropriate and why the practice should not be carried out in all countries involved.

Q6. Can I apply for a project with only one implementing country?

A6. No. A project implemented in only one country is not eligible. It is essential that "Two or more target countries/regions" are included, as stated in the guidelines. Even if there are multiple target countries, the balance of impacts is an important factor for selection. Please consider that projects that have a significant impact on a specific country (e.g., mutual exchange between Japan and Thailand, where only Thailand will benefit greatly) will not be selected.

Q7. Is more weight given to any of the five points of the Grant policy of the Toyota Foundation? In addition to the Grant policy, four keywords of the International Grant Program, feasibility, validity of budget estimates, and diversity of members, what else is important in the selection criteria?

A7. There is no order of priority for the five points of the grant policy. Other aspects such as the importance of the theme, the capacity of the members, and what the results will lead to, will also be considered in the selection as well. It is important that the proposal explains the importance of the issue and the significance of the project to the selection committee, which consists of experts from various fields. We recommend you to have an individual consultation prior to the application.

Q8. I understand that the "One Year Grant" is mainly for online interaction, but may I do on-site visits depending on the situation?

A8. Yes, you can conduct direct interaction in one-year grant project. If you want to change the project plan after the project has started, please contact us for a consultation.

Q9. Can I interact online under the "Two-year grant" program?

A9. Yes. It is OK to conduct online activities in addition to direct interaction under the two-year grant.

Q10. Is it possible to submit an existing exchange project that is held every year by adding a new theme? Or is it limited to newly launched projects

A10. It is not limited to new projects only, but it must be in line with the requirements and expectations of this program. There must be a convincing explanation for the importance of using this grant to sustain an existing initiative for one or two years.

3. Application Requirements

Q11. Can I apply as an individual, a company, or a university?

A11. Yes. Applicants of any affiliation are eligible to apply.

Q12. Regarding the application requirement "The project representative must have a contact address in Japan", does this mean that the organization must have a legal personality in Japan? Specifically, is a Tokyo office of a U.S. non-profit organization that is not incorporated in Japan eligible to apply?

A12. No, the organization's legal status in Japan is not required as long as the project representative has a contact address in Japan. The representative's affiliation or legal status is not questioned.

Q13. Is a researcher or a person belonging to a non-profit organization given priority in the selection process?
A13. No. The selection will be based on the content of the project.

Q14. How much residency is required for a representative to live in Japan?
A14. A representative needs to have a contact address in Japan.

Q15. Can a Malaysian be a key member or the representative?
A15. Any nationality of the representative is acceptable, but the representative must have a contact address in Japan.

Q16. Is it possible for one person to be the representative, contact person, and accounts manager? Or should we appoint different people for each?
A16. One person can serve multiple positions.

Q17. Are there any requirements for the number and composition of members? Do I need to list members from all target countries?
A17. There is no maximum limit to the number of people. However, the number of the project members should be appropriate for the project content. Diversity of members is important as well. Please list members from all target countries.

Q18. Is it required to submit a written agreement from the project participants upon application or afterwards?
A18. No. The foundation does not require a written agreement from the project participants.

Q19. Is it required to have a proposed research project reviewed by an ethics committee?
A19. No, the Foundation does not require a review by ethics committee. But do this if necessary depending on the theme. Please note that projects designed solely for research purposes are not eligible for this program.

Q20. Is it possible for an organization that is currently receiving another grant from the Toyota Foundation to apply for this program? Also, will the fact that the organization is currently receiving a grant be a disadvantage in the selection process for this program?

A20. Yes, it is possible to apply. There have been some cases in the past where the grant period overlaps with that of another program of the Foundation, but they are completely different projects. There is no particular advantage or disadvantage.

Q21. Is it possible for a "representative" or "project member" who has already applied or been selected, to apply again for a project with different content?
A21. Yes, it is possible. However, applications with similar content will be given significantly lower priority. Individual consultation prior to application is recommended.

4. Dissemination of Deliverables and Results

Q22. Regarding the dissemination of results on p. 8 of the guidelines, it says "Even if the deliverables are not completed within the project period, the project would be positively evaluated if it is designed to have a considerable social impact based on its long-term prospects". Is it referring to the evaluation point of the selection process? How exactly should we disseminate the results of projects without deliverables?
A22. The term "evaluation" here refers to the assessment of project results, not the selection process. Project only produce intangible deliverables will not be selected. On the other hand, the form of the deliverables is broadly considered. The deliverables are not necessarily limited to a physical form, but can include video works, exhibitions, etc., depending on the purpose and contents of the project.

Q23. Regarding information dissemination, is it possible to continue operating the website after the project period is over? What about the cost during that period?
A23. Yes, it is OK to use the framework created during the grant period to disseminate information even after the grant period ends, as long as the expenses must be paid during the grant period, however. The duration of your project and that of the grant period is not necessarily equal.

5. Budget and grant eligibility
Q24. The guidelines says that indirect costs cannot be paid from the grant, but is there any precedent that universities have requested indirect costs?
A24. No, we have no precedent for paying indirect costs to universities.

Q25. Regarding (9) Production of Outcomes in the list of budget items, does this include such as the cost of producing a collection of presentation papers for the symposium, and the cost of publication from a publisher?

A25. Yes, it can be included as long as the content is appropriate for disseminating the results of the project.

A26. Yes, it can be included as long as it is necessary for the implementation of the project. There is no limit on the amount, but it must be a reasonable amount in relation to the contents of the project.

6. Reference information such as past grant projects, etc.

Q27. The introduction of the past projects was very helpful in understanding how the interaction and mutual learning, as well as diversity of the members can be materialized in the projects. Is there a summary of past projects available?
A27. Individual project summaries are available on the website of the International Grant Program. In addition, you can find a booklet ˝WHAT BRINGS US BEYOND UNDERSTANDING TO EMPATHY?˝ which is the collection of dialogues between projects conducted in 2018, as well as the "International Grant Program Evaluation Report" which summarizes the program evaluations conducted in 2018, in the middle of the website of the International Grant Program 2021.

https://www.toyotafound.or.jp/english/international/2021/data/dialogue_en.pdf
https://www.toyotafound.or.jp/english/international/2021/data/igp_evaluation_report_en.pdf.pdf

7. Others

Q28. Are there any materials available in English on the 2021 International Grant Program?
A28. Yes. You can find them on English website of the International Grant Program 2021
https://www.toyotafound.or.jp/english/international/2021/

Q29. Can we request a program officer of the Toyota Foundation to participate in the events in the granted project?
A29. Yes, please provide information in advance when conducting events. When possible, a Program Officer will participate and observe the activities.

Q30. What kind of expertise and background do the members of the selection committee have?

A30. The committee members consists of experts from a various backgrounds, such as academia, business, and international NGOs. The chair of the selection committee is Prof. Shigeto Sonoda (Institute for Advanced Studies on Asia, The University of Tokyo). Other members of the committee are not disclosed.

Q31. Are there any membership continuity frameworks that would give priority to applicants who have completed a project under "one-year grant (online interaction)" and then submit another application for a conventional (direct) interaction project in the following year?

A31. No. It is not being considered at this time. It is possible to apply for the two-year grant after completing the one-year grant, but the selection process will be the same as for other applicants. The framework for the next year and beyond is yet to be determined.

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