Korean Studies Promotion Service

Seed Program for Korean Studies

Application Guidelines

**January 2022**

Korean Studies Promotion Service (KSPS)

The Academy of Korean Studies

The Ministry of Education

**Comparison of Important Information in the Old and New Guidelines**

|  |  |  |
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| **Section** | **2021** | **2022** |
| 1. Budget | 12 new project(s): KRW 829 million | 12 new project(s): KRW 803 million |
| 2. Funding areas | Comprehensive programs to develop educational environments for:   * Introducing Korean Studies in regions which are new to Korean Studies (Beginning Track) * Advancing the level of Korean Studies in areas where it already has a foothold (Advanced Track) | Same |
| 3. Target Applicants | **Beginning Track:** Project Team at an overseas university that aims to establish a foundational infrastructure for Korean Studies education. The university must have a Central Grant Management Department.  **Advanced Track:** Project Team at an overseas university that demonstrates a willingness to support and foster the advancement of Korean Studies; The university must have a Central Grant Management Department, one or more full-time Korean Studies faculty, and a Korean Studies department or major. | **Same** |
| 4. Size  - Annually per project | **Beginning Track**: Up to KRW 100 mil per year per project  **Advanced Track**: Up to KRW 120 mil per year per project | **Same** |
| 5. Funding Period | Beginning Track: 3 years  Advanced Track: 5 years | Same |
| 6. Project Content | The project must include the required content as listed below and focus on education. Additional detailed content may be added depending on the local circumstances.  *- Required Project Content -*  **Beginning Track**: Fund 2+ scholarship students, add 1+ new lecture course(s), hold 1+ student workshop(s)  **Advanced Track**: Hire 1+ full-time Korean studies faculty, fund 1+ scholarship student(s) for Korean Studies, add 2+ new graduate-level lecture courses, hold 1+ international academic conference (s), create a website for the project | Same |
| 7. Selection Procedure | Preliminary review 🡪 Content review 🡪 Comprehensive review | Same |
| 8. Timeline | Announcement: January  Application submission: March 2-9  Application review: April-May  Project commencement: June | Announcement: January  Application submission: March 2-10  Application review: April-May  Project commencement: June |
| 9. Other (Future Matters) | Interim/Stage Reports Submission  \*Must submit within 10 months of the commencement of the project each year  **Beginning Track**   * Year 1 (Interim) * Year 2 (Interim)   **Advanced Track**   * Year 1 (Interim) * Year 2 (Interim) * Year 3 (Stage) * Year 4 (Interim)   Final Report Submission  \*Within 3 months of the conclusion of the project | Same |

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# I. Purpose of Program

## 1. Purpose of the Program

* To Fund programs at universities outside Korea that lack educational infrastructure for Korean Studies

## 2. Focus of Funding

* Funding educational and academic institutions outside of Korea which are lacking in Korean Studies infrastructure.
* Creating an environment for the development and management of educational and talent fostering programs for Korean Studies
* Expanding funding areas according to the Korean government policy (such as the New Southern Policy and New Northern policy), and increasing funding for other overseas areas as well, where Korean studies is in its early stage (Middle East, Latin America, Africa).

# II. Funding Information

## 1. Funding Budget

* New Projects: KRW 803 million

- Beginning Track: Around 11 projects; up to KRW 100 million per project including Indirect Expenses

- Advanced Track: Around 2 projects; up to KRW 120 million per project including Indirect Expenses

## **2. Funding Process**

* Public contest

## **3. Funding Area**

* **Beginning Track**: Funding for comprehensive educational programs related to the introduction of Korean Studies or to establish a long-term educational environment in regions new to Korean Studies
* **Advanced Track**: Funding for comprehensive educational programs at universities which already have begun Korean Studies programing to help them advance their Korean Studies to a more mature level
* *When applying, you must select only one track (Beginning or Advanced).*

# III. Funding Information by Track

## 1. Beginning and Advanced Track Comparison Overview

|  |  |  |
| --- | --- | --- |
| **Category** | **Beginning Track\*** | **Advanced Track\*** |
| **Funding Target** | A university based outside Korea with a Central Grant Management Department that has an initial Korean Studies infrastructure and would like to establish an education foundation | A university based outside Korea with a Central Grant Management Department that has at least one full-time Korean Studies faculty, and has an undergraduate Korean Studies major or department, and shows a willingness to fund and foster Korean Studies |
| **Funding Period** | 3 years | 5 years |
| **Funding Size** | Up to KRW 100 million per year per project (including Indirect Expenses) | Up to KRW 120 million per year per project (including Indirect Expenses) |
| **Required Project Content** | * Fund 2 or more scholarship students * Offer 1 or more regular Korean Studies lecture courses (Excluding Korean language courses) * Hold 1 or more workshops per year in which that students may participate | * Hire 1 or more Korean Studies full-time faculty * Fund 1 or more scholarship student for Korean Studies * Offer 2 or more regular graduate-level Korean Studies lecture courses (Excluding Korean language courses) * Hold 1 or more international Korean Studies conference * Establish and manage a website, blog, or social media relating to the program |
| **Recommended Content** | * Foster talent (education) * Establish a Korean Studies research institute/center * Establish Korean Studies undergraduate department/major & program * Develop Korean Studies textbooks * Hold academic activities | * Foster talent (education) * Establish a Korean Studies research institute/center * Establish Korean Studies M.A/Ph.D. department/major & program * Develop Korean Studies textbooks * Hold academic activities |
| **Remarks** | * If the Institution provides a matching fund of over 20%, the Institution will receive two (2) bonus points during the review and selection process. * Projects applying from countries in regions such as the New Southern Policy countries, New Northern Policy countries, and those countries weak in Korean Studies (such as the Middle East, Central and South America, and Africa) will receive two (2) bonus points during the review and selection process.   \*See detailed information below (Ⅳ-1). | * If the Institution provides a matching fund of over 20%, the Institution will receive two (2) bonus points during the review and selection process. * Universities with experience carrying out the Beginning Track of the Seed Program will receive two (2) bonus points during the review and selection process if they apply for an Advanced Track Seed Program.   \*See detailed information below (Ⅳ-1). |

## 2. Beginning Track

* **Funding Target:**
  + Universities based outside Korea that have a beginning Korean Studies infrastructure but want to establish the foundations of an educational program
    - Project Director should be a full-time faculty member or a researcher at an accredited university based outside Korea. His or her employment must be guaranteed for the entirety of the project implementation period. In addition, the Institution shall be responsible for the management of the project until all of the obligations are fulfilled (including research outcomes which may be published after the end of the formal research period).
    - See detailed eligibility information below (Ⅳ-1).
* **Funding Period:** 3 years from the commencement of the project
* **Funding Amount:** Up to KRW 100 million per year per project (including Indirect Expenses)
* The requested grant budget must correspond to the prices in the local area where the Institution is based.
* The Requested project grant may be partly readjusted based on the review during the review and selection process.
* The project grants shall be paid in Korean won. Also, grant amount should be the same every year, and within the limits of the fund size indicated above.
* **Project Content**
  + Must establish and carry out an education-focused program to foster Korean Studies talents. Additional programs may be added in consideration of the local circumstances. However, the Project Plan must include the following project content.
    - Required Project Content for Beginning Track
      * 1) Scholarship support, 2) Korean Studies course offerings (Excluding Korean language courses), 3) workshop hosting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Funding Size** | **Project Content** | | |
| **Scholarship** | **Course Offerings** | **Workshop** |
| Beginning Track | Up to KRW 100 million per year per project | Fund 2 or more scholarship students | Offer 1 or more regular Korean Studies lecture courses  ※ Korean language courses cannot be included | Hold 1 or more workshops per year that students are able to participate in |

* + - Recommended content
      * Foster talent (education), establish a Korean Studies research institute/center, establish Korean Studies undergraduate department/major & program, develop Korean Studies textbooks, hold academic activities, etc.
* **Example of a Beginning Track Program:**
  + Offer new of Korean Studies undergraduate courses (history, politics, culture, society, philosophy, etc.)
  + Establish and develop a curriculum for a Korean Studies major/department on the undergraduate or graduate level
  + Establish a Korean Studies research institute
  + Hold a variety of Korean Studies-related events such as a Korean studies conference, Korean Culture Week, essay competition, seminar, etc.
* Programs focusing on Korean language education are not eligible for funding.
  + e.g. opening a Korean language course or establishing a Korean language lab/center
* Scholarship students may be hired as research assistants.
* 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 the results of their activities should be included in the annual report and research outcome report.
* Details on how the scholarship will be supported should be specified in the project proposal (Field trip grant, tuition grant, RA allowance, TA allowance, etc.)
* Recipient of KSPS grant should not receive overlapping support on sub-projects from the Korea Foundation (KF), the Korean Development Institute (KDI), Center for International Affairs (AKS) or Institute for the Translation of Korean Classics(ITKC), etc.

## 3. Advanced Track

* **Funding Target:** Institutions that already have a partial Korean Studies educational infrastructure and demonstrate a willingness to fund and foster the advancement of Korean Studies at their institution
  + Project Director should be a full-time faculty member at an accredited university based outside Korea. Their employment must be guaranteed for the entirety of the project implementation period. In addition, the Institution shall be responsible for management until all of the obligations are fulfilled (including research outcomes which may be published after the end of the formal research period).
  + See detailed eligibility information below (Ⅳ-1).
* **Funding Period:** 5 years from the commencement of the project
* **Funding Amount:** Up to KRW 120 million per year per project (Including Indirect Expenses)
* The requested grant budget must correspond to the prices in the local area where the Institution is based.
* The requested project grant may be partly readjusted based on the review during the review and selection process.
* The project grants shall be paid in Korean won. Also, grant amount should be the same every year, and within the limits of the fund size indicated above.
* **Project Content:**
  + Must establish and carry out an education-focused program to foster Korean Studies talents. Additional programs may be added in consideration of the local circumstances. However, the Project Plan must include the following project content.
    - Required project content for Advanced Track
      * 1) Hire new Korean Studies full-time faculty, 2) fund scholarship students for Korean Studies, 3) create graduate-level Korean Studies lecture courses (Excluding Korean language courses), 4) hold an international conference, 5) establish an online network

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Funding Size** |  | **Project Content** | | |  |
| **Hiring Educators** | **Scholarship** | **Courses** | **International Conference** | **Network Establishment** |
| Advanced Track | Up to KRW 120 million per year per project | Hire 1 or more Korean Studies full-time faculty | Fund 1 or more scholarship student for Korean Studies | Offer 2 or more regular graduate-level Korean Studies lecture courses  ※ Korean language courses cannot be included | Hold 1 or more international Korean Studies conference | Establish and manage a website, blog, or social media relating to the program |

* + - Recommended content
      * Foster talent (education), establish a Korean Studies research institute/center, establish Korean Studies M.A/Ph.D. department/major & program, develop Korean Studies textbooks, hold academic activities, etc.
* **Example of an Advanced Track Program:**
  + Offer new graduate-level (Master’s or Doctoral) Korean Studies courses (history, politics, society, philosophy, etc.)
  + Hire new full-time Korean Studies faculty
  + Fund scholarships for students majoring in Korean Studies
  + Establish a graduate-level Korean Studies department/major and develop its curriculum
  + Establish a Korean Studies research institute
  + Hold a variety of Korean Studies-related events such as an international Korean Studies conference or seminar, etc.
* Programs focusing on Korean language education are not eligible for funding.
  + e.g. opening a Korean language course or establishing a Korean language lab/center
* Scholarship students may be hired as research assistants.
* Scholarships stated above should be related to Korean studies (undergraduate students majoring in Korean studies, or graduate students majoring in East Asian Studies, etc.), and the results of their activities should be included in the annual report and research outcome report.
* Details on how the scholarship will be supported should be specified in the project proposal (Field trip grant, tuition grant, RA allowance, TA allowance, etc.)
* Recipient of KSPS grant should not receive overlapping support on sub-projects from the Korea Foundation (KF), the Korean Development Institute (KDI), Center for International Affairs (AKS) or Institute for the Translation of Korean Classics(ITKC), etc.

# IV. Application Process

## 1. Eligibility

* Target Applicants: Project Team
* Eligibility Criteria for the Institution

|  |  |  |
| --- | --- | --- |
| **Category** | **Track** | **Eligibility** |
| Accredited universities  based outside Korea | Beginning | An accredited university with a Central Grant Management Department |
| Advanced | An accredited university with a Central Grant Management Department, one or more full-time Korean Studies faculty, and an undergraduate Korean Studies major/department |

* Eligibility Criteria for the Project Director

|  |  |  |
| --- | --- | --- |
| **Category** | **Track** | **Eligibility** |
| Project Director | Beginning | Master’s degree-holding full-time faculty member or a researcher at an eligible university |
| Advanced | Doctoral degree-holding full-time faculty member at an eligible university |

* Eligibility Criteria for Collaborative Researchers

|  |  |  |
| --- | --- | --- |
| **Category** | **Eligibility** | |
| Collaborative Researchers | Researchers affiliated with Korean universities | Those holding a doctoral degree who majored in a relevant area |
| Researchers affiliated with non-Korean universities | Those holding at least a master’s degree who majored in a relevant area (Connection between their major and the project that they intend to perform should be clarified.) |

* Inclusion of at least one Korean in the project team as Project Director or Collaborative Researcher is recommended.
* Eligibility Criteria for Experts

|  |  |
| --- | --- |
| **Category** | **Eligibility** |
| Experts  *Points 1-3 should 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 (Connection between their major and the project that they intend to perform should be clarified.) 3. Those able to give lectures in the local language or English |

* + The Project Director (or Institution) may select or invite experts required in carrying out the project, based on a self- and pre-established criteria (ex. project compatibility, expertise, etc.).
* *Matching Fund for the application*
  + - * If universities provide a matching fund over 20%, bonus points (2) will be awarded.
    - A matching fund should be used for substantial project expenditures, except for the following:
      * + Labor expenditure associated with existing faculty members (*Only labor expenses* associated with faculty members who have been newly hired for the project can be spent with the matching fund.)
        + Fees for the use of school facilities such as offices and research labs (Not allowed to be spent with the matching fund.).
        + Other Items that should be spent with/as Indirect Expenses (These items should not be spent with or planned to be spent with the Matching fund.)
* *Bonus points for the application*
* Beginning Track: Projects applying from countries in regions such as the New Southern Policy countries, New Northern Policy countries, and those countries weak in Korean Studies (such as the Middle East, Central and South America, and Africa) will receive two (2) bonus points during the review and selection process.
* New Southern Policy countries: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Vietnam, India
* New Northern Policy countries: Russia, Moldova, Mongolia, Belarus, Armenia, Azerbaijan, Uzbekistan, Ukraine, Georgia, Northeast China (Liaoning, Jilin, and Heilongjiang Provinces), Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan
* Advanced Track: Universities with experience carrying out the Beginning Track of the Seed Program will receive two (2) bonus points.
* Projects with a project director who has received a research excellence award from the Korean Ministry of Education (in the field of Korean Studies) will receive three (3) bonus points. (Applicable only once; must be within 3 years since the receipt of the award.)

## 2. Application Period

* **March 2 (Weds.), 2022, 10:00 AM – March 10 (Thurs.), 2022, 5:00 PM**
  + All based on Korean Standard Time.
  + *Only documents submitted to the KSPS Project Management System during the application period can be accepted. Documents submitted by email after the application period are not acceptable.*

## 3. Application Process

* Online Application
  + Upload to the KSPS Project Management System website:
    - <http://ksps-pms.aks.ac.kr>
  + The application manual will be uploaded to the KSPS Project Management System in February, 2022. Applicants should refer to it before applying.
* Application Instructions
  + **When applying, you must select only one application track (Beginning or Advanced). If you select none or both, the application will not be accepted.**
  + Application must be submitted online in the name of the Project Director.
  + Project Proposal must be submitted in either English or Korean. The Project Summary, however, must be both in Korean and English.
  + Request to Exclude Reviewers (Optional): It is possible to request the exclusion of up to two (2) researchers from consideration as a reviewer if there is concern that they may be biased towards your research and rule unfairly in some specific way.

4. Documents to be Submitted

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Document** | | **Format** | **Submission Method** | **Accepted File Formats** | **Signature Required** |
| Eligibility and Required Document Checklist | | Appendix 2 | System Input +  File Upload | MS Word, HWP, PDF, JPG | Yes  Project Director |
| Application Form Cover Page | | Appendix 3-1 | File Upload | MS Word, HWP, PDF, JPG | Yes  Project Director, Head of the University, and Head of the Central Grant Management Department |
| \*Statement ¹  (Signature of Head of Institution) | | No fixed format | File Upload | PDF, JPG | YES |
| Project Proposal | | Appendix 3-2 | System Input+ File Upload   1. Summary of Research (English, Korean) 2. General Information of the Institution 3. Itemized Budget Request   \*These items must be included in the Project Proposal file itself, but there is a step in the online application system where they must be additionally inputted­­ | MS Word,  HWP  \*PDF document is not allowed. | No |
| Personal Information of Participants | | Appendix 4 | System Input +  File Upload | MS Word, HWP | No |
| Agreement to Project Participation | | Appendix 5 | File Upload | MS Word, HWP, PDF, JPG | Yes  All project participants  (including Experts, excluding Research Assistants) |
| Certificate of the Central Management of Project Grant | | Appendix 6 | File Upload | MS Word, HWP, PDF, JPG | Yes  Head of the University OR Head of the Central Grant Management Department |
| CVs | * Project Director * Collaborative Researchers * Experts | No fixed format  \*See Appendix 7-1 for more details | File Upload | MS Word, HWP, PDF | No |
| Status of Course Offerings of Korean Studies Major and Syllabus for Each Course\*  (Advanced Track only) | | No fixed format  \*See Appendix 7-2 for more details | File Upload  \* All undergraduate, masters, and doctoral courses as of the date of application must be listed | MS Word, HWP | Yes  Dean or Head of the University |
| Certifying Documents for Participating Experts  (If applicable) | | No fixed format  \*See Appendix 7-3 for more details | File Upload | MS Word, HWP, PDF | If applicable |
| Current Status of Participation in Research Projects | | No fixed format  \*See Appendix 8 for more details | System Input | N/A | No |

Please refer to the table above for details on the submission requirements.

* **If you do not follow the specifications listed in this table, the documents will not be accepted.**
* Each of the documents marked “File Upload” should be uploaded as separate files to the KSPS Project Management System.
* The items marked “System Input” should be inputted into the Project Management System’s form.
* Some items, as shown below, require both file upload and system input.
* Please follow the required format as provided in the appendix section.
* Follow the Project Management System’s instructions for upload and input.
* ¹ “Head of University” on the cover page of the proposal should be signed by the President or Vice-President of the applying university. If not, a certificate granting the signer with the authority to apply for the program on behalf of the university should be additionally submitted.

## 5. Submission Process

|  |
| --- |
| **\*Notice for Application\***   * **When applying, you must select only one application track (Beginning or Advanced). If you select none or both, the application will not be accepted.** * During the application period, it is possible to edit or replace the information and project proposal files that have been inputted into the online system. However, after the application deadline, it is not possible to edit or replace the information/files. * Applicants should discuss in advance with the Central Grant Management Department regarding the grant application and management of the grant to ensure adequate administrative support from the institution. The Central Grant Management Department must keep the submitted Project Proposal in custody. |

* *Applications that are submitted without a Project Proposal or do not have a submission number will not be considered in the review and selection process.*

## 6. Restrictions on Applications and Participation

* Within the same program, application or participation is limited to one project per person; this applies to the project director and all project participants.
* An individual may participate simultaneously in three or fewer projects supported by the Ministry of Education (MOE) of the Republic of Korea. However, an individual may serve as project director for only two projects. (In the case of participation in more than one project, overlapping payment of labor expenses is strictly prohibited.)
  + However, the followings are excluded from the restricted projects: 1) projects scheduled to end within six months from the application deadline and 2) certain specially designated projects (as listed in the Korean Application Guidelines).
  + A research project that falls under the Article 6 of the Guidelines for the Management and Operation of Academic Research Support Program for Humanities and Social Sciences is not included in counting the number of projects. It complies with changes in the relevant laws.

|  |
| --- |
| The Guidelines for the management and operation  of academic research support program for humanities and social sciences |
| **Article 6 (Dedication to Academic Activities)**  A researcher may conduct up to three research projects at a time, and for a project director the number shall not exceed two. However, any of the following projects may be excluded from the count:  1. A research project to be completed within six months from the deadline for application or for the submission of a research project execution plan under Article 4 (1);  2. A research project related to a preliminary survey, a research for planning and evaluation, or a test, examination, and analysis;  3. A research project for purposes of adjusting or managing a research project;  4. A research project related to foundation-building programs, financial assistance programs for higher education, programs to develop human resources, and academic activities, the main goal of which is not research and development;  5. Other research projects that have undergone deliberation by the Presidential Advisory Council for Science and Technology, which are excluded from the count for sciences promotion and for other reasons. |

* Persons who are currently under sanctions due to their performance in other research projects funded by the Korean MOE may be excluded from the final selection~~.~~
  + This refers to persons who are currently under sanctions by the government of the Republic of Korea according to the Sciences Promotion Act and the relevant laws.
    - Persons whose subjection to sanctions -restricting participation in research projects, according to relevant laws- are yet to be finally decided as of the date of application deadline can apply for a research project, but when said sanction is decided to be imposed on those persons after the project was selected, the project’s selection will be canceled.
    - Regarding whether a particular type of sanction restricts a person from application and participation, inquiry to KSPS is required in advance.
* If a researcher is confirmed by the affiliated university or the Korean MOE to have engaged in inappropriate sexual behavior, including sexual harassment and sexual assault, and/or the abuse of one’s power, that researcher will be restricted from participating in the “Academic Research Support” programs of the Korean MOE.

**\*Definition of Abuse of Power\***

* “Abuse of power” can be defined as the imposition of unfair demands or treatment by Party A onto Party B, where Party A has a more advantageous socio-economic position than Party B.
  + - This concept is outlined in the “Comprehensive Measures for the Elimination Abuse of Power in the Public Sector.”
    - The general regulations on restricting abuse of power will be established in the “Code of Conduct for Public Officials” (Anti-Corruption and Civil Rights Commission, October 2018)
  + Certain actions defined as illegal or having involved an abuse or excess use of power.
  + Actions defined as legal or within the appropriate use of power can still be considered abuses of power if they invoke a sense of personal humiliation.
* Prior approval must be obtained from the Korean Studies Promotion Service if a minor or a spouse, direct descendant, or direct ascendant of a participating researcher(s) wishes to participate in the project. (Failure to do so may result in the imposition of penalties)

# V. Review and Selection

## 1. Review Process

* *If the project receives less than 70 points in this review, it will not be considered during the Comprehensive Review.*

## 2. Review Stages and Content

* Stage 1: Preliminary Review
  + Administered by the Korean Studies Promotion Service
  + Content: Checks that all the required documents have been submitted, checks for eligibility and overlapping support, etc.
    - If any of the required documents (or signatures) are missing from the application or any of the eligibility requirements are not met, the application will not move on to the Content Review stage.
    - If Indirect Expenses exceed 10% of Direct Expenses, the application will not move on to the Content Review stage. (Labor Expenses should be included in the Direct Expenses)
* Stage 2: Content Review
  + Administered by the Expert Review Team
  + Review Method
    - Online review: Points awarded individually
  + Panel review: Pointed awarded via consensus
  + Content: Evaluation of the potential for Korean Studies leadership, performance capacity, the plans themselves, etc.
  + Review Items and Assigned Scores

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Areas** | | **Items** | | **Content** |
| Evaluation of the Basis for the Project  (50) | | Potential to lead Korean Studies  (25) | | * Does the University have an acclaimed status in terms of history and majors, etc.? * Is there a strong network between the Project Director and local researchers? |
| Performance Capacity  (25) | Eligibility criteria  (15) | * Does the project director have the necessary ability and willingness to carry out the project? (Korean language literacy, influence within the university, ability to manage tasks, etc.) * Do the Collaborative Researchers demonstrate excellent achievements in Korean Studies? * Do the personnel (Beginning and Advanced) or the coursework (Advanced) meet the eligibility requirements? |
| University support (10) | * Does the University demonstrate a high level of willingness to support Korean Studies? (In terms of Provision of financial, spatial, and human resources, the ratio of indirect expenses, etc.) * Is the Central Grant Management Department competent? |
| Evaluation of the Project Content  (50) | | Project plans  (30) | | * Is the project goal realistic and clear? * Do the details of the project plan reflect local conditions? * Is the organizational structure of the Project Team appropriate? * Is the grant management plan appropriate? (Does the budget reflect the local prices of the applicant’s country?) |
| Potential benefits  (20) | | * Is there a high likelihood of achieving the proposed outcomes? * Is the outcome utilization plan appropriate? |
| Bonus Points | Matching fund (2) | | | A matching fund of 20% or more: 2 bonus points |
| Growth Funding (2)  \*Applicable only for the relevant track | | Beginning Track | Universities in the New Southern Policy countries, New Northern Policy countries, Middle East, Central and South America, and Africa regions: 2 bonus points |
| Advanced Track | Universities which have carried out the Beginning Track of the Seed Program for Korean Studies project: 2 bonus points |
| Excellence in Research Award recipient (3) | | | A project director who has received a Research Excellence Award from the Korean Ministry of Education (in the field of Korean Studies): 3 bonus points  (Applicable only once; Must be within 3 years from the receipt of the award.) |
| Total (100\*) | | | | *(\*Up to a maximum 107 points)* |

* *The details of review items and assigned scores may be partially changed.*
* *Applicant teams including individual(s) under sanctions imposed by the Korea Foundation and other public funding organizations may receive disadvantages during the selection review.*
* Stage 3: Comprehensive Review
  + Administered by the Comprehensive Review Committee
  + Review method: Consensus system
  + Content
    - Deliberation of the results of the Preliminary Review and Content Review
    - Finalization of selection and grant allocation

## 3. Finalization of Selection and Signing of Agreement

* Preliminary Selection
  + Preliminarily selected projects will be announced on the KSPS website (<http://ksps.aks.ac.kr>) to prevent overlapping funding or support from other project grant programs.
* Final Selection
  + If there is no objection received during the comment period for the preliminarily selected projects, the KSPS will make a final announcement on the selection of the projects at the KSPS website (<http://ksps.aks.ac.kr>).
* Signing of Agreement
  + The agreement for the project will be signed by four (4) parties: President of the Academy of Korean Studies, Director of the Korean Studies Promotion Service, Head of the University/Institution), and Project Director.
* *The agreement must be drawn up in two languages, Korean and English. If the selected university institution refuses to sign the agreement, the selection will be canceled.*
* *If any of the below listed situations arise, the Institution must report the issue to the Korean Studies Promotion Service (The Project Director must report the situation to the Institution).*
  + If, prior to the conclusion of a research project contract, a minor or a spouse, direct descendant, or direct ascendant of a participating researcher(s) intends to join the project, advanced notice must be given (prior approval is required, and penalties may be imposed if violations occur).
  + If, after the conclusion of a research project contract, there is a change in participating researchers and a minor or a spouse, direct descendant, or direct ascendant of a participating researcher(s) is to join the project, advanced notice must be given (prior approval is required, and penalties may be imposed if violations occur).
  + If, following the conclusion of the project agreement, a researcher is confirmed to have engaged in inappropriate sexual behavior, including sexual harassment and sexual assault, and/or the abuse of one’s power, a report must be made.
* *Selection for a research contract will be canceled if at any time, including after the conclusion of a contract, a researcher(s) is found not to meet any of the application requirements.*

# VI. Grant Payment and Management

## 1. Grant Payment

* Payment Method
  + The grant will be transferred to an account of the University.
* Payment Period
  + The grant will be transferred after the agreement is signed.
  + The grant will be paid on a yearly basis after completion of the annual evaluation.

## 2. Grant Management

* Grant Management Principle
  + The grant must be administered centrally by the University.

|  |
| --- |
| **Central Management of Project Grant**   * “The Central Management of Project Grants” means a management system for project grants in which the University manages and implements the project grants in place of the Project Director. * The University shall manage the project grant with separate accounting, and it must establish internal regulations for effective implementation of the project and transparent management of the project grant. |

* *Based on relevant laws, if necessary, the AKS can collect all or a part of the grant and restrict the eligibility for project grant application for a set period.*

# VII. Future Management of the Project

## 1. Report Submission Period Summary

**Beginning Track**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Report Type** | **Submission Period** | **Remarks** |
| **1** | Interim | Within 10 months of the commencement of Year 1 of the project | Submission & Approval |
| **2** | Interim | Within 10 months of the commencement of Year 2 of the project | Screening |
| **3** | **Final** | Within 3 months of the completion of the project | Evaluation |

**Advanced Track**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Report Type** | **Submission Period** | **Remarks** |
| **1** | Interim | Within 10 months of the commencement of Year 1 of the project | Submission & Approval |
| **2** | Interim | Within 10 months of the commencement of Year 2 of the project | Screening |
| **3** | **Stage** | Within 10 months of the commencement of Year 3 of the project | Evaluation |
| **4** | Interim | Within 10 months of the commencement of Year 4 of the project | Submission & Approval |
| **5** | **Final** | Within 3 months of the completion of the project | Evaluation |

※ Reports must first be reviewed and approved by the Institution before submission.

## 2. Interim Report Submission and Approval

*\*Year 1, Year 4 (Advanced Track Only) \**

* Documents to be Submitted
  + One copy of the Interim Report (in the KSPS prescribed format)
    - If a matching fund promised by the institution was included in the Project proposal, a matching fund expenditure report should also be included
  + One copy of interim research outcomes
* Submission Method
  + Online via the KSPS Project Management System
* Approval of the Interim Report
  + Projects will only receive the next year’s grant after submitting the current year’s Interim Report and having it evaluated and approved by the KSPS.
    - If the Interim Report is not submitted, funding for the research project will be suspended for good and the submission of a Final Report and Research outcomes will be required in accordance with the Guidelines for the Management and Operation of Academic Research Support Program for Humanities and Social Sciences.

## 3. Interim Screening

*\*Year 2\**

* Documents to be submitted

※ Same as the *Submission and approval of the Interim Report.*

* Interim Screening Process
* *\*A Scrutinized Evaluation will only take place if the submitted Interim report receives a low score during the Content Review and is determined to need an additional evaluation. The Comprehensive Review will only take place if the report receives from Scrutinized Evaluation a low score that warrants consideration for immediate project termination.*
* If a Project Team was informed of a decision to terminate funding decision, the team is obligated to submit a final report and research outcomes to KSPS in accordance with the Guidelines for the Management and Operation of Academic Research Support Program for Humanities and Social Sciences*.*
* Interim Screening Items and Measures
  + Screening Items

|  |  |
| --- | --- |
| **Screening Items** | **Screening Content** |
| Achievements made in the current year | Achievement of the research performance goal |
| Adequacy of research methods and content |
| Plan for the next year | Relevance to the current research content |
| Appropriateness of the goal and content of the next year’s research |

* + Interim Screening Result and Follow-up Measures

|  |  |
| --- | --- |
| **Screening Result** | **Follow-up Measures** |
| Pass | Continuance of project |
| FAIL | Scrutinized evaluation |

* Scrutinized Evaluation
  + Evaluation Items and Assigned Scores

|  |  |  |
| --- | --- | --- |
| **Areas** | **Items** | **Content** |
| Achievements made in the current year  (80) | Level of goal achievement  (30) | Were the goals achieved as planned? (20) |
| Are the University’s administrative and financial support, etc., being carried out as planned? (10) |
| Quality of project content (30) | Is the required project content being carried out? (15) |
| Are the research outcomes of a high quality? (15)  - Beginning Track: Lecture topic, workshop content, scholarship student funding, etc.  - Advanced Track: Hiring faculty, scholarship student funding, lecture topic, academic conference content, etc. |
| Grant administration (20) | Is the grant being used appropriately according to the originally planned items? (10) |
| Is collaboration with the Central Grant Management Department regarding the grant going smoothly? (10) |
| Plan for the next year  (20) | Relevance of the Contents of the project (10) | Is the plan for the next year relevant to that of the current year? (5) |
| Have plans been appropriately altered to reflect changes in the research conditions? (5) |
| Appropriateness of the method of the project (10) | Are the methods and procedures to achieve the project goals efficient and appropriate? (10) |
| **Total (100)** | |  |

* *The details of review items and assigned scores may be partially changed.* 
  + Evaluation Result and Follow-up Measures

|  |  |  |
| --- | --- | --- |
| **Evaluation Result** | **Assigned Score** | **Follow-up Measures** |
| PASS | 60 or more points | Continuance of project |
| FAIL | Below 60 points | Discontinuation of support |

## 4. Stage Report Submission

*\*Advanced Track Only\**

* Documents to be Submitted
  + One copy of the Stage Report (in the KSPS prescribed format)
    - If a matching fund promised by the institution was included in the Project proposal, a matching fund expenditure report should also be included
  + Stage 1 research outcomes
* Submission Method
  + Online via the KSPS Project Management System

## 5. Stage Evaluation

*\*Year 3 (Advanced Track Only) \**

* Stage Evaluation Process
* Stage Evaluation Items and Assigned Scores

|  |  |  |
| --- | --- | --- |
| **Areas** | **Items** | **Content** |
| Achievement made in the current stage  (80) | Level of goal achievement  (25) | Were the goals relative to the plan achieved? (20) |
| Is it possible to achieve the planned goals before the end of the current stage? (5) |
| Consideration of reviewers' opinion (10) | Were the previous reviewers' comments and suggestions carefully considered in subsequent project performance? (10) |
| Quality of project content (30) | Is the required project content being properly carried out? (15) |
| Are the research outcomes of high quality? (15)  - Beginning Track: Lecture topic, workshop content, scholarship student funding, etc.  - Advanced Track: Hiring faculty, scholarship student funding, lecture topic, academic conference content, etc. |
| Appropriateness of grant administration (15) | Is the grant being used appropriately according to the originally planned items? (15) |
| Plan for next stage  (20) | Next stage project plan (10) | Is the relevancy between the research content of the current stag and content planned for the next stage high enough? (5) |
| Have plans been appropriately altered to reflect changes in the research conditions? (5) |
| Research outcome utilization plan (10) | Are the plans to maintain and utilize research outcomes realistic and specific enough? (5) |
| Total (100) | |  |

* *The details of review items and allocated points may be partially changed.*
* Stage Evaluation Result and Follow-up Measures

|  |  |  |
| --- | --- | --- |
| **Evaluation Result** | **Assigned Score** | **Follow-up Measures** |
| ADEQUATE | 70 or more points | Proceed to next stage |
| LACKING | 60-69 points | Discontinuation of support¹ |
| FAIL | Below 60 points | Discontinuation of support¹ and Sanctions may be imposed |

* ¹ *In case of “Discontinuation of support”, the submission of a Final Report and Research outcomes will be required in accordance to the Guidelines for the Management and Operation of Academic Research Support Program for Humanities and Social Sciences.*
* *Based on the evaluation result, sanctions may be imposed in accordance with the relevant laws.*

## 6. Final Report Submission

* Documents to be Submitted
  + One copy of the Final Report (in KSPS prescribed format)
  + Grant expenses execution records
  + One copy of each research outcome
* Submission Method
  + Online via the KSPS Project Management System

## 7. Final Evaluation

* Final Evaluation Process
* Final Evaluation Items and Assigned Scores

|  |  |
| --- | --- |
| **Items** | **Content** |
| Level of goal achievements (40) | Were the goals achieved as planned? (30) |
| Were the project implementation process and methods adequate and appropriate? (10) |
| Consideration of reviewers' opinion (10) | Were the previous reviewers' comments and suggestions properly considered? (10) |
| Quality (30) | Was the required project content carried out? (15) |
| Are the research outcomes of high quality? (15) |
| Grant administration (10) | Were the grants managed appropriately? (10) |
| Utilization approaches (10) | Have plans to utilize the research outcomes been made? (10) |
| Total (100) |  |

* *Based on the evaluation result, sanctions may be imposed in accordance with the relevant laws.*
* Final Evaluation Result and Follow-up Measures

|  |  |  |
| --- | --- | --- |
| **Evaluation Result** | **Assigned Score** | **Follow-up Measures** |
| PASS | 60 or more points | Project ends as scheduled |
| FAIL | Below 60 points | Sanctions may be imposed   * Possible restriction on future application and possible recovery of project grant |

## 8. Final Research Outcomes Submission

* Submission Period
  + Within 2 years of the conclusion of the project period
* Documents to be Submitted
  + Electronic files of all research outcomes (articles, books and other materials, etc.) associated with Project Proposal
    - In case of book publications, more than five copies should be submitted to AKS.
    - In case of article publications, a copy of the final articles should be submitted to AKS as electronic files.
* Acknowledgment of the Support on All Research Outcomes
  + Any research outcomes that are published in academic journals or books must include the acknowledgment as follows:

|  |
| --- |
| In Korean:  "이 저서는(논문은) 2022년도 대한민국 교육부와 한국학중앙연구원(한국학진흥사업  단)의 해외한국학 씨앗형 사업의 지원을 받아 수행된 연구임 (AKS-2022-OOO-OOOOOOO)" |
| In English:  "This work was supported by the *Seed Program for Korean Studies* of the Ministry of Education of the Republic of Korea and the Korean Studies Promotion Service at the Academy of Korean Studies (AKS-2022-OOO-OOOOOOO)." |

* *A research result that does not indicate acknowledgment of our support will not be deemed qualified.*
* ***Presenting acknowledgments of support from other projects funded by the Ministry of Education of the Republic of Korea or other funding organizations under the jurisdiction of said Ministry alongside the acknowledgment of KSPS support is not allowed.***
* ***For books, acknowledgment should be indicated in the masthead.***

## 9. Other Matters Concerning the Reports and Research Outcomes

* Ownership, Disclosure and Utilization of Final Reports and Final Research Outcomes
  + In principle, the final report and the final research outcome shall be owned by the Institution which carried out the research project by inheriting the rights to the research outcomes from the relevant researcher(s). However, depending on the research outcome’s format and the amount and fashion of a researcher’s contribution to the outcome, outcome which a given researcher(s) has significantly participated in or contributed to, such as an article or monograph, shall be owned by the researcher(s). When there is a plan to utilize the research outcomes, the outcomes may be jointly owned with the Institution upon mutual agreement.
  + When it is necessary for national security or public good, the final research outcomes can be owned by the government of the Republic of Korea. In this case, the government can assign right to said outcomes to funding organizations or Institutions for the management of the outcomes.
  + In order to facilitate online disclosure, utilization and overall service of the research outcomes, the owner of the research outcomes shall provide an *Agreement on the Online Usage of Research Outcomes*.
* Sanctions and Restrictions in the case of Failure to Submit Final Reports and Final Research Outcomes
  + In the event of failure to fulfill the obligations concerning the final report and final research outcomes, the researcher or university in question will be immediately prohibited from applying for and participating in funded research according to the regulations outlined in the Science Promotion Act (and its Enforcement Ordinance and Enforcement Rules) and the Guidelines for the Management and Operation of Academic Research Support Program for Humanities and Social Sciences, etc.
  + Additionally, upon the deliberation of the Sanctions Review Board, sanctions may be imposed, such as retrieval of the grant, exclusion of the person/Institution from selection as a potential academic funding recipient, financial sanction, and fines, etc.
* If the researcher in question objects to the imposed sanctions, he/she may raise objections to AKS.
* Research Achievement Follow-up System
  + From the progress of project to the period after the submission of the final research outcomes, 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 outcomes (dissertations, books, reports, patents, technology inventions, original materials, and intermediate outputs). They should also send the related research outcomes to the KSPS at the request of the latter.
  + Researcher shall correct and supplement data upon demands of the Korean Studies Promotion Service (KSPS) even after expiry of the project period. Should individuals who performed research be not capable of performing correction and supplementation, KSPS may correct and supplement the data.

|  |
| --- |
| Research outcomes 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 research project (e.g. photo data, sound data, video data, statistical data, etc.). |

# VIII. Others

## 1. Payment of Indirect Expenses

* Indirect Expenses should not exceed 10% of of the “Direct Expenses.”
  + *Labor Expenses should be included in Direct Expenses.*
  + *If a matching fund is provided, the matching fund should be excluded when calculating the ratio for indirect expenses.*
  + *The ratio of indirect expenses should be determined under consultation with the Institution before application.*
  + *The ratio of indirect expenses will be considered in the process of selection as part of the University’s willingness to support Korean Studies.*
  + *Indirect Expenses are included in and provided as part of the total project grant.*
* Throughout the whole project period, the initially agreed rate for Indirect Expenses shall be maintained.

## 2. Other Information

* Incorrect information or inaccurate content given at the time of application can cause a 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 a certain period of time, according to the Act on the Opening of Information of Public Organizations. Nonetheless, other applications' Project Proposal and content of the evaluation are not to be made public.

**INQUIRIES**

**Korean Studies Promotion Service**

**101 Jinhyeon Building, The Academy of Korean Studies**

**323 Haogae-ro, Bundang-gu, Seongnam-si, Gyeonggi-do**

**13455 Republic of Korea**

[**http://ksps.aks.ac.kr**](http://ksps.aks.ac.kr)

* For project-related inquiries, please contact the staff in charge:
  + Ms. Yeawon KIM at [global@aks.ac.kr](mailto:global@aks.ac.kr)
* *Please send all business-related inquiries to the e-mail given above.*
* *If there is no reply within 48 hours (except weekends and public holidays) after your e-mail is sent, please inquire by telephone at 82-(0)31-730-8243 or by fax at 82-(0)31-730-8249.*

# [Appendix 1] Reference for Calculation of Project Budget Items

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Calculation and Execution Criteria** |
| Direct expenses | **Labor Expenses (Experts)** | **If necessary, stay costs or labor expenses may be calculated.**   * In case of experts living in the local region, the application for their labor expenses is allowed, and they should be employed full-time. * If they receive support for expenses, including labor expenses or stay costs, from another institution, overlapping application for these expenses is not allowed. Additional supporting documents should be submitted when labor 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 cannot apply for a research allowance. |
| **Student Labor Expenses and scholarships (Research Assistants Allowances):**  Bachelors, Masters, and PhD students that participate in the project | * Supporting salaries in line with your University’s criteria for salaries. |
| **Research equipment and materials expenses**   1. Cost of purchasing and using various materials, reagents, and parts; expenses of analysis, testing, and computerization. 2. Cost and relevant supplementary expenses for installing, purchasing and renting devices, equipment, supplementary equipment and materials, and research facilities which need to be used for over one month in the relevant academic activities. | * Actual expenses should be calculated, and the cost should be calculated accurately according to the criteria. * Expenses should be calculated, specifying item name, size, etc. * For the cost of purchasing devices or equipment, the necessity and relevance to the project should be explained separately. |
| **Research activity expenses**   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 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 the 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 a 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.** |
| **Allowance for research activities**   * Allowance for paying compensation and encouragement expenses to Project Director and Collaborative Researchers | * **The total amount should be up to KRW 0.4 million per month (a total of 4.8 million per year).** * However, in this case, other research expenses (such as translation fees, writing expenses, honorarium, etc.) cannot be applied. * Experts may not apply for academic activity allowance. |
| Indirect Expenses | **Indirect expenses**   * Common support expenses of the institution necessary for managing the project, etc.   1. Human resource support costs  A. HR support labor expenses  B. Exclusive administrative support labor expenses  C. R&D efficiency performance allowance  2. Research support costs  A. Institute common support expenses  B. Project center or research center operating costs  C. Research department safety management costs  D. Research safety management costs  E. Research ethics activity costs  F. R&D reserve  G. University research activity support costs  3.Achievement utilization support costs  A. Science and culture activity costs  B. Cost of applying for and registering patent rights for intellectual property rights | * To be fixed to within 10% of the direct expenses   (Labor expenses should be included in the direct expenses.) |

# [Appendix 2] Eligibility and Required Document Checklist

All applicants should check the eligibility requirements and required documents according to the checklist below to confirm that the documents have been prepared without omission in accordance with the support conditions. The documents should be submitted in the following order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | | **Content** | **Remarks** | **Done (∨)** |
| Application Track | | Mark “Beginning” or “Advanced” Track on the application form | Required | □ |
| Eligibility | | Project Director and Collaborative Researchers meet eligibility requirements | Required | □ |
| The University has a Central Grant Management Department | Required | □ |
| Project Plan  (Check only one track!) | Beginning Track  □ | Fund 2 or more scholarship students | Required | □ |
| Offer 1 or more regular Korean Studies lecture courses | Required | □ |
| Hold 1 or more workshops per year that students may participate in | Required | □ |
| Advanced Track  □ | Hire 1 or more Korean Studies full-time faculty | Required | □ |
| Fund 1 or more scholarship student | Required | □ |
| Offer 2 or more regular graduate-level Korean Studies lecture courses | Required | □ |
| Hold 1 or more international Korean Studies conference | Required | □ |
| Establish and manage a website, blog, or social media relating to the program | Required | □ |
| Review of Budget Plan | | Matching fund  (2 bonus points) | Universities which provide a matching fund of 20% or more of the requested project grant will be given 2 bonus points.  **Items not allowed for using the Matching Fund**   1. Labor expenditure associated with existing faculty members (*Only labor expenses associated with faculty members who have been newly hired for the project can be spent with the matching fund.)* 2. Fees for the use of school facilities such as offices and research labs. 3. Other Items that should be spent with/as Indirect expenses (These items should not be spent with or planned to be spent with the Matching fund.) | ( )%  \* only if applicable |
| Indirect expenses  (within 10% of the Direct Expenses) | Required | ( )% |
| Required  Documents  \*See ‘Documents to be Submitted’ in the Application Guideline for detailed information. | | Application Form Cover Page | \*Signatures of the 1) Project Director, 2) Head of the University, and 3) Head of Central Grant Management Department must be included. Proposal without the signatures will not be accepted. | □ |
| Project Proposal | - | □ |
| Personal Information of Participants | - | □ |
| CVs of Project Director, Collaborative Researchers (Project Director, Collaborative Researchers, Experts) | - | □ |
| Agreement to Project Participation  (including Experts) | The document without signatures will not be accepted | □ |
| Certificate of the Central Management of Project Grant | \*Signatures of the 1) Project Director, and 2) Head of Central Grant Management must be included | □ |
| Status of Course Offerings of Korean Studies Major and Syllabus for Each Course | \* Advanced Track only | □ |
| Certifying Documents for Participating Experts | Only if applicable  (lecture syllabus, information of class, etc.) | □ |
| Current Status of Participation in Research Project | Enter online only  File submission not necessary | □ |
| Others  (Bonus Point) | | Universities in the New Southern Policy countries, New Northern Policy countries, the Middle East, Central and South America, and Africa | \* Beginning Track only | □ |
| Universities with experience carrying out a Beginning Track Seed Program | \*Advanced Track only |
| Excellence in research award recipient | \*Only if applicable | □ |

* *The above checklist should be both entered online and submitted in MS Word (.doc) format.*

I submit the application documents as above, and I pledge that I will be responsible for any disadvantages resulting from false statements of research achievements, insufficient submission of documents, et cetera.

Project Director

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# [Appendix 3-1] Application Form Cover Page

2021 Seed Program for Korean Studies

**Project Proposal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Application Track** | **Beginning Track** □ | | **Advanced Track** □ | | |
| **Project Name** |  | | | | |
| **No. of Participants** | *(including Project Director)* | | | | |
| **No. of Assistants** |  | | | | |
| **University** | Name |  | | Country |  |
| Address |  | | Website |  |
| Head of University | Name:  Position:  ***Signature:*** | | E-mail |  |
| Phone |  |
| Head of Central Grant Management | Name:  Affiliation and Position:  ***Signature:*** | | E-mail |  |
| Phone |  |
| **Project Director** | Name | ***Signature:*** | | Affiliation and Position |  |
| Major |  | | E-mail |  |
| Phone |  | | Fax |  |
| **Amount of**  **Grant Requested** | Year 1 |  | | | |
| Year 2 |  | | | |
| Year 3 |  | | | |
| Year 4 | *(Advanced Track only)* | | | |
| Year 5 | *(Advanced Track only)* | | | |
| **Total** | **KRW** | | | |

* When applying, you must select only one application track (Beginning or Advanced). If you select none or both, the application will not be accepted.
* Content displayed in green is for *example only* and should be deleted prior to application submission.
* The application should be written in either Korean or English. However, the Project Summary should be written in both Korean and English.
* Please be sure to provide signatures of 1) the Project Director, 2) the Head of the University and 3) the Head of the Central Grant Management Department at the University on the above form. Research proposals without the signatures will not be accepted.
* “Head of University” on the cover page of the proposal should be signed by the President or Vice-President of the applying university. If not, a certificate granting the signer with the authority to apply for the program on behalf of the university should be additionally submitted.

# [Appendix 3-2] Project Proposal

|  |  |
| --- | --- |
| **연 구 요 약 문 (국문)** | |
| **기관명** |  |
| **과제명** |  |
| 1. 연구목표 | |
| 2. 기대효과 | |
| 3. 연구 내용 | |
| 4. 키워드   * 연구요약문은 국문과 영문 모두 작성하며 온라인 입력 병행(각 1페이지 내외) | |

|  |  |
| --- | --- |
| **Project Summary (English)** | |
| **Institution Name** |  |
| **Project Name** |  |
| * Project Objectives | |
| * Expected Effects | |
| * Contents of Project | |
| * Keywords * Summary of Project shall be written both in English and Korean. In addition, it should be entered on the online application page the same as above. | |

|  |
| --- |
| **\*Application Information\***   * The Project Proposal should be drawn up so as not to exceed 20 pages and to include content as below except the attachments. If not, disadvantages may arise in the process of the selection evaluation. * Applicants should provide an intellectual justification for the project.   Ex) If an applicant includes proposing a conference, he/she should identify the issues to be addressed and presenters, explain their importance. |

**I. University (or Institution) Overview**

**- Overview of University’s East Asian Studies –**

**(As of: March 2021)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information** | **Description** | | | | | | | | | | **Remarks** |
| Establishment year | | | |  | | Tuition fee  (Undergraduate/  per semester) | |  | |  |
| No. of students | Undergraduate | | |  | | No. of professors | |  | |  |
| Graduate | | |  | |
| Academic term  (Spring semester) | | | | - | | Academic term  (Fall semester) | | - | |  |
| **Information on East Asian Studies** | **Category** | | | | | **Description** | | | | | **Remarks** |
| **Korean Studies** | | **Chinese Studies** | | **Japanese Studies** |
| No. of teaching staff | | Full-time professors | Korean studies | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people | No. of professors who teach or research Korea |
| Korea- related | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people | No. of professors who belong to other departments yet teach or research Korea-related themes |
| Full-time lecturers (instructors) | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people | No. of instructors hired to give Korean studies lectures |
| No. of students | | No. of doctorate students | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people |  |
| No. of master’s students | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people |  |
| No. of undergraduates | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people |  |
| No. of courses | | Doctorate courses | | | \_\_\_ courses | | \_\_\_ courses | | \_\_\_ courses | Specify only the number of courses that belong to the Major.  (Indicate 0 if there is no Korean Studies Major) |
| Master’s courses | | | \_\_\_ courses | | \_\_\_ courses | | \_\_\_ courses |
| Undergraduate courses | | | \_\_\_ courses | | \_\_\_ courses | | \_\_\_ courses |
| Others | | | \_\_\_ courses | | \_\_\_ courses | | \_\_\_ courses | Classes (lectures on liberal arts, etc.) other than major courses related to Korean, Chinese, or Japanese themes. |
| Research institute | | Establishment | | | Yes / No | | Yes / No | | Yes / No | Information on Korean Studies Institute   1. Institute Name: 2. Director    * Name:    * Affiliation and Position:  * Specialty: |
| Establishment year | | |  | |  | |  | In case an Institute is yet to be established, the planned date for the establishment should be inserted. |
| No. of staff | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people | Including researchers and administrative staffers. |
| Status of books kept at the library | | No. of books kept | | | \_\_\_ books | | \_\_\_ books | | \_\_\_ books | Books that can be categorized as belonging to multiple fiends can be included as long as they are related to east Asian studies. |

* *This overview should contain information as of the date of the Project Proposal submission.*
* *This overview shall also be entered on the online application page.*

1. Status of Korean studies in the country (region) where the applicant institution is located
   1. University status, community network and exchange activities

1. Achievements of Korean studies-related activities
   1. History and status of Korean studies-related activities, prior results and accomplishments, issues, and problems
2. Korean studies-related infrastructure
   1. Teaching staff (Advanced Track only) and courses in the field of Korean studies *(Should be specified by both Beginning and Advanced Tracks applicants)*
   2. Any Korean Studies-related majors or departments established at the University *(Should be specified by Advanced Track applicants only)*
   3. Overall Financial status for Korean studies-related programs, attracted funds and support
   4. Status of Korean studies research center, research/education facilities (spaces) and equipment
3. The university’s method of project grant management

**II. Project Implementation Plan**

1. Project objectives and necessity
   1. Describe overall project objectives, and yearly project objectives to achieve them.
2. Detailed project plan
   1. Expected outcomes of project

* *Use relevant format (Beginning or Advanced track) as shown below.*

*Beginning Track Format:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Goals** | **Details** | **Year to Be Completed** |
| Scholarship | 2 | e.g. R.A. for One master’s course  Field Trip Scholarship for a B.A. Student  \*Provide specific details on how the scholarship will be supported when submitting the research proposal (Field trip grant, tuition grant, RA allowance, TA allowance, etc.) | 2021, 2022, 2023 |
| New lectures | 3 | Modern Korean history, Korean Literature, Korean Society | 2021, 2022, 2023 |
| Workshop | 3 | Student Workshop for Modern Korean history | 2021, 2022, 2023 |
| Conferences | 2 | International Conference of Korean Studies | 2021, 2022 |
| Hire full-time faculty | 1 | One full time faculty in Korean history | 2024 |
| Seminars | 3 | Korean history Seminars | 2021, 2022, 2023 |
| Journal article publication | 2 | Research papers about Korean history will be published | 2021, 2022 |
| Research center establishment | 1 | Korean Studies research center | 2021 |
| Book publication | 2 | Korean Studies textbook, Korean Literature | 2022 |
| Homepage | 1 | Seed Program website | 2024 |

*Advanced Track Format:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Goals** | **Details** | **Year to Be Completed** |
| Hire full-time faculty | 1 | e.g. One full-time faculty in Korean history | 2024 |
| Scholarship | 2 | R.A. for One master’s course  Field Trip Scholarship for a B.A. Student  \*Provide specific details on how the scholarship will be supported when submitting the research proposal (Field trip grant, tuition grant, RA allowance, TA allowance, etc.) | 2021, 2022, 2023 |
| New lectures | 3 | Modern Korean history, Korean Literature, Korean Society | 2021, 2022, 2023 |
| Conferences | 2 | International Conference of Korean Studies | 2021, 2022 |
| Homepage | 1 | Seed Program website | 2024 |
| Seminars | 3 | Korean history Seminars | 2021, 2022, 2023 |
| Journal article publication | 2 | Research papers about Korean history will be published | 2021, 2022 |
| Research center establishment | 1 | Korean Studies research center | 2021 |
| Book publication | 2 | Korean Studies textbook, Korean Literature | 2022 |
| Workshop | 3 | Student Workshop for Modern Korean history | 2021, 2022, 2023 |

* 1. Detailed project plan by year (schedule)
     1. Timetable should be created in sequential order on a yearly basis

|  |  |  |
| --- | --- | --- |
| **Period** | **Plan** | **Remarks** |
| … |  |  |
| … |  |  |

* 1. Detailed descriptions of each participant’s role
     1. Adequacy of the project team’s design(composition); specific roles and tasks of individual participants; participants’ respective fashion of participation

1. Plan for the operation of Korean studies programs after the completion of the project
   1. Anticipated benefits
   2. Focus your description on the vision (or plans) of continuing your endeavors to promote Korean studies and education after the completion of the AKS support.

**III. Others**

1. University support plan
   1. Cost-sharing plan if there is another financial source besides the KSPS grant
2. Other information (ex. references)

**IV. Itemized Budget Request**

**1. Itemized Budget Request (For Each Year 1-3 or 1-5)**

**Year No. \_\_\_**

(Currency: , Exchange rate: )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Content** | **Budget Amount** | **Basis of Budget Calculation** | | **Comments** |
| **Direct Expenses** | Labor Expense: Expert |  | ＊ (monthly salary) x months x persons = yearly salary | |  |
| Labor Expense: Research Assistants |  | - ＊ [Undergraduate Course] (monthly salary) x months x persons = yearly salary  ＊ [Master Course] (monthly salary) x months x persons = yearly salary | |  |
| Research Equipment, Materials |  | ＊ [item] budget x quantity = total  - justification   * For the cost of purchasing devices or equipment, the necessity and relevance to the project should be explained separately | |  |
|  | Lecture | ＊[Title] (monthly salary) x months x persons = yearly salary  ＊ materials for lecture |  |
|  | Scholarship | ＊ [master scholarship] (amount) x semester x persons = yearly scholarship |  |
|  | Workshop |  |  |
|  | Seminar |  |  |
|  | Meeting |  |  |
|  | Travel Expenses |  |  |
|  | Publication |  |  |
|  | Other |  |  |
| Research Activity Costs |  |  | |  |
| Research Allowance |  | ＊ [Director](monthly allowance) x months = yearly allowance  ＊ [Co-researcher A](monthly allowance) x months = yearly allowance | |  |
| (Subtotal) | | ≒ KRW | | |  |
| **Indirect Expenses** | Indirect Expenses |  | ＊ % of the amount of Direct Expenses  (Labor Expenses should be included in Direct Expenses.) | |  |
| (Subtotal) | | ≒ KRW | | |  |
| Total | | ≒ KRW | | |  |

* Please only use the given format above and refer to the [Appendix 1] Reference for Calculation of Project Budget Items. (For an example, please refer to [Appendix 9])
* [Basis of Budget Calculation] should be explained in detail (refer to above formats)
* Each year’s Itemized Budget Request should be drawn up for each year in separate tables, and the requested amount of each year should not exceed the maximum grant amount (Beginning track: KRW 100 million, Advanced track: KRW 120 million).
* The budget should be planned **in the local currency**, but the total amount should be expressed concurrently in Korean won (also specify the applicable exchange rate).
* **Itemized Budget Request shall be entered on the online application page as the same above.**
* Indirect Expenses should be calculated within 10% of Direct expenses. (Labor expenses should be included in the direct expenses).
* If a matching fund is promised by the institution, a separate matching fund support plan must be submitted.

**2. Budget Justification**

* Explain the need for each item in the Labor Expenses & Direct Expenses listed above.
* The budget justification should be addressed in detail providing specific examples such as the local market price and sample salary in the country.

**3. Matching Fund Support Plan (For Each Year 1-3 or 1-5) (if applicable)**

**Year No. \_\_\_**

(Currency: , Exchange rate: )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Content** | **Budget Amount** | **Basis of Budget Calculation** | **Ratio** |
| **Labor Expenses** | Expert |  |  | % |
| Research Assistants |  |  | % |
|  |  |  | % |
| (Subtotal) | |  |  | % |
| **Direct Expenses** | Research  Equipment  Materials |  |  | % |
| Project  Activity  Costs |  |  | % |
|  |  |  | % |
|  |  |  | % |
| (Subtotal) | |  |  | % |
| **Total** | |  | **≒ KRW** | **%** |

* A matching fund should be divided into Labor Expenses and Direct Expenses.
* A matching fund should be used for substantial project expenditures, except for the following:
  + Labor expenditure associated with existing faculty members
    - *Only labor expenses associated with faculty members who have been newly hired for the project can be spent with the matching fund.*
  + Fees for the use of school facilities such as offices and research labs.
  + Other Items that should be spent with/as Indirect expenses (These items should not be spent with or planned to be spent with the Matching fund.)
* Matching fund support plan should **be drawn up for each year** in separate tables, i.e., Year 1 through Year 5, indicating the ratio of matching funds to total requested project expenses for each year.

# [Appendix 4] Personal Information of Participants

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Name** | **Date of Birth**  **(YYYY/MM/DD)** | **Affiliation & Position**  **(or degree course)** | **Major** | **Most Recent Degree** | **Contact**  **(email/phone)** |
| Director |  |  |  |  |  |  |
| Collaborative Researchers |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Experts |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Assistants |  |  | *cf) current affiliation & degree* |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* *Personal information of participants shall be written above and also entered on the online application page the same as above.*

# [Appendix 5] Agreement to Project Participation

|  |
| --- |
| * Each project participant (except assistants) is required to fill out either the agreement form for foreign researchers or that for Korean researchers. * The agreement form differs depending on whether the participant has a resident registration number in the Republic of Korea (considered Korean researchers) or not (considered foreign researchers). |

**연구 참여 동의서(한국 내 대학 소속 연구자용)**

본인은 한국학중앙연구원 한국학진흥사업단이 지원하는 해외한국학씨앗형사업에 참여함을 확인합니다. 본인은 협약서와 관련규정을 준수하여 연구를 진행할 것입니다.

본인은 한국학중앙연구원 한국학진흥사업단에 제출하는 연구지원사업 관련 계획서 및 보고서 등 심사·평가와 관련된 모든 서류를 확인하였습니다. 또한, 한국학중앙연구원 한국학진흥사업단이 본인의 학력, 경력, 연구업적 등에 관한 정보를 활용할 필요가 있다는 것을 이해하고 있으며, 이를 위해 「개인정보 보호법」 등에 의해 보호되고 있는 본인에 관한 각종 정보자료를 동법 제18조의 규정 등에 따라 한국학중앙연구원에 제공하는데 동의합니다.

|  |
| --- |
| **< 개인정보 제공 및 활용 관련 주요 고지 사항 >**  ○ 개인정보 수집·이용의 목적: 심사·평가 및 성과 추적  ○ 수집하려는 개인정보의 항목: 인적사항, 학력, 경력, 연구업적 등(한국연구업적 통합정보(KRI) 포함)  ○ 개인정보의 보유 및 이용 기간: 연구계획서를 접수하는 시점부터 성과 추적이 완료되는 시점까지  ○ 연구자는 개인정보 제공 및 활용에 대한 동의서의 제출을 거부할 권리가 있지만, 동의서를 제출하지 않을 경우에는 사업단의 연구사업에 신청할 수 없다는 점을 유념하기 바람 |

또한, 본인이 서명날인한 동의서의 복사본은 심사·평가에 필요한 다양한 자료 수집의 편의를 위해서 원본과 동일하게 유효하다는 것을 인정합니다.

2022년 월 일

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 구 분 | 성 명 | 생년월일 | 소속 및 직위 | 서 명 |
| 연구책임자 | OOO |  |  |  |
| 공동연구원 | OOO |  |  |  |
| 전문가 | OOO |  |  |  |
|  |  |  |  |  |

**\* 서명 날인한 동의서만 접수함.**

**한국학중앙연구원 한국학진흥사업단장 귀하**

**Agreement to Project Participation**

**(For Researchers Affiliated with Foreign Institutions)**

* I hereby certify that I will participate in the project for the Seed Program for Korean Studies, which is to be supported by the Korean Studies Promotion Service (KSPS) at the Academy of Korean Studies (AKS). I will carry out the research while complying with the agreement and all related regulations.
* I have examined and am aware of all the contents of all necessary documents relating to review and evaluation, such as the proposal and reports submitted to the KSPS for the research funding project. Additionally, I understand that the AKS (KSPS) needs to use the information about my education, career, research achievements and so forth, and, to that end, I hereby agree to provide my personal information to the 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 the spirit of facilitating and cooperating with efficient gathering of diverse data required for review and evaluation.

Date of Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Name** | **Date of Birth**  **(YYYY/MM/DD)** | **Affiliation and Position** | **Signature** |
| Project Director |  |  |  |  |
| Collaborative Researcher |  |  |  |  |
| Expert |  |  |  |  |
| … |  |  |  |  |

\* The document without signatures will not be accepted.

**- To be submitted to the Director of the Korean Studies Promotion Service, AKS -**

# [Appendix 6] Certificate of the Central Management of Project Grant

|  |  |
| --- | --- |
| **University:** |  |
| **Project Title:** |  |
| **Project Director:** |  |

**Items to be confirmed:**

|  |
| --- |
| **Central Management of Project Grant**   1. “The Central Management of Project Grants” means a management system for project grants in which the University manages and implements the project grants in place of the Project Director. 2. The University shall manage the project grants with separate accounting and must establish internal regulations for effective implementation of the project and transparent management of the project grant. 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 University shall promptly inform of the change to AKS, KSPS. 4. The University should comply with KSPS’s request for the submittal of materials related to research expense account settlement including receipt copies. 5. The University must confirm the Project Director and Collaborative Researchers’ affiliation, position, and employment status. |

This university, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certifies that the project grant for the Seed Program for Korean Studies will be centrally managed as mentioned above.

Date of Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of the Institution**

(or Representative of Central Grant Management Department)

|  |  |
| --- | --- |
| Name: |  |
| Affiliation and Position: |  |
| Contact (Email/Phone): |  |
| Signature: |  |

- Submitted to the Director of the Korean Studies Promotion Service, AKS -

* **Attachment (see next page): Account Information**

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

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

|  |  |
| --- | --- |
| PROJECT TITLE |  |
| PROJECT DIRECTOR |  |
| UNIVERSITY |  |
| COUNTRY |  |
| NAME ON ACCOUNT |  |
| BANK NAME |  |
| BANK BRANCH |  |
| BANK ADDRESS |  |
| ACCOUNT NUMBER |  |
| IBAN |  |
| ROUTING NUMBER |  |
| SWIFT  NUMBER |  |
| UNIT OF CURRENCY  (KRW, USD…) | *\* Enter the unit of currency in which the grant funds can be received* |
| REMARKS |  |

* Account information should be provided in capitalized Roman letters.

# [Appendix 7-1] Additional Document Submission Guidelines: Curriculum Vitae (CV)

**Curriculum Vitae (CV)**

* CVs of the Project Director, Collaborative Researchers, and Experts must all be submitted.
* No fixed format
  + Should not exceed 10 pages in length.
* Must include:
  + The participant’s name in full, major, organization and position, e-mail or phone number, schools attended, career and representative achievements
* Should be submitted as a separate file for each research participant.
  + The file name should be named: “ParticipationType\_Name\_CV”
    - e.g. Project Director\_ HongGil-dong\_CV

# [Appendix 7-2] Additional Document Submission Guidelines: Korean Studies Major Subjects and Syllabus

|  |
| --- |
| * **Advanced Track only, Beginning Track applicants do not need to submit this file.** * Please attach the status of the subjects and the syllabus for each subject (No fixed format) in a way that includes the following content. |

**Course Offerings *(Sample)***

Bachelor’s, Spring 2022 (2022.3.1.- 2022.6.30.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course ID** | **Title** | **Credit Hours** | **Instructor** | **Meeting Time** | **Building/Room** | **No. of Students** |
| ABC 001 | Korean Culture | 3 | OOO | Mon., Wed., 12:00-13:00 | Main Building 001 | 30 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Syllabus *(Sample)***

**Course**

|  |  |  |
| --- | --- | --- |
| Course Name | Korean Culture | Language |
| Semester | Spring 2022 (2022.3.1.-2022.6.30.) |
| Course ID | ABC 001 | Kor, Eng |
| Credits | 3 |

**Instructor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Department | Major | Office Number | E-mail |
| Jane Doe | Korean Studies Department | Anthropology | 123-4567 |  |

**Course Description & Objective**

|  |
| --- |
| Course Description |
| *Course description…* |
| Course Objective |
| *Course objective…* |

**Main Textbooks & References**

|  |
| --- |
| Textbook |
| *Textbook list…* |
| Reference |
| *Reference list…* |

**Other**

|  |
| --- |
| Other |
| *Other relevant information…* |

**\*Dean of a department (or Head of University) Name: \_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_**

# [Appendix 7-3] Additional Document Submission Guidelines: Certifying Documents for Participating Experts

* If you are inviting an expert (i.e. someone not affiliated with the University) to participate in the project in any capacity, **you must provide evidence** that this person has officially agreed to participate.
  + If an expert is not participating in your project, you do not need to submit these documents.
* Please provide as much documentary proof as possible to show the expert will indeed participate.
* Some suggested documents to submit include:
  + Acceptance letter for visiting lecturer written by the University
  + Syllabus of the course the expert will be teaching
  + Confirmation letter that the opening of the lecture is approved by the University
* Files should be in the form of an MS Word, HWP, PDF, or JPG file
* Upload the files to the KSPS Project Management System under the area for “Others.”

# [Appendix 8] Current Status of Participation in Research Project

|  |
| --- |
| * “Current Status of Participation in Research Project” should be input on the online application page. Please draw it up in advance with the reference below and enter them at the time of the online application. The manual for the online application (full version) will be uploaded on KSPS Project Management System in early February. |

**Current Status of Participation in Research Project**

🡪 All projects in which the researchers are currently involved at the time of the proposal submission deadline must be included. (Completed projects should NOT be included.)

~~🡪~~ If the current project has a research period which is December 31, 2021, or earlier, and ends December 31, 2022, or earlier, then it does not need to be listed. (However, if the project both starts and ends in 2022, it must be listed.)

🡪 For the ‘**Role**,’ the roles of researchers in the on-going research projects (Project Director, Collaborative Researcher, Post-doc Research Fellow, and so on) should be entered.

🡪 For ‘**Supporting Organization**’ include every public and private organization that provides supports (for example, National Research Foundation of Korea, Korea Foundation, Academy of Korean Studies, KSPS, and so on).

🡪 **If the information is found to be false, there may be disadvantages during the selection review, and the selection of the project may be canceled.**

# [Appendix 9] Overview of Previously Funded KSPS Projects

(As of January 2022)

**Seed Program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **By Region** | | | **By Country** | |  |
| **Region** | | **No. of**  **Projects** | **Country** | **No. of Projects** |
| North America  (2) | | 9  (9) | USA | 8(8) | University of California at Irvine, The Korea Society, University of Connecticut, City University of New York, University of California at Riverside, Central Washington University, William Paterson University, Pennsylvania State University |
| Canada | 1(1) | Univ. of Prince Edward Island |
| South America  (6) | | 9  (14) | Argentina | 2(4) | National University of La Plata (2), Del Salvador Univ. (2) |
| Chile | 3(5) | Pontifical Catholic Univ. of Chile, Univ. of Santiago Chile (2), Universidad Central (2) |
| Costa Rica | 1(2) | University of Costa Rica (2) |
| Peru | 1(1) | Ricardo Palma University |
| Paraguay | 1(1) | Instituto Superior de Educación Dr. Raúl Peña |
| Mexico | 1(1) | AUTONOMOUS UNIVERSITY OF NAYARIT |
| Europe  (20) | | 35  (43) | UK | 3(3) | University of Cambridge, Coventry University, University of Edinburg |
| France | 3(3) | Ecole Normale Superieure de Lyon, University of Nantes, Asia Centre |
| Spain | 5(6) | University of Complutense Madrid, University of Salamanca, Autonomous University of Madrid, University of Malaga(2), Universidad Complutense de Madrid |
| Belgium | 1(1) | Catholic University of Leuven |
| Denmark | 2(2) | Nordic Institute of Asian Studies, University of Copenhagen |
| Hungary | 1(1) | Eotvos Lorand University |
| Bulgaria | 2(2) | Sofia University (2) |
| Slovenia | 1(2) | University of Ljubljana (2) |
| Rumania | 4(5) | University of Bucharest, Babes-bolyai University, Universitatea 'al.i.Cuza' Iasi (2), University of Bucharest |
| Macedonia | 1(1) | Ss. Cyriland Methodius University |
| Slovakia | 1(2) | Comenius University in Slovakia (2) |
| Italy | 3(3) | Sapienza University of Rome, Ca Foscari University of Venice, University of Bologna |
| Finland | 1(1) | University of Turku |
| Latvia | 1(2) | University of Latvia (2) |
| Germany | 2(3) | Johann Wolfgang Goethe University (2), University of Heidelberg |
| Poland | 1(1) | University of Warsaw |
| Russia | 1(1) | Kazan Federal University |
| Czech Republic | 1(1) | Palacky University in Olomouc |
| Croatia | 1(2) | University of Split(2) |
| Georgia | 1(1) | Ilia State University |
| Africa  (5) | | 5  (8) | Kenya | 1(3) | University of Nairobi (3) |
| Egypt | 1(1) | Ain Shams University |
| Cote D'Ivoire | 1(2) | Universite Felix Houphouet-Boigny (2) |
| South Africa | 1(1) | University of Stellenbosch |
| Tanzania | 1(1) | University of Dar es Salaam |
| Oceania (2) | | 4  (5) | Australia | 3(4) | University of Queensland, University of South Australia (2), The University of Melbourne |
| Fiji | 1(1) | University of South Pacific |
| Middle East  (2) | | 2  (2) | Israel | 1(1) | Hebrew Univ. of Jerusalem |
| Azerbaijan | 1(1) | Azerbaijan University of Languages |
| Asia (21) | | 57  (72) | India | 2(5) | Jawaharlal Nehru University (4), Jamia Millia Islamia |
| Turkey | 3(4) | Ankara University, Erciyes University (2), Istanbul University |
| Sri Lanka | 1(2) | University of Kelaniya (2) |
| Philippines | 3(6) | Ateneo de Manila University (3), University of the Philippines (2), University of Asia and the Pacific |
| Indonesia | 2(2) | Maranatha Christian University, Universitas Pendidikan Indonesia |
| Cambodia | 1(1) | Royal University of Phnom Penh |
| Vietnam | 4(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 |
| East Timor | 1(1) | Universidade Nacional Timor Lorosa’e |
| Laos | 1(4) | Souphanouvong University(4) |
| Thailand | 3(3) | Kasetsart University, Chulalongkorn University, Burapha University |
| Malaysia | 2(2) | University of Malaya, University Malaysia Sabah |
| China | 16(18) | Shanghai International University of Foreign Studies, Peking University, Dalian University of Foreign Languages, Fudan University, Weifang University (3), Henan Polytechnic University, East China Normal University, Shandong University, Central China Normal University, Zhuhai College of Jilin University, Hebei University, Nanchang University, Zhejiang Yuexiu University of Foreign Languages, Jilin Normal University, Yan'an University, Wanfang University. |
| Japan | 2(2) | Hiroshima City University, Tohoku University |
| Uzbekistan | 3(4) | Tashkent State Pedagogical University named after Nizami, Tashkent State Institute of Oriental Studies (2), Republican research Centre for development of innovative methods in teaching foreign languages under the Uzbekistan State world Languages University |
| Kazakhstan | 3(3) | Kazakh Ablai Khan University of International Relations and World Languages, Al-Farabi Kazakh National University, Nazarbayev University |
| Qatar | 1(1) | Qatar University |
| Kyrgyzstan | 1(1) | Korean Institute of Central Asia |
| Myanmar | 1(1) | Yangon University of Economics |
| Mongol | 1(1) | Ulaanbaatar University |
| Taiwan | 2(3) | National University of Kaohsiung (2), National Taiwan Normal University |
| Korea | 4(4) | Seoul University, Silla University, Kyung-hee University, Hankuk University of Foreign Studies \*2009-2010 started |
| **Total(58)** | **121(153)** | | **58 Countries** | **121(153)** | **\* 58 Countries, 121 Institutions, 153 Projects have been funded.** |

# [Appendix 10] Sample Itemized Budget Request

Year 1

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | | **Content** | **Budget Amount** | **Basis of Budget Calculation** | **Comments** |
| **Direct Expenses** | | Labor Expenses:  Expert | 0$ | **- expert 1per x 0$ x 12month**  ․experts: Experts dispatched by the KF to be used as experts  ․Payroll is not earmarked.  ․Living expenses: KF  ․Residence: Supported by the university. 300$ x 12months = 3,600$ | KF visiting prof |
| Labor Expenses:  Research Assistants | 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. |  |
| Research Equipment, 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$**  ≒ 11,960,000 KRW  ․The current university computer network is too slow to support research. In particular, it can hardly support a digital library of Korean studies and online lecture services. | Online lecture |
| Research Activity Costs | 14,728$ | **- 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 experts  **- -expenses related to development of book 2,200$**  ․Expenses for the development of education materials by those participating in the research, excluding the lead researcher, associate researchers, and experts  **- journal publication/newsletter 2,000$**  **≒ 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 collaborative researchers 3per x 300$**  **x 12month**  ≒ 16,560,000 KRW |  |
| (Subtotal) 39,528$ | | | ≒ 45,457,500 KRW | |  |
| **Indirect Expenses** | Indirect Expenses | | 3,950$ | 10% of the Direct Expenses |  |
| (Subtotal) 3,950$ | | | ≒ 4,542,500 KRW | |  |
| Total | | | 43,478$ ≒ 50,000,000 KRW | |  |