

**2015 Korean Studies Grant
Application Guidelines**

February, 2015

**한국학중앙연구원
The Academy of Korean Studies**

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I. Introduction

The Academy of Korean Studies seeks to promote and support by a variety of means high quality overseas research activities about Korea. This funding guide contains details about the Korean Studies Grants offered through our International Support for Korean Studies division. This guide is updated every year, so you should make sure that you are reading the most recent version. Once you have identified the program to which you want to apply, you should carefully read this document before submitting your proposal.

II. Programs

A. Total Budget

: 1.80billion Korean won (approximately 1.63 million USD)

B. Programs

Program		Eligibility
Visiting Lectureships	The program places qualified Korean studies lecturers in selected universities for promoting Korean studies.	Faculty affiliated with education and research institutions outside Korea.
Competitive Research Funding	The program supports investigator-chosen individual or collaborative research on Korea-related subjects.	a. Researchers affiliated with education and research institutions outside Korea. b. The Project Director is required to have more than two research results within 4 years. (2011.2 – 2015.1)
Workshop and Conference Support	The program supports academic workshops and conferences on Korea-related subjects which will be held between June, 2015 and May, 2016	Researchers affiliated with education and research institutions outside Korea

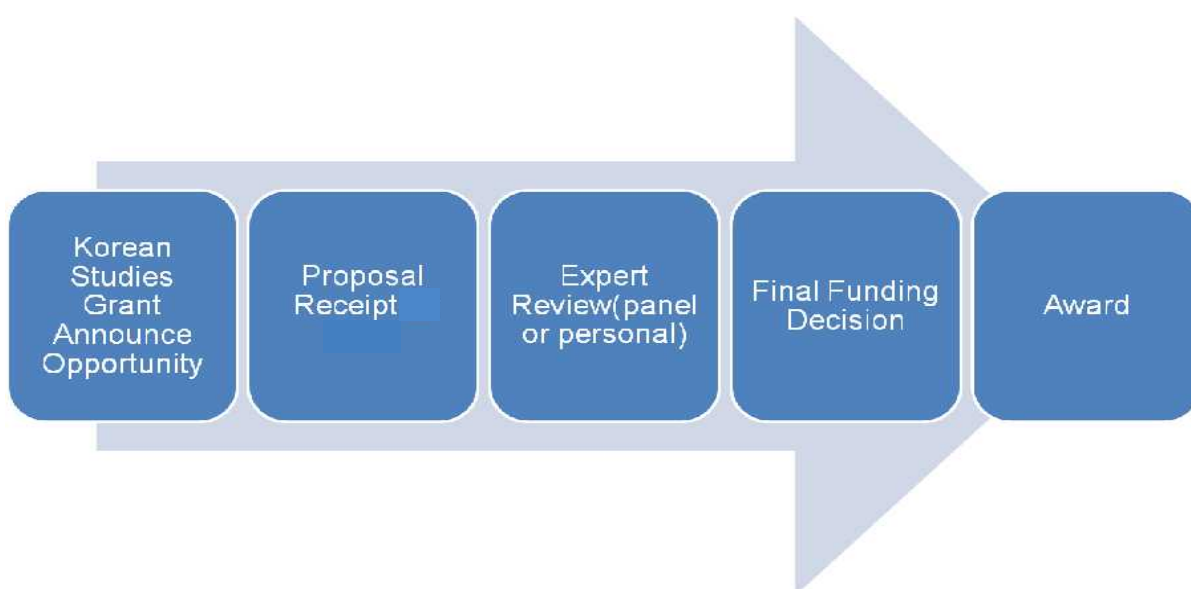
※ We do not accept application for Scholarly Journal Support, Publication Subsidy, Distinguished Paper Award from year 2013.

C. Required Documents

Program	Required documents
Visiting Lectureships	a. A copy of the application (form1-1 and 1-2). ※ Evaluations of the visiting lecturer (form 1-3) and a recommendation letter (in renewal cases). b. Project Director's CV. c. Agreement on the Collection of Personal Information (form5) d. KSNET Questionnaires (form4)
Competitive Research Funding	a. A copy of the application (form 2-1 and 2-2). b. Project Director's CV. c. Agreement on the Collection of Personal Information (form5) d. KSNET Questionnaires (form4)
Workshop and Conference Support	a. A copy of the application (form 3). b. Conference Director's CV. c. Agreement on the Collection of Personal Information (form5) d. KSNET Questionnaires (form4)

C. Review Process and Award Decision

a. Review Process



- 1) Proposal Receipt: Eligibility criteria check
 - 2) Expert Review: Panel or individual review
 - 3) Comprehensive Review: Final funding decision, allocating proper budget
- b. Result Notification
- : Those selected will be notified individually by email in May 2015.

D. How to Submit Proposals

- a. Completed proposals must include the required signatures.
- b. All the required documents for application must be written in Korean or English.
- c. You can refer to the following website for Romanization of Korean language.: http://www.korean.go.kr/09_new/dic/rule/rule_roman.jsp
- d. Visiting Lecturer positions will be announced in May, 2015.
- e. According to article 39 of the enforcement decree for research funding programs in humanities and social sciences, from the Ministry of Education, Science, and Education of Korea, lobbying and inappropriate actions that may harm the fairness of the review process and research ethics are punishable in accordance with article 36.

E. Submission Procedures

- a. A copy of the application form should be completed including the required signatures. Application form with related documents should be scanned (saved in PDF files) and sent to the following email address: grant@aks.ac.kr
※ We only accept handwritten signatures. Typed signature in the application will not be accepted.
- b. Applicants do not have to send original copy to us. We accept only electronically.
- c. Applicants should fill in relevant information in the KSNET form separately attached (form 4) and send it to the following email

address: grant@aks.ac.kr

F. Submission Deadline: March 15, 2015(Sun) (By time 23:59)

※ Applications reached after due time will not be considered.

G. Contact Information for Inquiries

- Inquiries and application submissions: grant@aks.ac.kr
- Tel: +82-31-709-9843
- Fax: +82-31-709-9945
- ※ We encourage applicants to contact us through email. Personal visit to the office from beginning date of submission to the date of outcome announcement is not allowed.
- ※ When applicants send us the application, please send us email entitled "Application for Korean Studies Grant."

III. Outline for Grant Application

A. Visiting Lectureship

1. Description

The program places qualified lecturers in selected universities and education organizations. It is one year grant and renewable. We expect continued support will be followed by independent lectureship in the awarded organizations.

2. Eligibility

- a. Faculty affiliated with education and research institutions outside Korea.
- b. You are ineligible if you failed to submit a final report or got an unsatisfactory evaluation from the Academy of Korean Studies, the Ministry of Education, the National Research Foundation of Korea, the Korea Foundation, or related funding institutions.
- c. When a lecturer is punished because of mismanagement by the institution, the institution will not be allowed to apply.

3. Date of Announcement

- a. May, 2015: Selected institution will be announced.
- b. May, 2015: Announcement of lecturer positions.
- c. June, 2015: Announcement of results.

4. Class Evaluation

The project director is required to submit class evaluations assessed by students.

- a. If the applicant's institution does not practice class evaluation, the project director should present a written opinion about the lecturer and class within one month after the completion of the grant by postal mail.
- b. Evaluation must be written in Korean or English. If the evaluation is

written in another language, then the Korean or English translation of the evaluation must be notarized.

5. Notes

- a. When an institution is partly responsible for expenses, an advantage point can be added in the peer review process. (ex. free accommodation or subsidy for accommodation, office space and supplies, use of campus facilities, assistants, administrative support for visa and others.)
- b. The proposed program as below will be highly evaluated.
 - the graduate-level teaching with supervision of degree thesis
 - Korean studies class combined with Korean culture and society
 - Advanced Korean language class which is linked to the Korean cultural elements in general
- c. Institutions should fully cooperate if a visiting lecturer asks for the support of visa or any other matters on his or her lecture.
- d. Lecturers must be proficient in the language of instruction and followings are reasonable requirements.
 - Lecturers for Korean language class must have at least master's degree in Korean language related fields.
 - Lecturers for Korean studies class must have doctorate in relevant fields.
- e. If an institution wants to extend the contract with a lecturer, a recommendation letter and evaluations should be enclosed in the application packet.

B. Competitive Research Funding

1. Description

The program supports excellent individual or collaborative projects for generating world-class research. The fund is given for one year. The maximum grant period cannot exceed two years. If it is a two-year project, you must submit a renewal application in the second year to renew the project.

- * In year 2015, we welcome proposals for compilation of bibliography, directory of web pages or database concerning Korean studies in a specific country or region. These project results will be reviewed independently by reviewers without obligation of publication in peer-reviewed journal. PI is required to give us the final result upon termination of research period.

2. Eligibility

- a. Researchers affiliated with institutions outside Korea.
- b. Applicant is required to have more than two research results in the past four years (2011.2–2015.1). These research results should be published in peer-reviewed journals or as academic books (translated work worth academic value included).
- * Note: Papers published in conference proceedings will not be considered.
- c. Previous grant recipients must have submitted all reports to be awarded funds in the grant cycle.
- d. Those who failed to submit a final report or got an unsatisfactory evaluation from the Academy of Korean Studies, the Ministry of Education, the National Research Foundation of Korea, the Korea Foundation, or other related funding institutions are not eligible.
- e. Previous awardees who failed to use the grant to implement the approved project are not eligible.

3. Grant Administration

- a. Grant period: Research period is June 1, 2015 to May 31, 2016.
The funds will be remitted within one month after receipt of the agreement. (The grant should be managed by the University.)
Korean Studies Grant is exempted from overhead costs.
- b. Termination and return of grants. Grants can be terminated or recovered in whole or in part for any of the following reasons:
 - i. Grantee fails to comply with original purpose in spending grant.
 - ii. Grantee fails to observe AKS Grant Handling Regulations.
 - iii. Grantee intentionally provides inaccurate information in application.
 - iv. Grantee fails to submit interim or final report.
 - v. Grantee intentionally submits an inaccurate report.
- c. Project Director employed by institution is encouraged to request Class Buyout as a form of personal expenses or salary for the project. If personal expenses or salary are needed, specification for this is necessary.

<The Average of the funded Researches between 2012–2014>

- North America, Japan/Taiwan/HongKong/Singapore, Western Europe, Oceania: approximately 15,000USD
- Eastern Europe, Russia and CIS, South America, Middle East: approximately 8,000USD
- China, Southeast Asia, Africa, etc.: approximately 4,000USD

※ The above information is the average amount of the research grants within three years to which the applicants can refer in order to make a budget. The amount of grant will be determined based on the characteristics of each project(the scope of research activities, the number of project participants, etc.). Therefore, the applicants can make a budget according to the characteristics of their projects.

4. Reporting

a. Grant reports:

- i. Interim report is due on **December 31, 2015**. You are required to email it to us. Interim report can be used to allow the second year's plan.
- ii. Final report is due on **July 31, 2016**. Final report, research paper should be submitted via email and the financial statement issued by the university should be submitted via postal mail by July 31, 2015. If the grant is not managed by the university, submission of original receipts is required. Grantees are required to submit an abstract in Korean or English if publication is not written in Korean or English.
- iii. Project results is due on **May 31, 2018**. Grantee's research results should be published in peer-reviewed journals (SCI, SSCI, A&HCI, CSSCI, Scopus, KCI) or academic books. Grantee is required to submit two copies of the publications (Both hardcopy and pdf file submission) and publication report within two years after completion of the project.

b. Any publications from the grant (research papers, translation works, and books) must include the following statement:

i. For a Korean publication:

"이 연구는 2015년도 한국학중앙연구원 해외 한국학지원사업의 지원에 의하여 수행되었음 (AKS-2015-R-000)"

ii. For an English publication:

"This research was supported by the Academy of Korean Studies Grant (AKS-2015-R-000)"

* Note: The designation 000 will refer to the individual grant number.

c. Copyright

- : Copyright of materials resulting from this grant will be retained by the author(s). Nevertheless, the Academy of Korean Studies and the Ministry of Education(MOE) can use the project's results in online and printed publications for nonprofit and academic purposes without permission of the project director(s) or author(s).

5. Evaluation of Results

The research result should be registered journals (SCI, SSCI, A&HCI, Scopus, KCI, CSSCI listed journals) or published by peer-reviewed publisher. In this cases, result evaluation is exempted.

When other forms of project results are justified by AKS, they are evaluated by the Committee for Overseas Korean Studies. The project is graded according to four standards: A "Excellent," B "Good," C "Below Average," and D "Failure." If a grantee gets a "C" grade, he or she is ineligible to apply for the Korean Studies Grant for three years. Grantees who receive a "D" are ineligible to apply for the Korean Studies Grant for five years.

C. Workshop and Conference Support

1. Description

The program provides support for academic workshops and conferences on Korea-related subjects which will be held between June, 2015 and May 2016 outside Korea. The following are allowable costs: honorarium, travel expenses, accommodations, proceedings publication, conference venue rental fee, and miscellaneous expenses.

2. Eligibility

- a. Researchers affiliated with education and research institution outside Korea.
- b. Those who have failed to submit a final report or got an unsatisfactory evaluation from the Academy of Korean Studies, the Ministry of Education, Science and Technology, the National Research Foundation of Korea, the Korea Foundation, or other related funding institutions are not eligible.
- c. Previous awardees who failed to use the grant to implement the approved project are not eligible.

3. Grant Administration

- a. The funds will be remitted within one month after receipt of the agreement. However, the funds will be remitted in December, 2015 if the conference is held in 2016. Korean Studies Grant is exempted from overhead costs.
- b. Termination and return of grants. Grants can be terminated or recovered in whole or in part for any of the following reasons:
 - i. Grantee fails to comply with original purpose in spending the grant.
 - ii. Grantee fails to observe to Korean Studies Grant Management Regulations.

- iii. Grantee intentionally provides inaccurate information in the application.
- iv. Grantee fails to submit the interim or final report.
- v. Grantee intentionally submits inaccurate reports.

4. Reporting

a. Grant reports:

Project reports, financial statements issued by the university, and two copies of publications (proceedings) must be submitted within two months after the completion of the conference or other event. If the grant is not managed by the university, submission of original receipts is required. Grantees are required to submit an abstract in Korean or English if publications are not written in Korean or English.

b. Grantees' publications (proceedings and books) must include the following statement:

i. For a Korean publication:

"이 학술회의는 2015년도 한국학중앙연구원 해외한국학지원사업의 지원에 의하여 수행되었음 (AKS-2015-C-000)"

ii. For an English publication:

"This conference was supported by the Academy of Korean Studies Grant (AKS-2015-C-000)"

* Note: The designation 000 will refer to the individual grant number.

c. Copyright

: Copyright of materials resulting from this grant will be retained by the author(s). Nevertheless, the Academy of Korean Studies and the Ministry of Education (MOE) can use the project's results in online and printed publications for nonprofit and academic purposes without permission of project director(s) or author(s).

5. Evaluation of Results

Project results are evaluated by the Committee for Overseas Korean Studies. The project is graded according to four standards: A

"Excellent," B "Good," C "Below Average," and D "Failure." If a grantee gets a "C" grade, he or she is ineligible to apply for the Korean Studies Grant for three years. Grantees who receive a "D" are ineligible to apply for the Korean Studies Grant for five years.