

2018 Japan Textbook Research Center Grants for Graduate Student Monographs on Textbooks Application Procedures

In order to raise the quality of and enrich textbooks, supplementary readers, teacher's guides and digital educational materials, the Center awards grants to graduate students to assist them in the writing of research papers with the aim of promoting studies and research related to the improvement of textbooks in Japan.

We are now accepting applications for monographs that are eligible for grants in FY2018 as follows:

1. Monographs eligible for grants

Monographs in Japanese or English on textbooks, supplementary readers, teacher's guides, and digital educational materials (hereafter, "Textbooks etc.") which are used in the primary or secondary curriculum in schools in Japan and abroad and which comply with any of the conditions stated below are eligible for grants. The grants are restricted to unpublished monographs.

- A. Studies and research papers on systems, policies, and the history of Textbooks etc. in Japan or abroad, and international comparison of Textbooks etc.
- B. Studies and research papers on the contents, creation process, format and usage of Textbooks etc.
- C. Studies and research papers on the relation between Textbooks etc. and educational aids and teaching methods.
- D. Studies and research papers on the attitudes of teachers, schoolchildren, their parents and guardians, and other stakeholders toward Textbooks etc.
- E. Other studies and research papers that will contribute to the improvement of Textbooks etc.

2. Applicant qualifications

A student, or group of students, at a graduate school in Japan who is/are about to write a monograph on any of the above topics and has/have received the recommendation of the supervisor at the graduate school with which he/she/they is/are affiliated.

- ※ A recommendation (not more than 1000 Japanese characters; Form 2) from the supervisor at the graduate school with which the graduate student/students is/are affiliated is required.
- ※ If the graduate student/students is/are residing in Japan at the time of application, he/she/they may apply regardless of nationality etc.

3. Period of time for writing the monograph

Not more than one year after the proposed monograph has been selected for a grant.

4. Application method

Fill in the research topic, research objective, research plan and methodology on the Application Form (Form 1); affix your seal; and send the application along with your supervisor's recommendation (Form 2) and a certificate of student status to the address below.

- ※ One application per person (or one per group).
- ※ In the event of a group application, a representative for the group shall apply. In the "Research Plan and Methodology" section of the Application Form, please make clear that the work is coauthored and describe the composition of the group and the roles and responsibilities of its members.
- ※ An Application Form (Form 1) in English is acceptable.

■ Mailing address for application documents

Japan Textbook Research Center
9-28 Sengoku 1-chome, Koto-ku, Tokyo, 135-0015
Tel: 03-5606-4311

- ※ Please write "Grant application form" in red on the envelope.
- ※ Applications submitted by email or Fax will not be accepted.

5. Deadline for applications

The deadline for applications is no later than 17:00, Tuesday, July 31, 2017.

6. Screening and selection

After screening by the Center's Research Planning Committee, grant recipients will be selected by the Board of Directors. Applicants will be informed of the results at the end of October 2018. Screening results are also scheduled to be posted on the Center's website.

7. Grant amount

100,000 yen per monograph

- ※ To be paid to the applicant (person requesting the grant) after submission of the monograph.
- ※ The submission of receipts or the itemization of expenses incurred in writing the monograph is not required.
- ※ Awards for 2017 will be made for no more than 10 monographs.

8. Responsibilities of the grant recipients

A. Items to be submitted upon completion of the monograph

1) Monograph and outline

Grant recipients will submit a monograph of 6,000–9,000 words (10,000–15,000 Japanese characters) in length and an outline of no more than 600 words (1,000 Japanese characters) including text, charts, tables, photographs, etc., in each of the following three formats:

1. One printed version (the bound monograph)
2. An electronic Word file (Windows version only)
3. An electronic pdf file (Windows version only)
 - ※ Items 2 and 3 may be submitted electronically. In that case, please send Item 1 along with your supervisor's evaluation and the grant payment request by regular mail.
email address: josei@textbook-rc.or.jp
 - ※ Please prepare the monograph and outline in accordance with the monograph-writing guidelines given separately.
 - ※ In the event that the monograph is a master's degree thesis or a doctoral dissertation, please indicate this in the upper left-hand corner of the first page of the monograph.

2) Supervisor's evaluation (Form 3)

Along with the monograph, please submit an evaluation of it (no more than 1000 Japanese characters) by the supervisor who submitted the recommendation at the time of application.

Although the evaluation is confidential, we will make known the name of the supervisor at the time the monograph and outline are published.

3) Grant payment request (Form 4)

Please submit the grant payment request along with the monograph.

4) Final deadline for submission

Wednesday, October 31, 2018

- ※ Please submit the monograph, upon completion, at any time before the final deadline. Grants will be awarded in the order the monograph has been received.
- ※ In the event that the monograph is not submitted within the specified time frame, no grant will be awarded.

B. Quotations from other works

When citing another person's work in the monograph, make it clear that it is a quotation and state the source plainly in a footnote or other form of annotation. In cases that do not involve direct quotations, the monograph author/s must obtain the copyright holder's consent in advance for the use of his/her work and shall bear full responsibility should any problems arise.

C. Duplicate submission and ethics violations

Please be very careful about duplicate submission of a monograph and other ethics violations. As with the quotation of copyrighted material, the monograph author(s) shall bear full responsibility should any problems arise.

9. Other

- A. The outline of the monograph will be published in the Center's newsletter Center Tsushin, and a collection of monographs will be compiled in FY2019.
- B. Copyright for the monograph belongs to the monograph author(s) and the Center. Please obtain the consent of the Center in advance in the event that the monograph is to be published in a journal, magazine or website.

C. The necessary forms for submitting the application for the monograph (Forms 1–4) may be downloaded from the Center’s website.

<http://www.textbook-rc.or.jp/en-GB/grants/>

D. For any other matters, please contact the office (in Japanese only).

Inquiries/Contact address

Japan Textbook Research Center Office

9-28 Sengoku 1-chome, Koto-ku, Tokyo, 135-0015

Tel : 03-5606-4311

Fax : 03-5606-3044

URL : <http://www.textbook-rc.or.jp/>

email : josei@textbook-rc.or.jp

Timeline from the opening of applications for 2018 until grant payment

2018

April Opening of applications [Application documents]
 1. Application (Form 1)
 2. Supervisor's recommendation (Form 2)
 3. Certificate of student status



July Deadline for applications (no later than July 31 at 17:00)



September Screening (Research Planning Committee)



October Grant selection (Board of Directors)
 Notification of screening results (end of October)



2019

October 31 Submission of monograph etc. [Documents to be submitted]
 1. Monograph
 2. Outline of monograph
 3. Supervisor's evaluation (Form 3)
 4. Grant payment request (Form 4)



Grant payment
 * The grant will be paid at any time after submission of the monograph, etc.



2020

January Publication of outline of monograph (*Center Tsushin* and elsewhere)



July Publication of monograph collection