

# **2023 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 and cultivating research on textbooks in Japan.

We are now accepting applications for monographs that are eligible for grants in FY2023 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 The grants are restricted to unpublished monographs.

- (1) Studies and research papers on the contents, functions, usage, editing and writing processes, and format of Textbooks, etc.
- (2) Studies and research papers on the relation between Textbooks, etc. and teaching/learning methods and educational aids
- (3) Studies and research papers on the attitudes of teachers, schoolchildren, and their parents and guardians toward Textbooks, etc.
- (4) Studies and research papers on systems for, policies on, the history of, and international comparisons of Textbooks, etc.
- (5) Other practical studies and research papers or academic basic research papers that contribute to raising the quality of and enriching Textbooks, etc.

In addition, the following matters should be borne in mind.

- ※ Monographs that contribute to improving future Textbooks.
- ※ Monographs that do not constitute the evaluation of Textbooks published by particular textbook publishers.

## **2. Applicant qualifications**

A student, or group of students, in a master's program or doctoral program (or an equivalent thereto) 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 [Contact for Inquires/Where to submit each document].

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

## **5. Deadline for applications**

The deadline for applications is no later than Monday, July 31, 2023.

## **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 2023. Screening results are also scheduled to be posted on the Center's website.

## **7. Grant amount**

100,000 yen per monograph

※Grants will be paid after the recipients have been selected (around November 2023).

Grant recipients shall submit a grant payment request (Form 3).

※Authors of monographs of exceptional quality will be awarded a supplementary prize and given the opportunity to present their work.

※Grant recipients who do not submit a monograph will be asked to return their grant.

※The submission of receipts or the itemization of expenses incurred in writing the monograph is not required.

However, grants shall not be used for the purchase of computers or other general-purpose items.

※Awards for 2023 will be made for about 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 two formats:

※ 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 4)**

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.

## **B. Submission Methods**

Please submit these documents to [Contact for Inquires/Where to submit each document] in the following methods.

### **1 ) Monograph**

- ① Send one printed version (the bound monograph) by post.
- ② Submit an electronic Word file (Windows version only) by email.

### **2 ) Supervisor's evaluation (Form 4)**

Submission by post or email

※If submission by email is not possible, submission by CD-R etc. shall also be acceptable.

### **3 ) Final deadline for submission**

Thursday, October 31, 2024

※ Please submit the monograph, upon completion, at any time before the final deadline.

## **C. 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.

## **D. 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 later be compiled.

- B. The copyright of the monograph belongs to the author of the monograph. When a grant recipient submits a monograph, it shall be deemed that the grant recipient has given prior permission for the Center to post, publish or utilize the monograph (including outline) in a collection of monographs, public relations magazines, the Center's website, etc., for non-profit purposes, and within the scope of academic and educational purposes. The editorial copyright of the collection of monographs, public relations magazine, etc. published by the Center belongs to the Center. When the grant recipient posts, publishes or utilizes the submitted monograph in a bulletin, journal, or website, etc., the grant recipient shall clearly state that the monograph was funded by a grant provided by the "Japan Textbook Research Center."
- C. The necessary forms for submitting the application for the monograph (Forms 1-4) may be downloaded from the Center's website.  
<https://www.textbook-rc.or.jp/en-GB/grants/>
- D. Personal information recorded when submitting an application will be used in selection, in notification of selection results, and in communication related to the publication of monographs.
- E. For any other matters, please contact the office (in Japanese only).

**[Contact for Inquires/Where to submit each document]**

**Japan Textbook Research Center Office**

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

Tel : 03-5606-4311

Fax : 03-5606-3044

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

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**Japan Textbook  
Research Center  
GRANTS**



## Timeline from the opening of applications for 2023 until grant payment

2023

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)

September Screening (Research Planning Committee)

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

November Grant payment

- [Documents to be submitted]
1. Grant payment request (Form 3)

2024

October 31 Submission of monograph etc.

- [Documents to be submitted]
1. Monograph
  2. Supervisor's evaluation (Form 4)

2025

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

February Publication of monograph collection (tentative)