The Edwin O. Reischauer Institute of Japanese Studies will provide support to Harvard doctoral candidates who are in the dissertation research or completion stage in any field of Japanese studies in the humanities or social sciences, when other sources of funding are insufficient. A limited number of RESEARCH or COMPLETION grants of up to $28,000 will be available for the academic year 2015-16. Ordinarily, Supplementary Research grants are used to support study out of residence. The Dissertation Completion grants are typically used while in residence at Harvard. A student may receive each of these only once. Students applying to the Reischauer Institute for support are required to apply elsewhere as well. Please note: Acceptance of a Completion Grant, renders you ineligible for any other Harvard/Reischauer Institute term-time or summer grants in future years.

APPLICATION PROCESS: The application process will be almost entirely online via the application system (CARAT). The Reischauer Institute (RI), participating research centers, and the Graduate School of Arts and Sciences (GSAS) use a standard application for the dissertation fellowships called the “STANDARD APPLICATION FOR DISSERTATION COMPLETION FELLOWSHIPS (and for FELLOWSHIPS with a RESEARCH or COMPLETION OPTION)”. You will also need to refer to the cover sheet designated for the RI Supplementary Research/Dissertation Completion Grants. You may find the detailed application requirements and submission instructions link, as well as, the link to begin your application in CARAT towards the bottom of the GSAS Dissertation Completion (DCF) page.

1) Visit both the GSAS Graduate Fellowships website
http://www.gsas.harvard.edu/images/stories/pdfs/dc_app.pdf, as well as,
http://www.gsas.harvard.edu/current_students/dissertation_completion_standard_application.php AND the Reischauer Institute Supplementary Research/Dissertation Completion Grant additional instructions on the RI website http://rijs.fas.harvard.edu/ under "Fellowships" (Graduate) to see what additional items you may need to apply.

At the very bottom of the GSAS Fellowships page, you will notice three important links 1) the GSAS instructions and checklist and 2) the standard application form (CARAT) link, to begin your application in CARAT, 3) for Completion Applicants only: the Advisor Confirmation Form. Carefully follow all "INSTRUCTIONS TO APPLICANTS" with attention to the "CHECKLIST" which outlines the required documents to upload to your application. You must also include any additional details the RI has requested in its set of instructions. After entering your info for this application into CARAT, including a created, itemized budget, you will also need to upload your Resume, an unofficial transcript & a Statement of Purpose (and the Advisor Confirmation Form, only if a Completion applicant). Your two recommendations may be uploaded into CARAT by faculty or emailed directly to <cglover@fas.harvard.edu> by the deadline Feb. 13, 2015.

In addition, instructions specific to the Reischauer Institute application and CARAT:

2) When filling out the online CARAT application, it is essential that you have filled out your G Year, Degree, Dept. and Nationality. In addition, please make sure you fill out both the Title and Synopsis of your Proposal (even if it says optional). List the title of your research (even if tentative). Do not leave these fields blank.

3) Create and Upload an ITEMIZED BUDGET in WORD detailing your expenses for the period/project for which support is requested, and the specific amount requested from the Reischauer Institute (e.g. $18,000 for 9 mos., July 2015 – March 2016 and include city/state or
city/country). Separate sheet -- 1 page.  

NOTE: You must inform the Institute if you receive any other award for this proposal after you submit this application.

4) **Upload a CURRENT RESUMÉ/CV** - (Not to exceed 2 pages)

5) **Upload your HARVARD TRANSCRIPT (unofficial or official is fine)** For an unofficial version, please go to my.harvard to print a copy of your transcript. With an official transcript, open it to make the necessary copies.

6) **Upload your STATEMENT OF PURPOSE** This should not only outline the research to be conducted, schedule and research sites **but also address the intellectual project rationale** (i.e.: why your research matters). Also include, month and year of expected PhD. Proposal should be brief, c.2-4 pages.

[NOTE: In some cases, research projects involving living human subjects (for example, if the research topic is sensitive) must be approved by the University’s Committee on the Use of Human Subjects in Research (CUHS). You are responsible for making sure that you conform to University guidelines. If your project requires approval from the CUHS, you will need to secure it and submit documentation to the Reischauer Institute before you can receive an award. For guidance, please see [http://cuhs.harvard.edu](http://cuhs.harvard.edu) and then consult with your faculty advisor. CUHS staff is also available to respond to your questions at <cuhs@fas.harvard.edu>, (617) 496-2847]

7) **Applicants for the COMPLETION CATEGORY** are also required to:

A) **Submit two draft dissertation chapters, or the equivalent, to the dissertation advisor.** Fulfillment of the two chapter requirement should be confirmed in both letters of recommendation.

B) **Upload the “CONFIRMATION OF DRAFT SUBMISSION FORM”** (signed by the dissertation advisor) with application.

8) **TWO LETTERS OF RECOMMENDATION** Recommendation letters may be uploaded and submitted directly into CARAT by faculty or may be emailed directly to the RI Coordinator, <cglover@fas.harvard.edu> by the deadline. Make sure to have your recommender denote which specific fellowship you are applying for. **Advisor’s letter should indicate the current stage of the dissertation.**

Eligibility for a dissertation completion fellowship now requires two completed draft chapters, or an article in draft for those dissertations using the three-article format.

9) If you have received previous funding from the RI, state grant name, year, and dollar amount. Be sure and fill this out under the “**LIST OF FELLOWSHIPS PREVIOUSLY RECEIVED.**”

**SUBMIT YOUR COMPLETED CARAT APPLICATION ONLINE BY THE DEADLINE.**
No paper copies are necessary.

**APPLICATION DEADLINE:**
Must be uploaded by **FEBRUARY 13, 2015 (FRI), 5:00pm.**

Announcement of awards: After April 27, 2015

---

**For information:** contact the Reischauer Institute, (617) 496-4812, 
Attn: Catherine Glover <cglover@fas.harvard.edu>

[http://rijs.fas.harvard.edu/fellowships/graduate-grant.php](http://rijs.fas.harvard.edu/fellowships/graduate-grant.php)