Korean Studies Promotion Service

Core University Program for Korean Studies

Application Guidelines

**January 2021**

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** | **2020** | **2021** |
| 1. Budget | 2 new project(s): KRW 382 mil. | 7 new project(s): KRW 1,204 mil. |
| 2. Target Applicants | Core universities/consortiums for Korean Studies based outside Korea | Same |
| 3. Content | * Korean Studies program centering on education   + At least 1 scholarship for graduate student majoring in Korean studies (required) * Establishment of Korean Studies research institute and hiring a full-time staff (required) * Exchange program through Korean Studies research institute, with researchers at nearby universities and with researchers in and out of the country (at least one international conference required) * If newly applying universities provide a matching fund, bonus points will be awarded.   + The previously supported universities must provide a matching fund. (At least 50% of the AKS support amount) * *Note that some expenditures will not be considered as a matching fund* * In the case of an institution which has managed a Seed Program for Korean Studies project, extra points will be granted.   + Two (2) bonus points for universities or institutions which carried out the Seed Program project to become a Core University Program for Korean Studies. | * Korean Studies program centering on education   + At least **2 scholarships** for graduate student majoring in Korean studies (required) * Same * Exchange program through Korean Studies research institute, with researchers at nearby universities and with researchers in and out of the country (at least **two international conferences required**) * Same * Same |
| 4. Size  - Annually per project | All regions: Up to KRW 200 mil. | Same |
| 5. Funding Period | Total of 5 years (3+2)  - Stage Evaluations in Year 3 | Same |
| 6. Selection Procedure | Preliminary review 🡪 Content review 🡪 Comprehensive review | Same |
| 7. Timeline | Announcement: January  Application submission: March 2-9  Application review: April-May  Project commencement: June | Same |
| 8. Other (Future Matters) | Interim/Stage Reports Submission  \*Must submit within 10 months of the commencement of the project each year   * + - * Year 1 (Interim): No later than 10 months after commencement       * Year 2 (Interim): No later than 10 months after commencement       * Year 3 (Stage): No later than 10 months after commencement       * Year 4 (Interim): No later than 10 months after commencement   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 select universities around the world with high capabilities in Korean Studies education and research, and foster them as regional hubs for Korean Studies through long-term funding.
* To enhance the national brand of Korea by fostering core universities for Korean Studies overseas.

## 2. Focus of Funding

* Support excellent Korean Studies education programs of overseas universities which can serve as core hubs of Korean Studies based on regional situations and characteristics.
* Strategically select and fund Korean Studies programs of universities in regions that are yet to receive adequate support.
* *Please refer to the Overview of Previously Funded KSPS Projects (see Appendix 8)*
* Increase the number of Korean Studies education and research hubs through further connecting the Seed Program for Korean Studies and the Core University Program.

# II. Funding Information

## 1. Funding Budget

* New Projects: KRW 1,204 million (around 7 projects, up to KRW 200 million per project including Indirect Expenses)

## **2. Funding Process**

* Public contest

## **3. Funding Area**

* Korean Studies Education and Research Programs
  + Region-specific Korean studies programs centering on excellent education and research programs

## 4. Funding Target

* Core universities for Korean Studies based outside Korea
  + Institutions equipped with a Korean Studies major with an infrastructure to perform the Core project, high-level academic scholarship, and institutional willingness to support and promote Korean Studies

**\*** Please refer to III-1. Eligibility.

## 5. Project Content

* The project should focus on education and research programs for Korean studies and meet the following conditions during the project period:

1. The applicant should **establish and run a Korean studies research institute** within the project period, and employ one or more staffers (ex. post-docs) exclusively for the research institute
   1. An applicant, which has already met this condition, is required to submit evidential data, including employment status of staffer(s) when submitting an application.
2. The applicant **should support at least two (2) scholarships for graduate student majoring in Korean studies** (full tuition waiver)
   1. It is recommended to allocate over 50% of the budget for education & research programs including scholarships mentioned above (e.g. opening of new lectures, development of textbooks, recruitment of teachers, opening post-doc program, opening of student seminars, etc.).
3. The applicant should **establish an exchange program through the Korean studies research institute**, such as conferences inviting researchers of nearby universities where Korean studies are yet to fully develop, or international conferences joined by Korean studies researchers in and out of the country (at least two international conferences should be held during the project period)

|  |
| --- |
| **\*Notice\***   * Recipient of KSPS grant should not receive overlapping support on sub-projects from the Korea Foundation (KF) or the Korean Development Institute (KDI) or Center for International Affairs (AKS), etc. * We do not provide support for Korean language education programs. |

## 6. Funding Amount and Period

* Funding Amount: Up to KRW 200 million per project per year
  + Apply for the same fund each year for 5 years on the basis of the above fund size.
  + The project fund will be paid based on Korean won.
  + Requested project grant may be partly readjusted based on the selection evaluation.
* Funding Period: 5 years from the commencement of the project (3+2 years)

# III. Application Process

## 1. Eligibility

* Eligible Regions: All regions outside Korea
* Criteria for Eligibility:
  + Universities which have more than **2 full-time Korean Studies faculty members, and post-graduate degree programs (M.A or Ph.D.)**
  + However, even those universities that do not meet these requirements, as far as they are carrying out academic research and education regarding Korea, can form interdisciplinary consortia with Korean Studies departments at other universities that meets the requirements to apply for the grant.
* *A “Full–time Korean Studies researcher” means those who, in the year of application, are full-time academic faculty that deliver lectures on Korean Studies or conduct Korean Studies-related research.* (Korean language tutors or instructors are not included).
* *Matching Fund for the application*
  + - * An existing Core University, if reapplying for the program, must establish **a matching fund equivalent to over 50% of the requested budget.**
      * If newly applying universities provide a matching fund over 5%, bonus points (1-3) will be awarded.
    - A matching fund should be composed of 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*
  + - * In the case of an institution which has performed the Seed Program for Korean Studies project applies for the Core University Program, two (2) bonus points will be granted.
      * 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. Required Qualifications for Project Director

* Recognized by the Head of University as an individual who would be able to successfully carry out the project until its end.
* Project Director must be someone with outstanding education and research experience, as well as administrative and management skills. (Professor, on the level of a department chair or Dean is recommended).
* *In the case of a consortium, the Project Director refers to the Director of the Project Team at the Main Institution (Signatory of the Agreement) and the Deputy Project Director refers to the Director of the Project Team at the associate Institution.*

## 3. Application Period

* **2021 March 2 (Tues.), 10:00 AM – 2020 March 9 (Tues.), 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.*

## 4. 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. Applicants should refer to it before applying.
* Application Instructions
  + Application must be submitted online in the name of the Project Director.
  + Project Proposal must be submitted in either English or Korean. The abstract, however, must be both in Korean and in 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.

## 5. 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 |
| Cover Page of Project Proposal | | Appendix 3-1 | File Upload | MS Word, HWP, PDF, JPG | Yes  Project Director, Head of the University, and Head of the Grant Management Department |
| Project Proposal | | Appendix 3-2 | File Upload | MS Word, HWP | No |
| System Input   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 |
| 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  (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 * Deputy Project Director * Collaborative Researchers   \*Include publication lists | No fixed format  \*See Appendix 7 for more details | File Upload | MS Word, HWP, PDF | No |
| Status of Course Offerings of Korean Studies Major and Syllabus for Each Course | | No fixed format  \*See Appendix 8 for more details | File Upload | MS Word, HWP, PDF | Yes |
| Representative Research Achievements of Project Director and Deputy Project Director | | No fixed format  \*See Appendix 9 for more details | System Input | N/A | No |
| Current Status of Participation in Research Projects | |
| Consortium Agreement | | No fixed format | File Upload | PDF, JPG | Yes  Heads of the University, Project Director, and Deputy Project Director |

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 when prompted.
* 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.
* A consortium formed between institutions should submit the consortium agreement (including signatures) as a file during application. However, if the agreement file cannot be submitted before the end of application deadline, a letter of explanation must be submitted instead, and the agreement file must be submitted by the end of March 2021.

## 6. Submission Process

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| **\* Notice for Application\***   * 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*

## 7. 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.
* Among the Laboratory Program for Korean Studies, Academic Translation of Korean Texts Program, and Strategic Research Institution Program for Korean Studies, one can only participate in one of them. 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).
* Persons who are currently under sanctions due to their performance in other research projects funded by the Korean MOE may be restricted from applying or participating.
  + This refers to persons who are currently under sanctions by the government of the Republic of Korea according to the relevant laws such as the Sciences Promotion Act and the National R&D Innovation Act.
    - 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.
* Cases of Abuse of power in the field of education, such as joint control of research funds (embezzlement of graduate students’ salaries), appropriation of others’ works, and corruption in private schools, oftentimes occur in the form of criminal offense.
* 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)

# IV. Review and Selection

## 1. Review Process

* *The Content Review may be held online or in the form of a panel. 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 overlapped 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 the Direct Expenses, the application will not move on to the Content Review stage.
* **Stage 2: Content Review**
  + Administered by the Expert Review Team
  + Content
    - he eligibility of the university/institution that are involved in the project, the potential that the university/institution could lead Korean Studies programs in the given region, and the will of the university/institution to support the project.
    - Excellency and creativity of the proposed project, and its possible contributions to Korean Studies.
  + Review Items and Assigned Scores

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Areas** | | **Items** | | **Content** |
| Evaluation of the Basis for the Project  (50) | | Potential to lead Korean Studies  (25) | | * University/Institution’s status in the region (in terms of history and majors, etc.) * Credibility of the Institution of Korean Studies * Strength of the Institutions for education/research network |
| Performance Capacity  (25) | Eligibility criteria  (15) | * Past achievements in Korean Studies * Do the number of Korean Studies faculty and the Korean Studies program (major), etc., satisfy the application eligibility requirements? * Level of the participating research team’s research ability and willingness to carry out the project. (Korean language literacy, influence within the institution, ability to manage tasks, etc.) |
| Institutional support (10) | * Level of the Institution’s willingness to fund/foster Korean Studies. (Providing space/human resources, ratio of indirect expenses, matching fund support, etc.) |
| Evaluation of the Project Content  (50) | | Project plans  (30) | | * Appropriateness of project goals and overall planning * Appropriateness of the contents of detailed projects * Appropriateness of budget execution plans |
| Potential benefits  (20) | | * Prospects of goal achievement * Appropriateness of the plan to use the achieved results |
| Bonus Points | Matching fund (3)  (in case of Universities/Institutions applying for the first time only) | | | Percentage of a matching fund   1. 20% or more: 3 bonus points 2. 10% or more, but less than 20%: 2 bonus points 3. 5% or more, but less than 10%: 1 bonus point |
| Support for further advancement  (2) | | | Institutions which carried out 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 108 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.*
* *If universities/institutions formed A consortium, the evaluation will be focused on the main institution while the capacities of other institutions will also be considered.*
* **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, 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 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 cancelled.*
* *If any of the below listed situations arises, 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, 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 cancelled if at any time, including after the conclusion of a contract, a researcher(s) is found not to meet any of the application requirements*

# V. Grant Payment and Management

## 1. Grant Payment

* Payment Method
  + The grant will be transferred to an account of the Institution.
* 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 Institution.

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| **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. |

* *However, based on the laws, if necessary, the AKS can collect all or a part of the grant and restrict the eligibility of the Institution and individuals for project grant for a set period.*

# VI. Future Management of the Project

## 1. Report Submission Period Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **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

*\*Years 1 and 4\**

* 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 having the current year’s Interim Report evaluated and approved by the Project Implementing Institution and KSPS.
    - In case of issues that require further review, such as the projected need for the suspension of funding, occur during the review of the submitted Interim Report, a Comprehensive Review will be conducted.
    - 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 to the Regulations for Academic Research Support in the Fields of Humanities and Social Sciences.

## 3. Interim Screening

*\*Year 2\**

* Submission Method
* 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 Regulations for Academic Research Support in the Fields of Humanities and Social Sciences.*
* Interim Screening Items & Follow-up Measures
  + Screening Items

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

* + Screening Result and Follow-up Measures

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

* Scrutinized Evaluation
  + Evaluation Items and Assigned Scores

|  |  |  |
| --- | --- | --- |
| **Areas** | **Items** | **Content** |
| Achievement made in the current stage  (80) | Level of goal achievement  (30) | Were the goals achieved as planned? (20) |
| Is the Project team appropriately organized and managed, and is the administrative and financial support of the University/Institution being carried out as planned? (10) |
| Quality of project content  (30) | Is the project content appropriate in terms of the original plan? (15) |
| Are the research outcomes of a high quality? (15) |
| Appropriateness of grant administration (20) | Is the central management of the grant going well? (10) |
| Have all expense items been well executed as planned? (10) |
| Plan for next stage  (20) | Relevance of the Contents of the Project (10) | Is the content of the next year’s project relevant to that of the current year and have they been appropriately adapted according to the changes in the research conditions? (10) |
| Appropriateness of the method of the project  (10) | Are the method and procedure 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** | **Follow-up Measures** |
| 70 or more points | Continuance of project |
| Below 70 points | Discontinuation of support |

## 3. Stage Report Submission

*\*Year 3\**

* 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

## 4. Stage Evaluation

* Evaluation Process
* *The Comprehensive Review will only take place if the report receives from Content Review a low score that warrants consideration for immediate project termination.*
* Evaluation Items and Assigned Scores

|  |  |  |
| --- | --- | --- |
| **Areas** | **Items** | **Content** |
| Achievement made in the current stage  (80) | Level of goal achievement  (30) | 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) |
| Is the level of current achievements enough to achieve the final goals of the project? (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 project outcomes of a high quality? (15) |
| Appropriateness of grant administration  (10) | Have all expense items been maintained and well executed as planned? (10) |
| Plan for next stage  (20) | Next stage project plan  (15) | Is there a high relevancy between the research content of the current stage and content planned for the next stage? (5) |
| Has it been appropriately adjusted in consideration of future project conditions? (5) |
| Is the project plan appropriate for the achievement of the goals? (5) |
| Research outcome utilization plan  (5) | Are the plans to utilize project outcomes in the future specific enough? (5) |
| Total (100) | |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Levels** | **Assigned Score** | **Follow-up Measures** | **Notes** |
| A | 90 or more points | Proceed to next stage |  |
| B | 80 or more points | Proceed to next stage |  |
| C | 70 or more points | Proceed to next stage |  |
| D | Below 70 points | Discontinuation of support |  |

## 6. Final Report Submission

*\*Year 5\**

* Documents to be Submitted
  + One copy of the Final Report (in KSPS prescribed format)
  + Grant expenses execution records
  + One copy of each project result
    - Project outcomes must be the same as stated in the project plans
* Submission Method
  + Online via the KSPS Project Management System

## 7. Final Evaluation

* Evaluation Process
* Evaluation Items and Assigned Scores

|  |  |
| --- | --- |
| **Items** | **Content** |
| Level of goal achievement (40) | Were the goals achieved as planned? (25) |
| Were the project implementation process and methods adequate and appropriate? (5) |
| Was the Project team organized and managed out as planned? (5) |
| Was the university/institution’s administrative and financial support carried out as planned? (5) |
| Consideration of reviewers' opinion (10) | Were the previous reviewers' comments and suggestions been properly considered in subsequent project performance? (10) |
| Quality (30) | Is the project content appropriate? (15) |
| Are the research outcomes of a high quality? (15) |
| Grant administration (10) | Were the grants managed appropriately? (10) |
| Utilization approaches (10) | Are the plans to utilize project outcomes in the future specific enough? (10) |
| Total (100) |  |

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

|  |  |  |
| --- | --- | --- |
| **Evaluation Ranks** | **Assigned Score** | **Follow-up Measures** |
| PASS | 80 or more points | Project ends as scheduled |
| FAIL | Below 80 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, monographs and other materials, etc.) associated with Project Proposal
    - In case of monograph publications, more than five copies should be submitted to AKS.
    - In case of article publications, copy of final articles should be submitted to AKS.
* Acknowledgement of the Support on All Research Outcomes
  + Any research outcomes that are published in academic journals or in monographs must include the acknowledgment as follows:

|  |
| --- |
| **In Korean:**  "이 논문 또는 저서는 2021년 대한민국 교육부와 한국학중앙연구원(한국학진흥사업단)을 통해 해외한국학중핵대학육성사업의 지원을 받아 수행된 연구임 (AKS-2021-OOO-OOOOOOO)" |
| **In English:**  "This work was supported by the *Core University Program for Korean Studies* of the Ministry of Education of the Republic of Korea and Korean Studies Promotion Service at the Academy of Korean Studies (AKS-2021-OOO-OOOOOOO)." |

* *A research outcome that does not indicate acknowledgment of our support will not be deemed qualified.*
* ***Presenting acknowledgements of support from other projects funded by the Ministry of Education of the Republic of Korea or other funding organizations under jurisdiction of said Ministry alongside the acknowledgement of KSPS support is not allowed.***
* *For monographs, acknowledgement 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 Regulations on the Implementation of Academic Support Projects in 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/university (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 the 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.). |

# VII. Others

## 1. Payment of Indirect Expenses

* Indirect expenses should not exceed 10% of the “Direct Expenses.”
  + *Labor expenses should be included in the 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. Juhae Lee 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)31-730-8244 or by fax at 82-(0)31-730-8249.*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Calculation and Execution Criteria** | **Remarks** |
| Direct expenses | **Labor expenses: Korean studies research institute**   * Labor expenses for staff employed exclusively for the operation of a Korean Studies research institute | * The same level as that of a similar job within the Institution should be applied. |  |
| **Labor expenses: Hiring of teaching staff or researchers**   * Supporting salaries for researchers or instructors hired to expand research and operate Korean Studies courses | * Supporting salaries in line with the Institution’s criteria for salaries. * Receiving duplicate funds together with other support funds is not allowed. | ***Over 50% of the budget***  ***(Recommended)*** |
| **Student labor expenses and scholarships**   * Labor expenses or scholarships which are paid to students who directly participate in the leading Institution’s project and who are on bachelor’s, master’s or doctoral degree courses or have completed such courses (including post-doc).   + Must support schooling fees for one or more persons who are on courses for master’s degree or doctoral degree in Korean studies. | * Expenses are supported according to the Institution’s internal criteria. * Duplicated support for expenses is not permitted. |
| **Research activity expenses**  **(related to research and education)**   1. Cost of using experts in relation to research/education activities, cost of domestic and overseas education and training, fees for using domestic and overseas information database networks, expenses of collecting (overseas) information, and cost of buying books and literature 2. **Expenses for adjusting and managing projects** such as the development of post-doc programs, opening of lectures, and development of textbooks. | * Expenses must be calculated according to the criteria, and the actual amount or an amount should be supported according to the research institute’s criteria. * For the cost of purchasing books and literature, a list specifying the names and prices of the books purchased must be written and managed. |
| **Research activity expenses**   1. Domestic and overseas trip expenses and local transportation expenses for participants in research activities 2. Cost of printing, reproduction, printing, and the production of slides directly related to research activities, public charges, taxes, fees, and cost of office supplies 3. Expenses of experts’ activities; domestic and overseas education and training; use of domestic and overseas information database networks; collection of domestic and overseas technology information; purchase of books and literature; holding of meetings; holding of seminars; participation in symposia and seminars; writing of manuscripts; interpretation, shorthand; proofreading; translation and proofreading; meetings related to the performance of relevant projects; investigation of patent information; registration of domestic and overseas standards; investigation of information on standards 4. Cost of surveying and research, such as local surveys and polling   Cost of adjusting and managing the project with detailed tasks | 1. Trip expenses should be calculated according to the institution’s relevant criteria, provided that the number of travelers and the frequency of travel is minimized and air fares are based on economy class. 2. Actual meeting expenses including itemized cost of teas and refreshments, etc. should be calculated. 3. Cost of buying books and literature should be calculated and managed, with names and prices of books specified accordingly. 4. Local research and survey expenses should be calculated only for such activities. 5. Actual cost of other research activities should be calculated according to the period and market price.   Publication expenses may be spent within 2 years of the end of the project period if publication is planned within that period. |  |
| **Research equipment and materials expenses**   1. Cost of purchasing and using various materials, reagents, and parts; expenses of analysis, testing, and computerization.   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.** |
| **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. |
| 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 and submit the documents in the following order.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Content** | **Remarks** | **Done (∨)** |
| Eligibility | Has more than 2 full-time Korean Studies faculty members | Required | □ |
| Has Korean Studies post-graduate degree programs (MA or PhD) | Required | □ |
| Project Plan | Establish and run a Korean studies research institute within the project period, **and employ one or more staffers (ex. Post-docs)** exclusively for the research institute | Required | □ |
| Support at least two (2) scholarship for graduate student majoring in Korean studies (full tuition waiver) | Required | □ |
| Include programs of exchange through Korean studies research institute with researchers at nearby universities | Holding at least two (2) international conference is required | □ |
| Review of Budget Plan | Matching Fund | Universities reapplying for the program are required to establish a matching fund equivalent to over 50% of the requested project grant.  Items not recognized for 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 a 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.)* | ( )% |
| Allocate over 50% of the budget for educational programs | Recommended | ( )% |
| 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 or Proposal will not be accepted. | □ |
| Project Proposal |  | □ |
| Personal Information of Participants |  | □ |
| Agreement to Project Participation | The document without signatures will not be accepted | □ |
| Certificate of the Central Management of Project Grant |  | □ |
| CVs of Project Director and Deputy Project Director |  | □ |
| Status of Course Offerings of Korean Studies Major and Syllabus for Each Course | \*Signatures of the Dean of the department or Head of the University | □ |
| Representative Research Achievements of Project Director & Deputy Director | Enter online only  File submission not necessary | □ |
| Current Status of Participation in Research Project | Enter online only  File submission not necessary | □ |
| Etc.  (Bonus Point) | Support for further advancement | \*Only if applicable  Institutions which have managed a Seed Program for Korean Studies project | □ |
| 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 statement of research achievements, insufficient submission of documents, et cetera.

Project Director

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

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

# [Appendix 3-1] Application Form Cover Page

2021 Core University Program for Korean Studies

**Project Proposal**

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

* 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 Institution and 3) the head of Central Management of Grants at the Institution on the above form. **Project proposals without the signatures will not be accepted**.

# [Appendix 3-2] Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| **연 구 요 약 문 (국문)** | | | |
| 기관명 |  | | |
| 과제명 |  | | |
| ▣ 연구 목표  ▣ 기대 효과  ▣ 연구 내용  ▣ 키워드 | | | |
| **<연구내용 요약>** | | | |
| **구 분** | | **사업 계획(간략히)** | **비 고** |
| **① 한국학연구소 설립** | | *예시) 2009년부터 한국학연구소 운영 중*  *(또는 2차년도(2022년도) 한국학연구소 개소 예정)* | 필수 작성 |
| **② 대학원생 장학금 지원** | | *2~5차년도 연간 총 2명(석사과정 1명, 박사과정 1명) 학비 전액 지원* |
| **③ 한국학연구소를 통한**  **연구자 교류 사업** | | *2023년 국제학술대회 개최(주제 및 참석 대상)(총 1회)*  *매년 주변 지역 5개 기관(기관명 나열) 참여 학술회의 개최(총 5회)* |
| **④ 매칭펀드 지원** | | *14% 지원* | 해당할 경우 작성 |

※ 연구요약문 온라인 입력 병행(국·영문 모두 작성 필수), 2페이지 이내 작성

※ ①, ②, ③은 필수작성 항목임. 기타 내용은 추가할 수 있음**.**

**Project Summary (English)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution Name | |  | | |
| Project Name | |  | | |
| * Project Objectives: * Expected Effects: * Contents of Project: * Keywords: * *Summary of Project shall be written above and also entered on the online application page the same as above.* | | | | |
| **Project Content Summary** | | | | |
| **Category** | | | **Project Plan (Brief)** | **Notes** |
| 1 | Establishment of Korean studies research institute | | *i.e.) Korean studies research institute was established in 2009 (or, the institute will be established in Project Year 2, 2022)* | **Required** |
| 2 | Scholarships for graduate students | | *In Years 2-5, two students (1 MA student & 1 PhD student) will be supported (full tuition waiver)* |
| 3 | Program of exchange through Korean studies research institute | | *International conference in 2023 (theme, participants) (one time in total)*  *Academic seminar every year with the participation of nearby universities (five times in total)* |
| 4 | Matching fund | | *i.e.) 14%* | **Only if applicable** |
| * *Project summary should be submitted online (Korean, English both required)* * *Category 1,2 and 3 are necessary. Extra categories can be added.* | | | | |

* *The Project Proposal should be drawn up so as not to exceed 30 pages and to include content as below except the attachments.*
* *In the case of a consortium, a joint application should be submitted, and a main project team and other project team (from another institution) should be distinguished in the application.*

**I. Institution Overview**

**- Overview of \_\_\_\_\_\_\_\_\_\_\_\_ University –**

**\_\_\_\_\_\_\_ University / Department of** \_\_\_\_\_\_\_ **/ Korean Studies Program/Major**

**(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 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 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 and courses in the field of Korean studies
   2. Overall Status of Finances for Korean studies-related programs, attracted funds and support
   3. Status of Korean studies research center, research/education facilities (spaces) and equipment
3. List of those who have obtained master’s degrees/PhDs in Korean studies during the past 3 years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Degree Type**  **(Masters/PhD)** | **Name** | **Major** | **Thesis Title** | **Thesis Advisor** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Composition of the Project Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Name** | **Department and Position** | **Major** | **Role** |
| Project Director |  |  |  |  |
| Deputy Project Director |  |  |  |  |
| Collaborative Researchers |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Research  Assistants |  |  |  |  |

**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 by year
   1. Describe the five-year detailed project plan by year in line with the project objectives.
   2. Include the plan for establishment of an independent Korean Studies research institute (only if applicable)
   3. Include plans for the exchange program with nearby universities (specification of target regions & partner institutions required)
3. Detailed description 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
4. Achievement indicators

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Year** | | | | | **Total** | **Notes for totaling** |
| **1** | **2** | **3** | **4** | **5** |
| Establishment of Korean studies research institute |  |  | *1* |  |  | ***1*** | *A* |
| Scholarships for graduate students (full tuition wavier) | *ex) 5* | *6* | *5* | *6* | *5* | ***27*** | *U* |
| Support for post-docs | *1* | *1* | *1* |  | *1* | ***1*** | *U* |
| Opening of new courses | *2* | *4* | *6* | *8* | *10* | ***10*** | *A* |
| Hiring new faculty member |  | *1* |  | *2* |  | ***2*** | *A* |
| Publication of Monographs | *1* | *2* | *3* |  |  | ***3*** | *A* |
| Publication of Journal articles | *2* |  | *4* |  | *6* | ***6*** | *A* |
| … |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

* *“A” stands for “accumulated” and “U” stands for unaccumulated*
  1. You must describe above indicators, and also specify the types and quantity of achievements that you plan to produce by year according to your **Project Proposal**.
  2. As for scholarship or post-doctorate support, please fill the [yearly indicator] with the numbers based on the budget expenses, but for the [total], please fill in the number in an unaccumulated way. [e.g., for the support provided to one and the same person in a post-doctorate course for three years, please fill in the number “1” for total (in an unaccumulated way) and also “1” in each subsequent year].
  3. **Total numbers of each indicator shall be also entered on the online application page.**

1. Plan for the operation of Korean studies programs after the completion of the project
   1. Focus your description on the vision (or plans) of continuing your endeavors to promote Korean studies and education after the completion oof the 5-year AKS support.

**III. Itemized Budget Request and Institutional Match**

**1. Summary**

(Currency: , Exchange rate: )

|  |  |  |
| --- | --- | --- |
| **Year** | **Budget Requested** | **Matching (if applicable)** |
| 1 | ex) 150,000 | 15,000 |
| 2 | 150,000 | 15,000 |
| 3 | 150,000 | 25,000 |
| 4 | 150,000 | 25,000 |
| 5 | 150,000 | 25,000 |
| **TOTAL** | 750,000 | 105,000 |
| *Ratio* | 100% | 14% |

**2-1. Itemized Budget Request (For Each Year 1-5)**

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

(Currency: , Exchange rate: )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Content** | **Budget Amount** | **Basis of Budget Calculation** | **Ratio** |
| **Direct Expenses** | Labor Expense: Korean studies research institute |  | i.e.)  - [position] (monthly salary) x months x persons = yearly salary | % |
| Labor Expense: Teaching staff |  | - [position] (monthly salary) x months x persons = yearly salary | % |
| Labor Expense: Student labor cost and scholarship |  | - [assistant] (monthly salary) x months x persons = yearly salary  - [master scholarship] (amount) x semester x persons = yearly scholarship  - [doctorate scholarship] (amount) x semester x persons = yearly scholarship | % |
| Development of post-doc program |  | - | % |
| Student seminar |  | - [title] budget x times = total budget | % |
| Development of new courses |  | - | % |
| Development of teaching materials |  | - [researcher, material title] budget x book(s) = total budget  \* contents: | % |
| Purchase of books |  | - [field] budget x books = total budget | % |
| Establishment of Korean studies research institute |  | - | % |
| Research equipment and materials |  | - [item] budget x books = total budget  \* justification: | % |
| Other academic research expenses |  | - [seminar title] budget x times = total budget  - [researcher, research theme] budget | % |
| Allowance for research activities |  | - [participant name] monthly allowance x months = yearly allowance | % |
| (Subtotal) | |  | | % |
| **Indirect Expenses** | Indirect Expenses |  | - % of the amount of Direct Expenses  (Labor Expenses should be included in Direct Expenses.) | % |
| (Subtotal) | |  |  | % |
| **Total** | | **≒ KRW** | | **100%** |

* Please only use the given format above and refer to the [Reference for Calculation of Project Budget Items] (Appendix 1)
  + It is recommended that the cost of the education-related project (colored above) account for over 50% of the total.
* [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 5 tables, i.e., Year 1 through Year 5, and the requested amount of each year should not exceed KRW 200 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.**

**2-2. 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 1-5) *(if applicable)***

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

(Currency: , Exchange rate: )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Content** | **Budget Amount** | **Basis of Budget Calculation** | **Ratio** |
| **Labor Expenses** |  |  |  | % |
|  |  |  | % |
|  |  |  | % |
| (Subtotal) | |  |  | % |
| **Direct Expenses** |  |  |  | % |
|  |  |  | % |
|  |  |  | % |
|  |  |  | % |
| (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 5 tables, i.e., Year 1 through Year 5

# [Appendix 4] Personal Information of Project Participants

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

# [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 기관 소속 연구자용)**

본인은 한국학중앙연구원 한국학진흥사업단이 지원하는 해외한국학중핵대학육성사업에 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 제공하는 데 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.

2021년 월 일

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 구 분 | 성 명 | 생년월일 | 소속 및 직위 | 서 명 |
| 사업단장(연구책임자) | OOO |  |  |  |
| 사업부단장 | OOO |  |  |  |
| 사업단원 | 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 Core University 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 |  |  |  |  |
| Deputy Project Director |  |  |  |  |
| Collaborative Researcher |  |  |  |  |
| … |  |  |  |  |

\* 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

|  |  |
| --- | --- |
| **Institution:** |  |
| **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 (or Institution) 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 the AKS, KSPS. 4. The University (or Institution) should comply with the KSPS’s request for the submittal of materials related to research expense account settlement including receipt copies. 5. The University (or Institution) must confirm the Project Director and Collaborative Researchers’ affiliation, position, and employment status. |

This university (or Institution), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certifies that the project grant for the Core University Program for Korean Studies will be centrally managed as mentioned above.

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

**Head of University (or 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 the 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**

|  |  |
| --- | --- |
| PROJECT TITLE |  |
| PROJECT DIRECTOR |  |
| INSTITUTION |  |
| COUNTRY |  |
| NAME ON ACCOUNT |  |
| BANK NAME |  |
| BANK BRANCH |  |
| BANK ADDRESS |  |
| ACCOUNT NUMBER |  |
| IBAN |  |
| ROUTING NUMBER |  |
| SWIFT  NUMBER |  |
| UNIT OF CURRENCY  (KRW, USD, etc) | *\* 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] Additional Document Submission Guidelines: Curriculum Vitae (CV)

* **Curriculum Vitae (CV)**
* CVs of the Project Director, Deputy Project Director, and Collaborative Researchers 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 8] Additional Document Submission Guidelines: Korean Studies Major Subjects and Syllabus

|  |
| --- |
| * Please attach the status of the subjects and the syllabus for each subject (No fixed format) in a way that includes the following content. * Please fill in the signature of the chair of a department or the head of University at the bottom of this document. |

**Course Offerings *(Sample)***

Bachelor’s, Spring 2021 (2021.3.1.- 2021.6.30.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 2021 (2021.3.1.-2021.6.30.) |
| Course ID | ABC 001 | Kor, Eng |
| Credits | 3 |

**Instructor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Department | Major | Office Number | E-mail |
| OOO | 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 9] Information on Online Submissions

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

**Representative Research Achievements of the Project Director**

🡪 Enter a summary of the results of two representative Korean studies research achievements of Project Director (and Deputy Project Director if a Core University Program applicant) from the past 5 years.

**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, 2020 or earlier, and ends December 31, 2021 or earlier, then it does not need to be listed. (However, if the project both starts and ends in 2021, 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 cancelled.**

# [Appendix 10] Overview of Previously Funded KSPS Projects

(As of January 2021)

**Core University Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By Region** | | **By Country** | | **Universities** |
| **Region** | **No.** | **Country** | **No.** |
| North America | 15 | USA | 13 | University of California, Los Angeles (completed)  University of Washington (completed)  Harvard University (completed)  University of California, Berkeley (completed)  University of Michigan  State University of New York at Binghamton (completed)  University of Southern California (completed)  University of California, San Diego (completed)  University of Hawaiʻi at Mānoa  Indiana University at Bloomington  University of California at Irvine  Columbia University in the City of New York  George Washington University |
| Canada | 2 | University of British Columbia (completed)  York University |
| West Europe | 7 | UK | 2 | School of Oriental and African Studies (completed)  University of Central Lancashire |
| Netherlands | 1 | Leiden University (completed) |
| Germany | 2 | Freie Universität Berlin-Ruhr Universität Bochum Consortium (completed)  Eberhard - Karls - University Tuebingen |
| France | 1 | Paris Diderot University–Paris7 (Paris Consortium: Paris7-EHESS-INALCO) |
| Austria | 1 | University of Vienna (completed) |
| East Europe | 5 | Russia | 3 | Saint Petersburg State University  Far Eastern Federal University  Kazan Federal University |
| Czech Rep. | 1 | Charles University in Prague |
| Bulgaria | 1 | Sofia University |
| Oceania | 4 | Australia | 4 | University of New South Wales (completed)  Australian National University (completed)  Monash University  The University of Western Australia |
| New Zealand | 1 | University of Auckland |
| Asia | 16 | China | 6 | 南京大学 (completed), 中央民族大学 (completed)  延邊大学, 中國海洋大学(completed), 山東大学 (completed), 遼寧大學 |
| Japan | 4 | 九州大學 (completed), 早稲田大學 (completed), 東京大學 (completed), 一橋大學 |
| Taiwan | 2 | 中國文化大學 (completed), 國立政治大學 |
| Kazakhstan | 1 | Kazakh Ablai Khan University of International Relations and World Languages |
| Turkey | 1 | Erciyes University |
| Vietnam | 1 | University of Languages and International Studies at Vietnam National University, Hanoi |
| India | 1 | Jawaharlal Nehru University |
| Total | 48 | Total (19) | 48 |  |

* Among a total of 62 funded projects, the following institutions were reselected, resulting in a total of 48 institutions.

2011: University of Washington, SOAS; 2012: UC Berkeley; 2013: 南京大學, 中央民族大; 2014: University of Southern California, Freie Universität Berlin, 中國海洋大學; 2015: University of Paris 7 & Charles University in Prague, 延邊大学; 2016: Saint Petersburg State University, University of Michigan; 2017: University of Auckland