**2019 Korean Studies Promotion Service**

『**Core University Program**

**for Korean Studies**』

**Application Guidelines**

**January 2019**

**Korean Studies Promotion Service (KSPS)**

**The Academy of Korean Studies**

**The Ministry of Education**

**Comparison of Major Contents between the Old and New Guidelines**

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| **Section** | **Year 2018** | **Year 2019** |
| 1. Support Budget | ☞ Total amount of KRW 4,218 million  - New Projects: **KRW 328 mil.**  **(2 projects)**  - Continuing Projects: KRW 3,890 mil.  (23 projects) | ☞ Total amount of KRW 3,841 million  - New Projects: **KRW 334 mil.**  **(2 projects)**  - Continuing Projects: KRW 3,507 mil.  (21 projects) |
| 2. Targets of Support | ☞ Overseas Core universities (/consortium) for Korean Studies | ☞ Same as year 2018 |
| 3. Contents of Support | ☞ 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)**  ☞ The previously supported universities must provide a matching fund. (at least 50% of the AKS support amount) If newly-applying universities provide a matching fund, bonus points will be awarded.  - **Note that some expenditures will not be considered as a matching fund (see p.2)** | ☞ Same as year 2018 **(see p.1)** |
| 5. Support Scale  (annually/per project) | ☞ All regions: Up to KRW 200 mil. | ☞ Same as year 2018 |
| 6. Support Period | ☞ **Total of 5 years (3+2)**  - Stage Evaluation in the 3rd year | ☞ Same as year 2018 |
| 7. Selection Procedure | ☞ Requirement Review 🡺 Online Review🡺 Expert Evaluation 🡺 Comprehensive Evaluation | ☞ Same as year 2018 **(only the title of the evaluation has changed from “Expert Evaluation” to “Panel Evaluation”)** |
| 8. Schedule of Events | ☞ Announcement: January, 2018  ☞ Application: **March 21~27, 2018**  ☞ Selection evaluation: April~May, 2018  ☞ Project commencement: June, 2018 | ☞ Announcement: January, 2019  ☞ Application: **March 11~18, 2019**  ☞ Selection evaluation: April~May, 2019  ☞ Project commencement: June, 2019 |
| 9. Other  Information  (After Commencement) | ☞ **Interim/Stage Reports Submission**  - First year: No later than 10 months after commencement (Interim Report)  - Second year: No later than 22 months after commencement (Interim Report)  - Third year: No later than 34 months after commencement (Stage Report)  - Fourth year: No later than 46 months after commencement (Interim Report)  ☞ **Final Report Submission**  - No later than six months after the conclusion of the project | ☞ Same as year 2018 |

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| **Ⅰ** | **Purpose of Program and Direction of Support** |

**1. Purpose of the Program**

➢ Enhancing the level of the Korean state and nation brand by fostering overseas core universities for Korean Studies, which is in relative weakness compared to Japan Studies or Chinese Studies.

➢ Forming a firm academic infrastructure for Korean Studies by finding overseas core universities of Korean Studies and supporting them intensively

**2. Direction of Support**

➢ In consideration of the regional situations and characteristics of Korean Studies, we support excellent Korean Studies education programs to further upgrade Koreans Studies.

➢ We select applicants in consideration of the ongoing Korean Studies leading universities, regional balance, and national strategic factors in the overseas Korean Studies category.

※ See the list of Korean Studies core universities supported by AKS [Appendix 8, p.34]

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| **Ⅱ** | **Contents of Support** |

**1. Support Budget**

➢ Total Budget: KRW 3,841 million

➢ New Projects: **KRW 334 million (2 projects, up to KRW 200 million per project)**

➢ Continuing Projects: KRW 3,507 million (21 projects)

**2. Area of Support: Korean Studies Education Programs**

➢ Region-specific Korean studies programs centering on education programs

**3. Target of Support**

➢ Overseas core university for Korean studies

- An institution that has built a specific level of infrastructure for specializing in Korean studies, that has secured a considerable academic capability, and whose university HQ has strong determination to support and nurture Korean studies.

※ See [III-1. Eligibility, p.3] for more details

**4. Condition of Support**

➢ The project should focus on educational programs for Korean studies and meet the following conditions during the project period:

① The applicant should **support at least 1 scholarship for graduate student majoring in Korean studies** (full tuition waiver)

※ It is recommended to allocate over 50% of the budget for educational programs including scholarships mentioned above (e.g. opening post-doc program, opening of student seminars and new lectures, development of textbooks, recruitment of teachers, etc.).

② 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

※ An applicant, which has already met this condition, is exempt from this condition, but is required to submit evidential data when submitting an application.

③ The applicant should **include the program of exchange through Korean studies research institute** with researchers at nearby universities where few Korean studies are conducted and with Korean studies researchers in and out of the country (at least one international conference should be held during the project period)

※ For example, an applicant should play the role of a foothold by holding periodical Korean studies-related meetings to which local scholars are invited.

④ An existing core university, if reapplying for the program, must establish **a matching fund equivalent to over 50% of the applied project cost**.

※ If newly-applying universities provide a matching fund over 5%, bonus points (1~3) will be awarded.

※ A matching fund should be additionally 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 will be considered as a matching fund.

- Fees for the use of school facilities such as offices and research labs.

- Waiver of indirect costs

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| **<Instructions>**  **※ Duplicated support on sub-projects with the Korean Foundation, etc. is not allowed.**  **※ We do not provide support for Korean language education programs.** |

**5. Support Amount and Period**

➢ Support Amount: Up to KRW 200 million per project each year

※ Apply for the fund each year for five 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.

※ Previously supported universities should apply for the fund within the above fund size, but should establish a 50% matching fund of the fund amount applied for.

➢ Support Period: 5 years from the commencement of the project <3+2 years>

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| **Ⅲ** | **Application Methods** |

**1. Eligibility**

➢ Target Region: Overseas, all regions

➢ Eligibility Criteria

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| - Universities which has more than **2 full-time Korean Studies faculty members**, and **post-graduate degree programs (MA or PhD)**  - 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. |

※ Full-time Korean Studies faculty members means those full-time academic staff who deliver lectures on Korean Studies or those who have conducted Korean Studies related research when the application for this program is filed. (Korean language tutors or instructors are not included).

※ In case if two universities form a consortium, each university can have ‘Project Team’ for the program, but the Project Director of the main university will take the responsibilities and rights of Project Director.

➢ If core projects 1)which ends in 2019 or 2) subject to final report submission in 2019 wishes to reapply for 2019 core program, final report and relevant project results should be submitted within the below period

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| - Submission period for final report and relevant project deliverables  : Mon, February 25th 2019~Thu, February 28th 2019  - Submission Method  : KSPS Project Management System website (http://ksps.aks.ac.kr/)  - However, it is also obligatory for them to submit the updated and completed final report and final project results once again within six months of the end of the project period according to the relevant article in the agreement. |

**2. Required Qualifications for Project Director**

➢ Project Director is nominated by the head of the relevant university, and he or she should be able to carry out the project at the university and he or she must remain employed throughout the project period.

➢ Project Director must have excellent research career and management capabilities, and it is highly recommended that they would be given the position of Department Head.

➢ Project Director has the right to form Project Team, and the replacement of Project Director requires request from the head of the relevant university and the approval of the Academy of Korean Studies.

※ In case of a consortium, Project Director refers to Director of Project Team in the main university.

**3. Application Period**

➢ Online Application**: 10:00 AM, 11 March 2019 (Mon) – 5:00 PM, 18 March 2018 (Mon)**

* All based on **Korean time.**
* **Only documents submitted at KSPS Project Management System during the application period can be accepted. Documents submitted by email after the application period is not acceptable.**

**4. Application Methods**

➢ Online Application

- Where to upload Application: KSPS Project Management System website

(<http://ksps-pms.aks.ac.kr>)

※ The application manual will be uploaded to the KSPS Project Management System in early

February 2018. Applicants should refer to the manual for application.

➢ Instructions for application

- Application must be received online in the name of the Project Director.

- Project Proposal must be submitted by either MS word or HWP format. The cover page that includes signatures, however, can be submitted by PDF or JPG format separately.)

- Project Proposal must be either in English or Korean. The abstract, however, must be both in Korean and in English.

- Exclusion of Reviewer: you can enter one or two individual researchers in or out of Korea (if any) online that you think may be unfairly biased towards your science in some specific way and request to exclude them from consideration as a reviewer. This is not mandatory.

**5. Documents to be submitted**

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| --- | --- | --- |
| **Category** | **Format** | **Notes** |
| Eligibility and Required Document Checklist | Appendix 2 | should be both entered online and submitted in MS word format. |
| Project Proposal | Appendix 3 | either MS word or HWP format  \* signature of President of the applying institution required |
| Personal Information of Participants | Appendix 4 | shall be entered online as well  \* same as appendix 3 |
| Agreement to Project Participation | Appendix 5 | \* signatures of all project participants required |
| Certificate of the Central Management of Project Grant | Appendix 6 | \* signature of head of central grant management department required |
| Status of Course Offerings of Korean Studies Major and Syllabus for Each Course | *No fixed format*  \*Refer to Appendix 7 | For all bachelor/master’s/PhD courses existing as of the date of application |
| Representative Research Achievements of Project Director & Deputy Project Director | *Online format*  \*Refer to Appendix 8 | shall be entered online only  \* separate file submission not required |
| Current Status of Participation in Research Project | *Online format*  \*Refer to Appendix 8 | shall be entered online only  \* separate file submission not required |
| CVs of Project Director & Deputy Project Director | *No fixed format* | - |

※ The required documents above must be received online in separate files.

※ “Representative Research Achievements of the Project Director & Deputy Project Director” and “Current Status of Participation in Research Project” should be drawn up in advance with reference to [Appendix 7] and entered online at the time of online application.

**6. Submission Process**

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| ※ Notes on Applicants  - Replacement of the contents of the submitted application and the Project Proposal will be allowed only during the online application period.  - **Applicants should arrange the central research fund administration department regarding the grant application and management of the grant** so that they would receive smooth administrative support after they are selected for the grant. The relevant central department must keep the submitted Project Proposal.  - A consortium formed between institutions should submit the consortium agreement at the time of online application or a letter of explanation in case it cannot meet the aforesaid requirement and comply with such within 2 months of selection. |

※ Applications that are submitted without Project Proposal or do not have submission number will not be considered.

**7. Restrictions on Applications and Participation**

➢ Restrictions on Applications

- A Project Director and Collaborative Researchers who have received academic research support from the Ministry of Education (through the Academy of Korean Studies (AKS), the National Research Foundation (NRF) of Korea, etc.) and have not submitted reports of their results even though the submission period has expired.

- Persons who are under the restrictions according to Article 19 of the Sciences Promotion Act are restricted in their participation in the project.

- It is not allowed for one researcher to apply for more than one project in the same program simultaneously.

➢ Restrictions on Participation

- Participants are restricted to being involved in Korean Ministry of Education research grant projects as either a) the Project Director of one project and a co-researcher of two projects or b) a co-researcher in three projects.

※ Researchers may be given Korean Ministry of Education research grants (including NRF’s research grants & AKS Office of Research Affairs’ research grants) for up to three projects per person. However, he/she may serve as project director for only one project and duplicate payment of personnel expenses is strictly prohibited.

\*In the event that one person participates in three projects with the support of Ministry of Education research grants, the scope thereof shall in principle be limited to projects under the existing Academic Support Program (humanities and sociology, and engineering) and projects under the Regulations on the Implementation of Academic Support Project in Humanities and Social Sciences. However, the project may not be included in the number of projects subject to the restriction of participation considering the nature of the project. For details of the relevant projects, please refer to Application Guidelines in Korean, p. 6.

\* If the current research project commencement predates December 31, 2018 and the deadline predates December 31, 2019, the project should not be included in the number of projects for which participation is limited.

※ Those who receive personnel expenses from research grants of the National Research Development Program or the Academic Support Program should not apply for personnel expenses under this project. However, in cases where the project period commencement is before December 31, 2018 and the deadline is before December 31, 2019, the person may apply for and participate in new projects, but payment of the personnel expense for the duplicated period shall be stopped from the existing ongoing research project grants, and shall be provided from the new project grants.

※ One research assistant can participate in one project at a time, and they cannot participate in 2 projects that have coinciding dates.

- Persons who are under the restrictions of Clause 27 of the Act on the Management of the National Research Development are restricted in their participation in the project according to the contents of the above restriction.

※ Projects that include following researchers will be excluded in Selection Evaluation; researchers who have been given restrictions from the National Research Development Program or the Academic Support Program and have not completed the restriction period; researchers who have not met the obligation of submitting the final report.

※ Overseas researcher who has been subject to punitive measure imposed by the Korean government or a public institution like the Korean Foundation due to unfaithful performance of a research project is not allowed to take part in this project until the end of the period of punitive measure.

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| **Ⅳ** | **Evaluation and Selection** |

**1. Evaluation Process**

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| **①Requirement Review** |  | **②Online Review** |  | **③ Panel Evaluation** |  | **④Comprehensive**  **Evaluation** |
| Review of requirement |  | Review of project proposal |  | Review of project proposal |  | Review, selection and final decision |
| KSPS |  | Expert Evaluation Committee |  | Expert Evaluation Committee |  | Comprehensive  Evaluation Committee |

※ Panel Evaluation candidates will be selected in Online Review round within three times the number of project teams to be finally selected.

※ Only for Panel Evaluation candidates selected in Online Review round, the final scores will be calculated at a ratio of four of Online Review to six of Panel Evaluation. However, candidates whose score fall below the arithmetic average of 70 will be disqualified.

**2. Evaluation Stages and Contents**

**(1) Requirement Review**

➢ Administration of the review: Korean Studies Promotion Service

➢ Contents of review: Required documents, eligibility, overlapped support, etc.

**(2) Online Review**

➢ Administration of the evaluation: Online Review Members

➢ Method of evaluation: Online review (Individual Evaluation)

➢ Contents of evaluation

- The eligibility of the universities that are involved in the project, the potential that the universities could lead Korean Studies programs in the given region, and the will of the universities to support the projects.

- Excellency and creativity of proposed projects, and its possible contributions to Korean Studies.

➢ Evaluation Items and Assigned Scores

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| **Areas** | **Evaluation Items** | | **Evaluation Contents** |
| Evaluation of the Basis for the Project (50) | Potential to lead Korean Studies (25) | | -Status of the applying university (major areas, history and so on)  -Level of external confidence and recognition of Korean Studies of the university  -The level of existing networks |
| Capacity to proceed (25) | Eligibility criteria  (15) | -Korean Studies Center, past achievements in Korean Studies  -Number of Korean Studies faculty members, existence of Korean Studies program (department)  -Project Director and Deputy Project Director’s research capacity and will to carry out the project (Korean reading comprehension ability, influence in the university, capacity to manage the project overall, etc) |
| Support of the university (10) | -Will of the university to support Korean Studies (including willingness to provide fund, space, personnel and the rate of indirect costs, etc.) \*In the case of continuing recipient university, matching funds will be considered.  -If the grant will be managed centrally |
| Evaluation of the Contents of the Project (50) | Project plans (30) | | -Appropriateness of project goals and overall planning  -Appropriateness of the contents of detailed projects  -Appropriateness of budget execution plans |
| Expected effects (20) | | -Appropriateness of the suggested effects  -Prospects of goal achievement  -Appropriateness of the plan to use the achieved results |
| ◆ **[Bonus points]** Matching fund (3)  (in case of a newly-applying university 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** |
| **Total (100~103)** | | |  |

※ Details of review items and allocated points can be changed partially.

※ In case if universities formed consortium, the evaluation will be focused on the main university while the capacities of other universities will be also considered altogether.

※ 3 additional bonus points will be given to the project whose Project Director has received research excellence award from the Korean Ministry of Education (Korean Studies Promotion Service). (applicable only once, within three years of the award winning)

※ In the cases of the universities that already have received this grant previously:

- Eligibility Criteria (15) will be evaluated considering the achievements made already.

- Final Evaluation will be made in advance to decide the possibility of renewal.

**(3) Panel Evaluation**

➢ Administration of the evaluation: Expert Evaluation Committee

➢ Method of evaluation: Panel review (Consensus System)

➢ Contents of evaluation

- The eligibility of the universities that are involved in the project, the potential that the universities could lead Korean Studies programs in the given region, and the will of the universities to support the projects.

- Excellency and creativity of proposed projects, and its possible contributions to Korean Studies.

➢ Evaluation Items and Assigned Scores: *same as online review*

**(4) Comprehensive Evaluation**

➢ Administration of the evaluation: Comprehensive Evaluation Committee

➢ Method of evaluation: Consensus System

➢ Contents of evaluation

- Deliberation of the results of Requirement Review, Online Review and Panel Evaluation

- Finalization of selection and grant allocation

**3. Finalization of Selection and Signing of Agreement**

➢ Preliminary Selection

- On the KSPS homepage (http://ksps.aks.ac.kr/), preliminary selection projects will be publicized to prevent funding and support from overlapping with other research grant programs.

➢ Final selection

- If there is no comment received during the comment period for the preliminarily selected projects, Korean Studies Promotion Service will make a final announcement on the selection of the projects at the KSPS homepage (http://ksps.aks.ac.kr/).

➢ Signing of Agreement

- The agreement for the project will be signed by 4 parties of the President of the Academy of Korean Studies, Director of Korean Studies Promotion Service, Head of the grant recipient university, and Project Director.

※ The agreement will be drawn up in two languages, Korean and English. If the selected institution disagrees with the agreement, the selection will be withdrawn.

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| **Ⅴ** | **Grant Payment and Administration** |

**1. Grant Payment**

➢ Payment Method

- The grant will be transferred to the project director’s associated institution through the central administrative entity of the institution.

➢ Payment Period

- The grant will be transferred after selection is made and the agreement is signed.

- The grant will be paid on a yearly basis after completion of the annual evaluation.

**2. Grant Administration**

➢ Principles of Grant Administration

- In principle, the grant must be administered centrally by the university.

- However, based on the relevant articles of the Sciences Promotion Act, if necessary, the AKS can collect all or a part of the grant and restrict the eligibility of the university and individuals for grant for a set period.

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| ※ **Central Management of Project Grant**   1. “The Central Management of Project Grants” means a management system for research grants in which the Research Administering Institution manages and implements the research grants in place of the Project Director. 2. The Project Administering Institution shall manage the project grants with separate accounting, and it has established self-regulations for effective implementation of project and transparent management of project grants. |

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| **Ⅵ** | **Follow-up Management** |

**1. Report Submission Period**

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| **Types of Report** | **Submission Period** |
| Interim Report (1st) | Within 10 months after the implementation of the project |
| Interim Report (2nd) | Within 22 months after the implementation of the project |
| Stage Report (3rd) | Within 34 months after the implementation of the project |
| Interim Report (4th) | Within 46 months after the implementation of the project |
| Final Report | Within 6 months after the completion of the project |

**2. Interim Report Submission**

➢ Submission Period

- 1st year: within 10 months after the implementation of the project

- 2nd year: within 22 months after the implementation of the project

- 4th year: within 46 months after the implementation of the project

➢ Documents to be submitted:

- One copy of the Interim Report (in the KSPS pre-scribed format)

※ The matching fund expenditure report should be included if originally planned.

- One copy of project results

➢ Submitting Method: online through the KSPS Project Management System website

**3. Interim Screening**

**⎕ Screening Process**

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| **①Requirement Review** | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000017984aac.gif | **② Intrim Screening** | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000017984aae.gif | **③ Scrutinized Evaluation** | C:\DOCUME~1\한국학~1\LOCALS~1\Temp\UNI000017984aae.gif | **④Comprehensive Evaluation** |
| Review of requirements | Review of  interim report | Review of  interim report | Deliberation and final confirmation |
| KSPS | Expert Evaluation Committee | Expert Evaluation Committee | Comprehensive Evaluation Committee |

※ Project teams who receive the result ‘Need for Scrutinized Evaluation’ will be proceeded to Scrutinized Evaluation stage. Also, Comprehensive Evaluation will be provided for the project teams as the result of ‘Discontinuation of Support’ decided in the previous stage.

※ If a project team was informed of ‘Discontinuation of Support’ decision, the team is obligated to submit final report and results to KSPS in accordance with Regulations for Academic Research Support in the Fields of Humanities and Social Sciences

**⎕ Interim Screening**

**- Screening Items and Assigned Scores**

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| **Screening Item** | **Screening Contents** |
| Achievement Made in the Previous Year | * Goal achievement of research performance |
| * Adequacy of research methods and contents |
| Plan for Next Year | * Relevance to the previous research contents |
| * Appropriateness of the next year research goal and contents |

**- Screening Result and Follow-up Measures**

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| **Screening Result** | **Follow-up Measures** |
| Pass | Continuance of project |
| Need for Scrutinized Evaluation | Scrutinized Evaluation |

**⎕ Scrutinized Evaluation**

➢ Evaluation Items and Assigned Scores

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| --- | --- | --- |
| **Areas** | **Evaluation Items** | **Evaluation Contents** |
| Achievement made in the current year  (80) | Level of Goal Achievement  (30) | - Have last year’s goals been achieved? (20) |
| - Is current achievement level enough to meet the final goals? (5) |
| - Are the formation and management of Project Team being carried out as planned? (3) |
| - Are the university’s administrative and other supports being carried out as planned? (2) |
| Reflection of evaluators' opinion (10) | - Have the previous evaluators' comments and suggestions been properly reflected? (10) |
| Qualitative level of the contents of project  (30) | - Are the contents of the project appropriate? (15) |
| - Is the qualitative level of the contents of the project high? (15) |
| Appropriateness and transparency of the execution of expenses (10) | - Is the central management of the grant going well? (5) |
| - Have all expense items been maintained and well executed as planned? (5) |
| Plan for next year  (20) | Relevance of the Contents of the Project (10) | - Are the contents of the next year’s project relevant to that of the current year and have they been appropriately adapted according to the changed environment? (10) |
| Appropriateness of the method of project (10) | - Are the method and procedure to achieve the project goals appropriate? (10) |
| **Total (100)** | |  |

※ Details of the evaluation items and score distribution are partially changeable.

➢ Evaluation Result and Follow-up Measures

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| **Evaluation Result** | **Follow-up Measures** |
| Over 70 points | Continuance of project |
| Below 70 points | Stoppage of Support |

**4. Stage Report Submission**

➢ Submission Period

- 3rd year: within 34 months after the implementation of the project

➢ Documents to be submitted

- One copy of the Stage Report (in the KSPS prescribed format)

※ The matching fund expenditure report should be included if originally planned.

- One copy of first stage results

➢ Submitting Method: online through the KSPS Project Management System website

**5. Stage Evaluation**

➢ Evaluation Process

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| --- | --- | --- | --- | --- |
| **①Requirement Review** |  | **②Document Evaluation** |  | **③Comprehensive**  **Evaluation** |
| Review of requirement |  | Review of stage report |  | Deliberation and final confirmation |
| KSPS |  | Expert Evaluation Committee |  | Comprehensive  Evaluation Committee |

※ Comprehensive Evaluation will be held provided the stoppage of support has been decided as a result of Expert Evaluation.

➢ Evaluation Items and Assigned Scores

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| --- | --- | --- |
| **Areas** | **Evaluation Items** | **Evaluation Contents** |
| Achievement made in the current stage  (80) | Level of goal achievement  (30) | - Have the planned goals been achieved? (20) |
| - Is it possible to achieve the current goals before the end of the 1st stage? (5) |
| - Is the level of current achievements enough to achieve the final goals of the project? (5) |
| Reflection of evaluators' opinion (10) | - Have the previous evaluators' comments and suggestions been properly reflected? (10) |
| Qualitative level of the contents of project (30) | - Are the contents of the project appropriate? (15) |
| - Is the qualitative level of the contents of the project high? (15) |
| Appropriateness of the execution of expenses (10) | - Have all expense items been maintained and well executed as planned? (10) |
| Plan for next stage  (20) | Next Stage project plan (15) | - Are the contents of the next stage project relevant to that of the current stage and have they been appropriately adapted according to the changed environment? (10) |
| - Are the formation of Project Team and plan appropriate for the achievement of the goals?(5) |
| Methods of the utilization of the results (5) | - Are the method to utilize project results specific enough? (5) |
| **Total (100)** | |  |

※ Details of the evaluation items and score distribution are partially changeable.

➢ Evaluation Ranks and Follow-up Measures

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Ranks** | **Assigned Score** | **Follow-up Measures** | **Notes** |
| A | 90 ~ 100 points | Proceed to next stage |  |
| B | 80 ~ 89 points | Proceed to next stage |  |
| C | 70 ~ 79 points | Proceed to next stage |  |
| D | Below 70 points | Discontinuation of support |  |

**6. Final Report Submission**

➢ Submission Period: No more than 6 months after the conclusion of the project period

➢ Documents to be submitted:

- One copy of the Final Report (in KSPS prescribed format)

- Grant expenses execution records

- One copy of each project result (Uploading information on the project achievements and results)

➢ Submitting Method: online through the KSPS Project Management System

**7. Final Evaluation**

➢ Evaluation Process

|  |  |  |
| --- | --- | --- |
| **①Requirement Review** |  | **②Document Evaluation** |
| Review of requirement |  | Evaluation of final report  and project results |
| KSPS |  | Expert Evaluation Committee |

➢ Evaluation Items and Assigned Scores

|  |  |
| --- | --- |
| **Evaluation Items** | **Evaluation Contents** |
| Level of Goal Achievement (40) | - Were the originally planned objectives successfully attained? (25) |
| - Were the project implementation methods and process proper? (5) |
| - Were the formation and management of Project Team being carried out as planned? (5) |
| - Were the university’s administrative and other supports carried out as planned? (5) |
| Reflection of evaluators' opinion (10) | - Have the previous evaluators' comments and suggestions been properly reflected? (10) |
| Quality of Research Results (30) | - Are the contents of project appropriate? |
| - Is the quality of the project results high? |
| Management of Research Grants (10) | - Were project grants properly executed? |
| Utilization Methods (10) | - Are methods of utilization of the project results properly presented? |
| **Total (100)** |  |

※ Details of the evaluation items and score distribution are partially changeable.

➢ Evaluation Ranks and Follow-up Measures

|  |  |  |
| --- | --- | --- |
| **Evaluation Ranks** | **Assigned Score** | **Follow-up Measures** |
| PASS | 80 ~ 100 points | Project Termination  (Reapplication allowed) |
| FAIL | Below 80 points | Restriction on application possible  (restriction on future application and  retrieval of project grant possible) |

**8. Final Results Submission**

➢ Submission Period: No more than 2 years after the conclusion of the project period

➢ Documents to be submitted: electronic files of all research results (articles or books) associated with Project Proposal

- In case of book publications, more than **five copies** should be submitted to AKS.

➢ Acknowledgement of the Support on All Research Results

- Any research results that are published in academic journals or in books must include the acknowledgment as follows:

|  |
| --- |
| **In Korean:**  "이 논문 또는 저서는 2019년 대한민국 교육부와 한국학중앙연구원(한국학진흥사업단)을 통해 해외한국학중핵대학육성사업의 지원을 받아 수행된 연구임(AKS-2019-OOO-OOOOOOO)" |
| **In English:**  "This work was supported by Core University Program for Korean Studies through the Ministry of Education of the Republic of Korea and Korean Studies Promotion Service of the Academy of Korean Studies (AKS-2019-OOO-OOOOOOO)." |

- A research result that does not indicate acknowledgment of our support will not be deemed qualified.

- **Dual acknowledgement is prohibited for research funds from the Ministry of Education of the Republic of Korea. For monographs, acknowledgement should be indicated in the masthead.**

**9. Other Matters Concerning Report and Project Results**

➢ Disclosure and use of interim results

- The content of the interim project results may be disclosed to the public at our homepage, in connection with an attempt to invigorate discussion among researchers.

➢ Disclosure and Utilization of Final Reports and Final Project Results

- The submitted final report and project results may be disclosed on the official website of Korean Studies Promotion Service, AKS (http://ksps.aks.ac.kr), etc.

|  |
| --- |
| If the submitted final report is found to violate the principles of research legality (e.g. falsification, plagiarism, etc.), the Ministry of Education and the AKS may impose the appropriate sanction against the researcher and/or research institute in question, and the result of the sanction and a list of the names of those involved may be disclosed. |

➢ Ownership of Research Results

- Following the Article 18 Clause 1 of the Enforcement Ordinance of the Sciences Promotion Act, it can be decided, through discussion with the researchers, whether the government of the Republic of Korea has the intellectual property rights of the research results.

※ For details regarding the intellectual property rights, relevant articles in the Regulations on the Implementation of Academic Support Project in Humanities and Social Sciences regarding the intellectual property rights will be applied.

- The cost necessary for obtaining the intellectual property rights of the project results may be included in the project grants.

- The online transmission rights for the disclosure and utilization of project results and for the provision of services shall be owned by both the AKS(KSPS) and the project administering institute.

➢ Sanctions against Failure to Submit Final reports and Final Project Results

- In the event of failure to fulfill the obligations concerning the final report and final project results, the researcher in question will be prohibited from applying for research support for a period of 2 to 5 years according to the Science Promotion Act - Enforcement Ordinance - Article 20 - Section 5.

- Sanctions against failure to submit the final reports and final project results will be taken according to the Regulations on the Implementation of Academic Support Projects in Humanities and Social Sciences.

- If the researcher in question objects to the related sanctions, he or 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 project results, 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 results (dissertations, books, reports, patents, technology inventions, original materials, and intermediate outputs). They should also send the related research results to the KSPS at the request of the latter.

- Researcher shall correct and supplement database data upon demands of the Korean Studies Promotion Service (KSPS) even after expiry of the project period. Should individual performed research be not capable of performing correction and supplementation, KSPS may correct and supplement the data.

|  |
| --- |
| ※ Research results 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 Costs**

- Indirect costs should not exceed 10% of the “Personnel expenses + direct costs”.

※ When a matching fund is provided, the indirect cost should be applied for to be under 10% of AKS-supported project cost.

※ The ratio of indirect costs should be determined under consultation with the institution before application.

※ The calculation rate for indirect costs will be reflected on the evaluation of the “Support of the university” item.

- Throughout the whole project period, the initially agreed rate for indirect costs shall be maintained.

**2. Other Information**

- Incorrect information or inaccurate contents are given at the time of application can cause disadvantage, and if such dishonesty is discovered after the application, cancellation of support may occur.

|  |
| --- |
| **INQUIRIES** |
| **Korean Studies Promotion Service ,**  **101 Jinhyun Building, The Academy of Korean Studies,**  **323 Haogae-ro, Bundang-gu, Seongnam-si,**  **Gyeonggi-do 13455, Korea**  **(**[**http://ksps.aks.ac.kr**](http://ksps.aks.ac.kr)**)**  For project-related inquiries, please contact a staff in charge, **Ms. Juhae Lee**, at [global@aks.ac.kr](mailto:global@aks.ac.kr).  Please send all business related inquiries by e-mail given above. If there is no reply within 48 hours (except 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. | |

- The applicant (Project Director) can request information on the evaluation opinions and evaluation process regarding his/her application within certain period of time, according to the Act on the Opening of Information of Public Organizations. Nonetheless, the Project Proposal of the applicant and contents of the evaluation and other information are not to be made public.

|  |
| --- |
| [Appendix 1] Reference for Calculation of  Project Budget Items |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Criteria for calculation and execution** | **Remarks** |
| Labor cost | **․ Labor costs for Korean studies research institute**  Labor costs for staffers employed exclusively for the operation of a Korean studies research institute | - The same level as that of a similar job within the university should be applied. |  |
| **․ Hiring of teaching staff**  - Supporting salaries for instructors hired to expand and operator Korean studies courses | - Supporting salaries in line with your university’s criteria for salaries.  - A duplicate receipt of this fund together with other support funds is banned. | **Over 50% of the budget**  **(recommended)** |
| **․ Student labor costs and scholarships**  Labor costs or scholarships which are paid to students who directly participate in the leading university’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. | - Costs are supported according to the university’s internal criteria.  - Duplicated support for costs is not permitted. |
| Direct cost | **․ Research cost related to education**  1. Cost of using experts in relation to **educational activities**, cost of domestic and overseas education and training, fees for using domestic and overseas information database networks, costs 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. | - Costs 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 equipment and materials cost**  1. Cost of purchasing and using various materials, reagents, and parts; costs of analysis, testing, and computerization.  2. 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 costs should be calculated, and the cost should be calculated accurately according to the criteria.  - Costs 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. |  |
| **․ Other research cost**  1. Domestic and overseas trip costs and local transportation costs 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. Costs 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  5. Cost of adjusting and managing the project with detailed tasks | 1. Trip costs should be calculated according to the university’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 costs 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 costs should be calculated only for such activities.  5. Actual cost of other research activities should be calculated according to the period and market price.  6. Publication costs may be spent within 2 years of the end of the project period if publication is planned within that period. |
| **․ Allowance for research activities**  Allowance for paying compensation and encouragement costs to project head and participants in the project | - The total amount should be up to KRW 0.4 million a month (4.8 million for one year= KRW 0.4 million × 12 months).  ※However, in this case, other research cost (such as translation fees, writing expenses, honorarium, etc.) cannot be applied. |
| Indirect Cost | **․ Indirect Cost**  - Common support expenses of the institution necessary for managing the project, etc. | - To be fixed to within 10% of the total amount of personnel expenses and direct costs |

|  |
| --- |
| [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 | Support at least 1 scholarship for graduate student majoring in Korean studies (full tuition waiver) | Required | □ |
| 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 | □ |
| Include programs of exchange through Korean studies research institute with researchers at nearby universities | Holding at least one international conference is required | □ |
| Review of Budget Plan | Matching Fund | Universities reapplying for the program is required to establish a matching fund equivalent to over 50% of the applied project cost.  <Items that are not accounted for matching fund>  - Labor expenditure associated with existing faculty members  \* only labor expenses associated with faculty members who have been newly hired for the project will be considered as a matching fund.  - Fees for the use of school facilities such as offices and research labs.  - Waiver of indirect costs | ( )% |
| Allocated over 50% of the budget for educational programs | Recommended | ( )% |
| Required  Document | Project Proposal | Be sure to provide both the project director, the president and the director in charge of central management of grant at the applying institution on the proposal cover. Research proposals without the signatures will not be accepted.. | □ |
| Personal Information of Participants |  | □ |
| Agreement to Project Participation |  | □ |
| Certificate of the Central Management of Project Grant |  | □ |
| Status of Course Offerings of Korean Studies Major and Syllabus for Each Course |  | □ |
| CVs of Project Director & Deputy Project Director |  | □ |
| Representative Research Achievements of Project Director & Deputy Project Director | Enter online only  File submission not necessary | □ |
| Current Status of Participation in Research Project | Enter online only  File submission not necessary | □ |

※ The above checklist should be both entered online and submitted in .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 : Signature :**

|  |
| --- |
| [Appendix 3] Application Form |

**2019 Core University Program for Korean Studies**

**Project Proposal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name** |  | | | | |
| **No. of Participants** | (including Project Director) | | | | |
| **No. of Assistants** |  | | | | |
| **Applying Institution** | Name of Institution |  | | Country |  |
| Address |  | | Homepage |  |
| Name of  the Head | (Name)  (Position)  (Signature) | | E-mail |  |
| Phone |  |
| Staff in charge at the project management department | (Name)  (Affiliation and Position)  (Signature) | | E-mail |  |
| Phone |  |
| **Project Director** | Name | (Signature) | | Affiliation and Position |  |
| Major |  | | E-mail |  |
| Telephone |  | | Fax |  |
| **Deputy**  **Project Director** | Name |  | | Affiliation and Position |  |
| Major |  | | E-mail |  |
| Telephone |  | | Fax |  |
| **Amount of**  **Grant Requested** | 1st year | |  | | |
| 2nd year | |  | | |
| 3rd year | |  | | |
| 4th year | |  | | |
| 5th year | |  | | |
| **Total** | | ( KRW) | | |

\* For overseas institutions, please be sure to provide signatures of 1) the project director, 2) the president and 3) the director in charge of central management of grant at the applying institution on the above cover. Research proposals without the signatures will not be accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| **사 업 요 약 문 (국문)** | | | |
| **기관명** |  | | |
| **과제명** |  | | |
| **▣ 사업 목표**  **▣ 기대 효과**  **▣ 사업 내용**  **▣ 키워드**  **※ 사업요약문 위에 작성 후 신청 시 온라인 입력 병행** | | | |
| **<지원 조건 충족 여부 요약>** | | | |
| 구 분 | | 사업 계획(간략히) | 비 고 |
| 대학원생 장학금 지원 | | *예시) 2~5차년도 연간 총 2명(석사과정 1명, 박사과정 1명) 학비 전액 지원* | 필수 작성 |
| 한국학연구소 설립 | | *2009년부터 한국학연구소 운영 중*  *(또는 2차년도(2020년도) 한국학연구소 개소 예정)* |
| 한국학연구소를 통한  연구자 교류 사업 | | *2020년 국제학술대회 개최(주제 및 참석 대상)(총 1회)*  *매년 주변 지역 5개 기관(기관명 나열) 참여 학술회의 개최(총 5회)* |
| 매칭펀드 지원 | | *14% 지원* | 해당할 경우 작성 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of Project (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 as the same above. | | | |
| **<Plans to meet conditions of support>** | | | |
| **Category** | | **Project Plan (briefly)** | **Notes** |
| Scholarships for graduate students | | *ex) in the 2nd through 5th year, two students (1 MA student & 1 PhD student) will be supported (full tuition waiver)* | mandatory |
| Establishment of Korean studies research institute | | *Korean studies research institute was established in 2009 (or, the institute will be established in 2nd project year, 2020)* |
| Program of exchange through Korean studies research institute | | *International conference in 2020 (theme, participants) (one time in total)*  *Academic seminar every year with the participation of nearby universities (five times in total)* |
| Matching fund | | *14%* | fill in  if applicable |
| **※ The project proposal should be drawn up so as not to exceed 30 pages and to include contents as below.**  **※ In the case of consortiums, a comprehensive project proposal should be drawn. However, if necessary, some information can be drawn distinguish between the main project center and the other university project centers.** | | | | |

**Ⅰ. Applicant University Outline**

**< Overview of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University >**

**(As of: March, 2019)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 teach or research Korea partially though they belong to other departments |
| Full-time lecturers (instructors) | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people | No. of instructors hired to give Korean studies lectures. |
| No. of students | | No. of students on doctorate courses | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people |  |
| No. of students on master courses | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people |  |
| No. of undergraduates | | | \_\_\_ people | | \_\_\_ people | | \_\_\_ people |  |
| No. of courses | | Doctorate courses | | | \_\_\_ courses | | \_\_\_ courses | | \_\_\_ courses | Specify only the number of major-subject lectures by course. |
| Master courses | | | \_\_\_ courses | | \_\_\_ courses | | \_\_\_ courses |
| Undergraduate courses | | | \_\_\_ courses | | \_\_\_ courses | | \_\_\_ courses |
| Others | | | \_\_\_ courses | | \_\_\_ courses | | \_\_\_ courses | Classes (lectures on liberal arts, etc.) other than major subjects related to Korea, China or Japan. |
| Research institute | | Establishment | | | ( O, X ) | | ( O, X ) | | ( O, X ) | Information on Korean Studies Institute  ①Institute Name:  ②Director  - Name:  - Affiliation and Position:  - Specialization: |
| Establishment year | | |  | |  | |  | \*The establishment year shall be stated (including the case that the Korean Studies Institute is planned to be established) |
| 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 | Dual inclusion is allowed in the case of comparative studies, etc. |

※ This overview should be drawn up based on the deadline of the project proposal submission.

※ This overview shall be also entered on the online application page as the same above.

**1. Korean studies status of the relevant country (region)**

※ University and institution status, community network and exchange activities

**2. The applicant university’s Korean studies-related activity achievements**

※ Korean studies-related activity history and status, existing activity results, and problems

**3. The applicant university’s Korean studies-related infrastructure**

※ Teaching staff and programs in the Korean studies field

※ Korean studies-related program finances, fund attraction/support overview

※ Status of Korean studies research center, research / education facilities (spaces) and equipment

**4. List of those who have obtained master’s degrees/PhDs in Korean studies for the past 3 years**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Degree**  **(Master/PhD)** | **Name** | **Major** | **Name of Thesis** | **Thesis Director (Professor)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**5. Composition of the Project Team**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Name** | **Department and position** | **Major** | **Role** |
| Project Director |  |  |  |  |
| Deputy Project Director |  |  |  |  |
| Project  Team Members |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Project Assistants |  |  |  |  |

**Ⅱ. Project Implementation Plan**

**1. Project Objectives**

※ Describe overall project objectives, and yearly project objectives to achieve them.

**2. Detailed project plan by year**

※ Describe the five-year detailed project plan by year in line with the project objectives.

※ Include the plan for establishment of an independent Korean Studies research institute (if applicable)

※ Include the exchange program with nearby universities (specification of target regions&partner institutions required)

**3. Detailed project plan by each participant**

※ Propriety of composition of a project team; division of roles among participants; project execution plan of each participant to be stated

**4. Achievement indicators**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **Total** | **Notes for totaling** |
| Scholarships for graduate students (full tuition wavier) |  |  |  |  |  |  | unaccumulated |
| Support for post-docs | ex) 1 | 1 | 1 |  |  | 1 | unaccumulated |
| Opening of new courses |  |  |  |  |  |  | accumulated |
| Hiring new faculty member |  |  |  |  |  |  | accumulated |
| Establishment of Korean studies research institute |  |  |  |  |  |  | accumulated |
| Publications |  |  |  |  |  |  | accumulated |
| Journal Articles |  |  |  |  |  |  | accumulated |
| … |  |  |  |  |  |  |  |

※ 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**.

※ 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].

※ **Total numbers of each indicator shall be also entered on the online application page.**

**5. Plan for the operation of Korean studies programs after the completion of the project**

※ Focus your description on the possibility of continuing the project after the completion of the five-year AKS support.

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

**1. Summary**

(currency: , exchange rate: )

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

**2-1. Itemized budget request**

Year

(currency: , exchange rate: )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Content** | | **Budget Amount** | **Basis of Budget Calculation** | **Ratio** |
| **Personnel Expenses** | Labor cost for Korean studies research institute | |  | - [position] (monthly salary) x months x persons = yearly salary | **%** |
| Teaching staff | |  | - [position] (monthly salary) x months x persons = yearly salary | **%** |
| 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 | **%** |
| (Subtotal) | | |  |  | **%** |
| **Direct Cost** | | 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 cost |  | - [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 Cost** | | Indirect Cost |  | - % of the total amount of personnel expenses and direct costs | **%** |
| (Subtotal) | | |  |  | **%** |
| **Total** | | |  | **≒ KRW** | **100%** |

※ Please use only 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 five tables, i.e., the 1st through the 5th year, and the requested amount of each year should not exceed 200 million Korean Won.

※ The budget should be planned **in the local currency**, but the total amount should be expressed concurrently in Korean won (specifying 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 Personnel Expenses & Direct Cost 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 (if applicable)**

Year

(currency: , exchange rate: )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Content** | **Budget Amount** | **Basis of Budget Calculation** | **Ratio** |
| **Personnel Expenses** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| (Subtotal) | |  |  |  |
| **Direct Cost** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| (Subtotal) | |  |  |  |
| **Total** | |  | **≒ KRW** | **%** |

※ A matching fund should be additionally 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 will be considered as a matching fund.

- Fees for the use of school facilities such as offices and research labs.

- Waiver of indirect costs

※ Matching fund support plan should **be drawn up for each year** in five tables, i.e., the 1st through the 5th year.

|  |
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| [Appendix 4] Personal Information of Participants |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Name** | **Date/Year of Birth** | **Affiliation and position** | **Major** | **Most recent degree** | **Contact**  **(cell-phone/**  **e-mail)** |
| Project Director |  |  |  |  |  |  |
| Deputy Project Director |  |  |  |  |  |  |
| Project  Team  Members |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Project Assistants |  |  | *BA/MA/PhD courses* |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| [Appendix 5] Agreement to Project Participation |

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| **※ Every project participants except assistants is required to fill out either the agreement for overseas researchers or that for domestic researchers below. The agreement form differs depending on whether the participant has a resident registration number in the Republic of Korea (considered domestic researchers) or not (considered overseas researchers).** |

**사업 참여 동의서(국내 연구자용)**

본인은 한국학중앙연구원 한국학진흥사업단이 지원하는 해외한국학중핵대학육성사업에 참여함을 확인합니다. 본인은 협약서와 관련규정을 준수하여 연구를 진행할 것입니다.

본인은 한국학중앙연구원 한국학진흥사업단에 제출하는 연구지원사업 관련 계획서 및 보고서에 대한 심사·평가에 있어 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 제공하는데 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.

2019년 월 일

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 구 분 | 성 명 | 생년월일 | 소속 및 직위 | 서 명 |
| 사업단장 | OOO |  |  |  |
| 사업단원 | OOO |  |  |  |
| 사업단원 | OOO |  |  |  |
|  |  |  |  |  |

**한국학중앙연구원 한국학진흥사업단장 귀하**

**Agreement to Project Participation**

**(For overseas researchers)**

I hereby certify that I will participate in the project to Core University Program for Korean studies, which is to be supported by the Korean Studies Promotion Service, Academy of Korean Studies. I will carry out the research while complying with the agreement and all related regulations.

I understand that, for the review and evaluation of the proposal and reports submitted to Korean Studies Promotion Service (KSPS) at the Academy of Korean Studies (AKS) for the research support project, the AKS (KSPS) needs to use the information on my education, career, research achievements and so forth, and, to that end, I hereby agree to provide my personal information to 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 ensuring the convenience of gathering diverse data necessary for review and evaluation.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Name** | **Date of Birth** | **Affiliation and Position** | **Signature** |
| Project Director | ○○○ | YYYY.MM.DD |  |  |
| Project Team Member | ○○○ | YYYY.MM.DD |  |  |
| Project Team Member | ○○○ | YYYY.MM.DD |  |  |
|  |  |  |  |  |

**To the Director of Korean Studies Promotion Service, AKS**

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| [Appendix 6] Certificate of the Central Management of Project Grant |

**Core University Program for Korean Studies**

**Certificate of the Central Management of Project Grant**

**□ Institution:**

**□ Project Title:**

**□ Project Director:**

**□ Items to be confirmed**

|  |
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| ※ **Central Management of Project Grant**   1. “The Central Management of Project Grants” means a management system for project grants in which the Project Administering Institution manages and implements the project grants in place of the Project Director. 2. The Project Administering Institution shall manage the project grants with separate accounting, and it has established self-regulations for effective implementation of project and transparent management of project grants. 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 institution shall promptly inform of the change to AKS, KSPS. 4. The Project Administering Institution should comply with KSPS’s request for the submittal of materials related to research expense account settlement including receipt copies. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the project grant for the Core University Program for Korean Studies of 2018 will be centrally managed as mentioned above.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019

|  |  |
| --- | --- |
| Signature of President of Institution  (or Representative of Central Grant Management Department) | |
| Name |  |
| Affiliation and Position |  |
| Email and Phone No. |  |
| Signature |  |

**To the director of the Korean Studies Promotion Service**

Attachment: Account Information

* If the account information is not yet ready at the time of application, the applicant should submit it within 2 weeks of the Final Selection.

|  |
| --- |
| Account Information  - Core University Program for Korean Studies - |

|  |  |
| --- | --- |
| **PROJECT**  **TITLE** |  |
| **PROJECT DIRECTOR** |  |
| **UNIVERSITY** |  |
| **COUNTRY** |  |
| **NAME ON ACCOUNT** |  |
| **BANK NAME** |  |
| **BANK BRANCH** |  |
| **BANK ADDRESS** |  |
| **ACCOUNT**  **NUMBER** |  |
| **IBAN** |  |
| **ROUTING NUMBER** |  |
| **SWIFT**  **NUMBER** |  |
| **UNIT OF CURRENCY**  **(KRW, USD…)** |  |
| **REMARKS** |  |

※ Account information should be provided in capitalized Roman letters.

|  |
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| [Appendix 7] Korean Studies Major Subjects and Syllabus |

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| **※ Please attach the status of the subjects and the syllabus for each subject (No fixed format) in a way that includes the following content.** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Offerings (Sample)**  **Bachelor’s, Spring 2020 (2020.3.1.~2020.6.30.)**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course ID** | **Title** | **Credit Hours** | **Instructor** | **Meeting Times** | **Building/Room** | **Number 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 2020 (2020.3.1.~2020.6.30.) | | **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 Objective** | |  |   **◈ Main Textbooks & References**   |  | | --- | | **Textbook** | |  | | **Reference** | |  |   **◈ Others**   |  | | --- | | **Others** | |  | |

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| [Appendix 8] Online Submission Contents |

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| **※ “Representative Research Achievements of the Project Director and Deputy 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 PMS in early February 2019.** |

|  |
| --- |
| **Representative Research Achievements of the Project Director & Deputy Project Director** EMB000026402cb0  EMB000026402cb1  ※ Enter a summary of the results of two representative Korean studies research achievements of Project Director and Deputy Project Director in the past five years. |
| **Current Status of Participation in Research Project EMB000026402cb6**  **EMB000026402cb7**  **※ All the 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.)**  **※ For the ‘Role’, the roles of researchers in the on-going research projects (Project Director, Collaborative Researcher, Post-doc Research Fellows and so on) should be entered.**  **※ ‘Supporting Organization’ include every public and private organizations that provide supports (for example, National Research Foundation of Korea, Korea Foundation, Academy of Korean Studies, KSPS and so on).** |

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| [Appendix 9] Overview of Support for Overseas  Core Universities by Region and Country |

(As of January, 2019)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By Region** | | **By Country** | | **Universities** |
| **Region** | **No. of Supported Universities** | **Country** | **No. of Supported Universities** |
| North America | 15 | USA | 13 | University of California, Los Angeles (ended),  University of Washington (ended),  Harvard University (ended),  University of Michigan,  State University of New York at Binghamton (ended),  University of California, Berkeley(ended),  University of Southern California,  University of California, San Diego  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 (ended)  York University |
| West Europe | 6 | UK | 1 | School of Oriental and African Studies (ended) |
| Holland | 1 | Leiden University (ended) |
| Germany | 2 | Freie Universität Berlin-Ruhr Universität Bochum Consortium  Eberhard - Karls - University Tuebingen |
| France | 1 | Paris Diderot University–Paris7 (Paris Consortium: Paris7-EHESS-INALCO) |
| Austria | 1 | University of Vienna (ended) |
| East Europe | 4 | Russia | 2 | Saint Petersburg State University  Far Eastern Federal University |
| Czech Rep. | 1 | Charles University in Prague |
| Bulgaria | 1 | Sofia University |
| Oceania | 4 | Australia | 3 | University of New South Wales (ended),  Australian National University (ended)  Monash University |
| New Zealand | 1 | University of Auckland |
| Asia | 14 | China | 6 | 南京大学, 中央民族大学, 延邊大学, 中國海洋大学, 山東大学(ended), 遼寧大學 |
| Japan | 4 | 九州大學(ended), 早稲田大學, 東京大學, 一橋大學 |
| Taiwan | 2 | 中國文化大學(ended), 國立政治大學 |
| India | 1 | Jawaharlal Nehru University |
| Kazakhstan | 1 | Kazakh Ablai Khan University of International Relations and World Languages |
| **Total** | **43** | **Total (17)** | **43** |  |

※ Among a total of 57 supported projects, University of Washington & SOAS were selected again in 2011, UC Berkeley again in 2012, 南京大學 & 中央民族大學 again in 2013, University of Southern California, Freie Universität Berlin & 中國海洋大學 again in 2014, University of Paris 7 & Charles University in Prague & 延邊大学 again in 2015, Saint Petersburg State University & University of Michigan again in 2016, University of Auckland again in 2017, and given this duplication in the number of supported universities, **the total number of supported universities is 43**.