**연구과제 신청서 Application Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 과 제 명 Topic |  | | | |
| 신청 유형  Type | 1. 연구기관 Research Institute 2. 연구팀 Research Team 3. 연구자 단독 Individual Researcher | | | |
| \*주 관  연구기관 Research Institute**\*** | 기관명  Institute Name | 소재지  Address | | 대표자 Director/President |
|  |  | |  |
| 연구책임자 Principal Investigator | 소속 및 부서  Department/  Affiliation | 성명 (직위)  Name  (Position) | 연락처  Telephone/Mobile | 이메일  E-mail |
|  |  |  |  |
| 연구 기간  Funding Period | From *Click* To *Click* | | | |
| 연구비  Grant | 달러 (US$ ) | | | |
| 첨부와 같이 2023 해외 북한·통일 정책·학술 연구  용역 과제 신청서를 제출합니다.  I hereby submit my application for the 2023 for Academic and  Policy Research Projects on North Korea and Unification  2023. . .  연구책임자 Principal Investigator: (sign)  \*주관기관 Director of Institute: (sign) | | | | |
| 붙임  Attachments | 연구수행 계획서, 연구과제 산출내역서, 연구과제 수행자 이력 및 실적, 개인정보제공 활용 동의서, 추천서, 지원 체크리스트  Research proposal, Budget justification, Curriculum Vitae, Agreement to collect and use personal information, Letter of recommendation, Application checklist | | | |

**\*표시: 연구기관으로 신청 시에만 작성 (\*Section: for Research Institute only)**

[붙임1] 연구수행 계획서 Research Proposal

**연구수행 계획서 Research Proposal**

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| \* 작성요령 Instructions  - 연구과제 신청서 내 항목은 필수로 작성 Fill in all sections (required)  - 서식 항목 외 연구자가 필요하다고 생각하는 항목 및 내용이 있는 경우 추가 가능  Additional information  - 연구수행 계획서는 10p. 내외로 작성 The Research Proposal should not exceed 10 pages |

**1. 연구 배경 및 목적 Purpose of the Project**

2. 연구 내용 Description of Research Activities

**3. 관련 기존연구 Related Existing Research/Literature Review**

**4. 연구방법 Research Methods and Approaches**

5. 연구일정 Research Project Timeline (monthly timeline preferred)

6. 연구 참여자 List of Research Participants

**7. 연구의 기대 효과 Expected outcomes**

**8. 연구소 지원 종료 후 계획 Post-project evaluation and plan**

[붙임2] 연구과제 산출내역서 Budget Justification

**연구비용 산출내역서 Budget Justification**

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| --- |
| \* 작성요령 Instructions  - 경비 항목은 예시이며 필요한 항목은 자체 설정 가능 You may add, delete, or modify items in accordance with your project budget plan  - 총 연구비를 100%기준, 각 항목별 비율을 서술 (구체적 금액을 서술하는 것이 아님) Computation should match with the total of each item  - 자산 취득(컴퓨터, 프린터 등 구입, 도서 구입 등) 제외 Items that can be classified as “tangible assets” are not eligible for grant support  - 일반관리비는 기관으로 신청 시에만 작성 The “Indirect costs” section is only for Research Institute |

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| **구 분**  **Item** | | **금 액**  **Amount** | **산출 내역**  **Computation (approximate)** |
| **Ⅰ. 인건비계(A)**  **Salaries** | |  |  |
|  |  |
|  | 인건비  ***Salaries*** |  | o *Name, Position : $00 x 00 hrs*  o *Name, Position : $00 x 00 hrs*  o *Name, Position : $00 x 00 hrs* |
| **Ⅱ. 경비계(B)**  **Expenditures** | |  | **%** |
|  |  |
|  | 여비  ***Travel*** |  | *$000 x 00 ppl x 0 trips*  *$00/per night x 00nights*  *$00/meal(daily) x 00days*  *$00 x 00 ppl* |
| 유인물비  ***Printing materials*** |  | *Number of expected copies* |
| 회의비  ***Conference/event*** |  | *Honorarium for Presenters : $00 x 00 ppl*  *Honorarium for discussants : $00 x 00 ppl*  *Refreshments*  *Conference room rental: $00 x 00 times* |
| **소 계(C=A+B)**  **DIRECT COSTS** | |  |  |
| **Ⅲ. 일반관리비\***  **(D=C×5%)**  **INDIRECT COSTS** | |  | **\* (인건비+경비)의 5% 이하**  *(up to 5% of total direct costs)* |
| **합 계(E)**  **(E=C+D)**  **TOTAL** | |  | **100%** |

[붙임3] 연구과제 수행자 이력 및 실적 Curriculum Vitae

**연구과제 수행자 이력 및 실적 Curriculum Vitae**

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| \* 작성 요령 Instructions  - 계약서 사본 등 실적 증명이 제출된 실적에 대하여만 평가 Your track record of awarded research grants will only be evaluated if copies of contracts and proof of awarded research grants are provided.  - 학력은 학사부터 작성, For qualifications, include your highest level of education.  - 증빙서류 중 단행본의 경우 표지 또는 계약 서류를, 논문의 경우 게재된 학술지의 표지 또는 목차 등을 스캔하여 첨부 For your track record of publications: for book publications, submit a scanned copy of the cover or a signed contract with a publisher; for academic journal publications, submit a scanned copy of the cover or the table of contents of the journal. |

**1. 책임연구원 Principal investigator: OOO**

**□ 기본정보 Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 이름 Name | 영어 English |  | |
| 자국어  Native Language |  | |
| 성별 Gender | □ 여(F) □ 남(M) | | |
| 생년월일  Date of Birth | *Click* | | |
| 국적 Nationality |  | | |
| 현직 Current Position | 소속기관 Institution | |  |
| 부서/학과 Department | |  |
| 직위 Position | |  |

**□ 연락처 Contact Information**

|  |  |  |
| --- | --- | --- |
| 주소  Address | 우편번호 Zip Code |  |
| 영어 English |  |
| 자국어 Native Language |  |
| 전화번호 Telephone Number | |  |
| 전자우편 E-mail Address | |  |

**□ 교육사항 Education** ※ 최종학력 우선 Most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| 기간 Period: From-To | 기관 Institution | 전공 Major Field | 학위 Degree |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |

□ 경력사항 Career ※ 최근 경력 우선 Most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| 기간 Period: From – To | 기관 Institution | 부서/학과 Department | 직위 Position |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |

□ 논문 및 저서 Dissertations & Publications

※ 최근 5년 10건 이내 대표 실적을 기입하시기 바랍니다. (필요시 추가 실적은 첨부 가능)

Please list the your most notable dissertations or publications (Within the last 5 years, up to 10 cases). Please attach a separate sheet if necessary.

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□ 타 기관 지원 신청 현황 Status of Applications for Other Grants

※ 여타 국내외 기관에 지원 신청을 한 경우 신청 내역을 간략히 작성하시기 바랍니다.

If this application is also being reviewed by other grant-making institutions for possible funding support, please provide us with a summary of the applications for other grants to be provided by institutions in Korea or outside Korea.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 수혜기간  Grant Period:  From – To | 수혜종류  Title of Grant | | 금액  Amount  (of Support Funds) | | 수혜기관  Sponsorship Organization | 지원여부  확정시기 Announcement Date of Application Results |
| From *Click* To *Click* | |  |  |  | | *Click* |
| From *Click* To *Click* | |  |  |  | | *Click* |

**2. 공동연구원 Co-investigator 1: OOO**

**□ 기본정보 Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 이름 Name | 영어 English |  | |
| 자국어  Native Language |  | |
| 성별 Gender | □ 여(F) □ 남(M) | | |
| 생년월일  Date of Birth | *Click* | | |
| 국적 Nationality |  | | |
| 현직 Current Position | 소속기관 Institution | |  |
| 부서/학과 Department | |  |
| 직위 Position | |  |

**□ 연락처 Contact Information**

|  |  |  |
| --- | --- | --- |
| 주소  Address | 우편번호 Zip Code |  |
| 영어 English |  |
| 자국어 Native Language |  |
| 전화번호 Telephone Number | |  |
| 전자우편 E-mail Address | |  |

□ 교육사항 Education ※ 최종학력 우선 Most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| 기간 Period: From – To | 기관 Institution | 전공 Major Field | 학위 Degree |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |

□ 경력사항 Career ※ 최근 경력 우선 Most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| 기간 Period: From – To | 기관 Institution | 부서/학과 Department | 직위 Position |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |
| From *Click* To *Click* |  |  |  |

□ 논문 및 저서 Dissertations & Publications

※ 최근 5년 10건 이내 대표 실적을 기입하시기 바랍니다. (필요시 추가 실적은 첨부 가능)

Please list the your most notable dissertations or publications (Within the last 5 years, up to 10 cases). Please attach a separate sheet if necessary.

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[붙임4] 개인정보제공 활용 동의서AGREEMENT TO COLLECT AND USE PERSONAL INFORMATION

**AGREEMENT TO COLLECT AND USE PERSONAL INFORMATION**

The Institute for Far Eastern Studies at Kyungnam University (hereafter, referred to as IFES) values the right to protection and privacy of the applicant’s personal information in accordance with the Personal Information Protection Act of the Republic of Korea. IFES is required to obtain the applicant’s consent to collect and use his or her personal information contained in the application.

Please read the information below and check whether or not you consent to IFES’s collection and usage of your personal information.

**Ⅰ. Objectives of the Collection and Usage of Personal Information**

• IFES collects the applicant’s personal information for the following objectives:

1. To identify the applicant during the application and screening process (confirmation of eligibility);
2. To inform the applicant of their application status and results; and
3. To form an agreement for providing the IFES grant (confirmation of the applicant’s identity and his or her decision).

• IFES will not disclose or use the personal information that it collects from its applicants for any other objective other than the scope of the aforementioned authorized usage.

**IⅠ. Personal Information that is Collected and Used by IFES**

• Required Information

|  |  |
| --- | --- |
| **Category** | **Items to be collected and used** |
| **Applicant** | Name, Gender, Date of Birth, Nationality, Current Residency, Current Position, Address, Telephone Number, Email, Passport information |
| **Recommender** | Name, Affiliated Institution, Position, Telephone Number, Email, Address |

• Optional Information

1. Education; career; dissertations &publications; status of application for other grants

**IIⅠ. Period to Retain and Use Personal Information Collected from the Applicants**

• Personal information as above will be retained and used:

1. For up to 3 years: Applicants for this grant program

**IV. Right to Withhold One’s Consent and Disadvantages Thereof**

• Applicants have a right to withhold their consent about the terms of IFES in the collection and usage of applicant’s personal information.

• Disadvantages of withholding one’s consent: The aforementioned personal information is necessary for the application process. An applicant’s application to the *2023 Academic and Policy Research Projects on North Korea and Unification* cannot be processed if he or she withholds consent to the collection and usage of personal information by IFES. The process can commence only when consent is granted.

**[Consent to collect and use personal information]**

I fully understand this agreement and consent to IFES in their collection and usage of my personal information as stipulated above.

• Required Information (I agree  I do not agree )

• Optional Information (I agree  I do not agree )

(Date) (Print Name) (Signature)

[붙임5] 추천서 LETTER OF RECOMMENDATION

**LETTER OF RECOMMENDATION**

**To the applicant**: Please fill in your name and the other required information below, and then inform references of this before beginning the application process.

**To the reference**: All letters should be written by the reference himself or herself and submitted directly to the IFES ([ifes\_apply@kyungnam.ac.kr](mailto:ifes_apply@kyungnam.ac.kr)) before the closing date 15, Mar, 2023, 18:00 KST.

All application documents, including letters of reference, must be submitted by the deadline.

Name of Applicant: (Surname) (Given Name)

Nationality:

To be completed by the recommender:

*Please provide your frank and candid evaluation of the applicant who is applying for support from the 2023 Academic and Policy Research Projects on North Korea and Unification. We greatly appreciate your time and effort.*

\* You may use your own recommendation letter template and attach your letter to this form. However, we hope to glean the following information of the applicant from your recommendation letter:

Recommender’s Name

Position or Title: University (Institution):

Address:

(zip-code: )

Email: Tel:

[붙임6] 지원 체크리스트 Application Checklist

**Application Checklist**

Name of principal investigator: (Surname) (Given Name)

(\*Please check (√) in the appropriate box.)

|  |  |  |  |
| --- | --- | --- | --- |
| Application Documents | | Submission Status | |
| Yes | No |
| 1 | Application Form  연구과제 신청서 |  |  |
| 2 | Research proposal (attachment1)  연구수행 계획서 |  |  |
| 3 | Budget justification (attachment2)  연구비용 산출내역서 |  |  |
| 4 | Curriculum Vitae (attachment 3)  연구비용 수행자 이력 및 실적 |  |  |
| 5 | Agreement to collect and use personal information  (attachment 4)  개인정보제공 활용 동의서 |  |  |
| 6 | Letter of Recommendation (attachment 5)  추천서 |  |  |
| 7 | Certificate of Doctoral degree or Ph.D. Course Completion Certificate (PDF file)  박사학위 / 수료증명서 |  |  |
| 8 | Proof of Employment (PDF file)  \*If you have a current position  재직증명서 \*현직자의 경우 |  |  |
| 9 | Applicant’s Proof of Citizenship Document (Scanned Passport file)  지원자 국적/시민권 증명서류 (여권스캔본) |  |  |
| 10 | Published Papers, Research papers, and etc.  출간한 학술지, 연구저서/논문 등 |  |  |

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| * Regarding required documents except IFES Forms, only scanned files (in PDF format) are valid. Image files will not be counted toward the application. (Please do not upload pictures taken with your cell phone.) * The application form and all required documents must be submitted in English or Korean. If documents are submitted in other languages, please submit both the original file and a verbatim translation. * Please submit the application form (ONE Word file) and other required documents (ONE PDF file) via email. You should submit 1 Word file and 1 PDF file. * File format   Ex. the 2023 for Academic and Policy Research Projects on North Korea and Unification applicant   1. IFES\_ResearchProject\_2023\_LAST NAME, FIRST NAME\_Application form 2. IFES\_ResearchProject\_2023\_LAST NAME, FIRST NAME\_Required Documents |