

**“2023
Development of Educational
Materials and Activities for
Understanding Korea Support
Project”
Application Guidelines**

April, 2023



한국학중앙연구원
THE ACADEMY OF KOREAN STUDIES



국제교류처
Center for International Affairs

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I. Project Aims and Needs

- Since the form, content and field of Korea-related materials requested by different countries are gradually diversifying, there has emerged a need for the development of activities and materials befitting local contexts.
- With the aim of contributing to the “globalization of K-content,” there is a need to develop locally tailored materials in various media (digital textbooks, media materials, etc.) along with the existing book-type material besides textbooks.
- As the demand increases for materials for understanding Korea appropriate to the local situation and activities to promote Korea (Korean language classes, Korean culture classes in schools, Korea Day events, etc.) diversify, the development of “locally tailored” materials and activities is becoming more critical.
- The effectiveness of the Understanding Korea Project can be enhanced through support for the development of “locally tailored” materials and support of activities for understanding Korea.

II. Project Details

A. Total project budget: KRW 400 million

B. Support categories and targets: 2 categories

Category of support	Domains of support	Eligibility for support
Development of Educational Materials for Understanding Korea	<ul style="list-style-type: none"> • Development of textbooks, supplementary textbooks, lesson plans, etc. for teaching about Korea • Production of educational video products, such as scholastic films, documentaries, and YouTube videos, that teach about Korea • Production of photographic(image) source collections 	Elementary, middle, and high school education and textbook-related experts (teachers, government education officials, textbook publishers, textbook authors, etc.) residing abroad
Understanding Korea Activities	<ul style="list-style-type: none"> • Various activities aimed at teachers, students, and textbook experts, among others (teacher training, Korean culture classes, etc.) 	

※ Application for Funding

- Apply freely according to the size of the project.
- Maximum grant: KRW 50 million
- The feasibility of the proposed budget, whether to grant support, and if so, the final amount of that support, are determined during a review of the proposal. (The application amount and final support amount may differ.)

C. Support project timeline



※ The above schedule is subject to change depending on circumstances.

D. Review process and notification of results

1. Review process

- Review - Review of application prerequisites and submitted documents in accordance with application guidelines
- Professional review - Review of application by experts
- Comprehensive review - Final selection of successful projects and budget modification

2. Announcement of results: Successful projects will be notified through an announcement on the Academy of Korean Studies website and via email in May 2023

E. Things to keep in mind when applying

- Application must be submitted under the signature of the designated project leader, in accordance with the application form.
- In principle, all submitted documents must be in either Korean or English; documents in other languages must be accompanied by a translation (into Korean or English) to accompany the original.
- Any false or misleading statements, requests, etc., or any violation of other regulations, shall be handled in accordance with the internal regulations of the Understanding Korea Project.

F. Application forms

Type		Application Form	File format
Primary Document	- Project Support Application	[Form 1]	Both MS-Word, PDF
	- Budget Execution Plan	[Form 2]	Excel
	- Resume of Project Leader	[Form 3]	MS-Word or PDF
Additional document	- Resumes of co-participants (if applicable)	[Form 3]	MS-Word or PDF
	- Translated copy of the application form (if application requires translation into Korean or English)	Free Form	MS-Word or PDF

G. Application period and process

- Application period: Sat., April 1, 2023, 0900 ~ Sun., April 30, 2023, 1700
- How to apply: Submit documents online through the AKS website
<https://www.aks.ac.kr/>

※ Note:

- The application period is based on Korean time
- Because the online application system will automatically close at the deadline, it is recommended you complete the application at least one day before the stated deadline, so by April 29, 2023 (Saturday).
- Applications shall only be accepted through the website application portal; no mail-in applications will be accepted. However, if application online is not possible due to website or other system errors, the application can be submitted via email (aks_project@aks.ac.kr) (in such a case, please specify the reason).
- Please refer to the materials in the online application manual at the AKS homepage.

H. Contact information

- E-mail: aks_project@aks.ac.kr
- ※ Please contact the AKS by email for all inquiries regarding the application process.
- ※ In-person meetings will not be allowed during the application and screening period (April-May 2023).

III. Detailed Guidelines for Each Application Category

A. Development of Educational Materials for Understanding Korea

1. Nature of support: Development of Korea-related content that can be used in elementary, middle, and high school classrooms

[Examples] - Textbooks for students (or teachers), supplementary teaching material, teaching plans
- Korea-related scholastic films, documentaries, or YouTube videos
- Photographic (image) collections, etc.

2. Project period: June 1, 2023 to May 31, 2024 (1 year)

3. Eligibility: Elementary, middle and high school education and textbook experts residing abroad

4. Things to keep in mind when draftin a budget

a) Maximum grant amount: KRW 50 million (approximately USD 40,000)

b) For any applicant currently receiving remuneration (salary) from an affiliated institution, labor expenses cannot be budgeted for support.

※ **For further details, refer to “[Appendix] Notes on the Application for and Management of Funding”**

5. Payment and management of funding support

a) Timing of grant payment

- 1st support payment: within 1 month of signing the agreement

- 2nd support payment: within 2 weeks of submitting the Interim Report

※ Depending on exchange rate fluctuations and local circumstances, the timing

of payments of support funding may be adjusted by the Academy of Korean Studies.

b) Account for receiving the grant

- In the case of an application made with an affiliated institution as head: support funding will be made to the institutional account to which the project manager belongs (to be managed by the institution).

※ The grant shall not be used to cover any institutional overheads

- In the case of an individual application made by the project manager: a new bank account exclusively for receiving the project's support funding (to be managed by the project manager) must be opened.

6. Report Submission

a) Documents to be submitted and due dates

Type	Documents for submission	Submission deadline	Remarks
Interim Report	Interim Report [Form 4]	Nov. 15, 2023	2nd support payment made after Interim Report is received.
	Interim Budget Breakdown Report [Form 5]		
Results Report	Result Report [Form 6]	May 31, 2024	Evidence (photo, etc.) included
	Final Budget Breakdown Report [Form 7]		Evidence of budget use (receipts, etc.): Actual delivery by mail ※ Within 1 month of submitting the Result Report
Final Products	PDF, photography, video files, etc.	May 31, 2024	Submit with Results Report
	Book-type materials	Within 3 months of project completion	Actual delivery by mail

※ If the materials are in a language other than Korean or English, an abstract in Korean or English must be submitted.

b) Notation for final materials

: The following statement must be placed on all materials produced. If the material is not in print format, such as videos, websites, etc., an

acknowledgment it was “made with the support of the Academy of Korean Studies” must be included.

Any materials produced should include the following statement	“This work was supported by the 2023 Understanding Korean Project of the Academy of Korean Studies.”
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Academy of Korean Studies CI		
	<p>한국학중앙연구원</p> <p>THE ACADEMY OF KOREAN STUDIES</p> <p>韓國學中央研究院</p>	
Logo	Logotype	Emblems

※ The CI above can be downloaded from the Academy of Korean Studies website (<https://www.aks.ac.kr>).

c) Copyright

: The copyright of materials resulting from this support project belong to both the creator(s) and the Academy of Korean Studies, and the Academy of Korean Studies reserves the right to use the project results in an appropriate manner for non-commercial and academic purposes, including database building.

7. Evaluation of Result

a) Evaluation method

: Comprehensive evaluation(4-level evaluation) by a professional panel of judges

b) Restrictions may be imposed based on evaluation results

Grade	Score	Remarks
A	90 points or above	No restrictions
B	70 - 89 points	No restrictions
C	50 - 69 points	Restricted from applying for further support for 1 year
D	50 points or below	Restricted from applying for further support for 3 year

B. Understanding Korea Activities

- 1. Nature of support:** Activities to be carried out in elementary, middle, and high school teaching, such as Korea-related education and experiences

[Examples] - Teacher training programs
- Korean culture classes in schools
- Activities to experience Korean culture, etc.

- 2. Project period:** June 1, 2023 to May 31, 2024 (1 year)

- 3. Eligibility:** Elementary, middle and high school education and textbook experts residing abroad

4. Things to keep in mind when draftin a budget

- a) Maximum grant amount: KRW 50 million (approximately USD 40,000)
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- b) Account for receiving the grant
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project manager belongs (to be managed by the institution).

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Final Products	PDF, photography, video files, etc.	May 31, 2024	Submit with Results Report
	Book-type materials	Within 3 months of project completion	Actual delivery by mail

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“This work was supported by the 2023 Understanding Korean Project of the Academy of Korean Studies.”

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C	50 - 69 points	Restricted from applying for further support for 1 year
D	50 points or below	Restricted from applying for further support for 3 year

Notes on the Application for and Management of Funding for the “Development of Educational Materials and Activities for Understanding Korea Project”

- I. The funding is available solely for the duration of the stipulated project.
- II. All proposed budgets should be detailed and clear and based on local prices.
- III. If you wish to change budget items that comprise more than 20% of the total amount of confirmed financial support, you must submit the “Application for Change in Project Plan” at least one month in advance and obtain approval from the Academy of Korean Studies.
- IV. A “Budget Breakdown” report must also be submitted along with the submission of both the Interim Report and Results Report by the designated deadline. However, evidence of budget use (original receipts, etc.) may be submitted within one month of the submission of the Results Report.
- V. Any institutional overheads incurred when the grant is managed by the recipient institution cannot be included as part of the support fund expenses.
- VI. Support payments may be suspended and/or withdrawn (in whole or in part) under the following circumstances:

- In cases where support payments were obtained under false pretenses or through fraud
- In cases where funding is used in violation of the stated purposes of the grant
- In cases where the Interim Report or Results Report or the final materials are not submitted within the specified deadlines or in cases of violations of academic integrity (e.g., plagiarism)
- For violations of the grant agreement

- VII. Items pertaining to property acquisition cannot be allocated as part of funding expenses.

- Durable items (such as furniture) that can continue to be used for more than one year.
[Examples] computers, desks, chairs, cameras, etc.

VIII. Breakdown of acceptable budgetary expenses

A. General expenses: expenses necessary for project execution. Including:

- 1) Costs for purchasing consumables: stationery, souvenirs, etc.
- 2) Printing/production costs: costs for printing items, binding costs, video production costs, etc.
- 3) Interpretation/translation fees: fees for translating materials, video translation fees, event interpretation fees, etc.
- 4) Material purchasing costs: purchasing costs for reference materials, etc.
- 5) Postage: costs of sending materials and items

B. Meeting costs: expenses incurred for various meetings, discussions held to implement project

- 1) Refreshments (meal expenses): refreshments or meals necessary as part of meetings, discussions, seminars, etc.

* Costs for alcoholic beverages are not permissible as “refreshments (meal expenses).”

- 2) Rent: venue usage fees such as meeting room rental costs

C. Travel expenses: domestic and overseas travel expenses necessary for project implementation (only lodging and transportation expenses are acceptable)

※ In accordance with the travel expenses regulations for public officials of the Republic of Korea

1) Transportation expenses

Item	Unit cost	Remarks	
Transportation expenses	Actual price	Airplane	Economy
		Train	Normal class
		Ship	2 nd class

2) Accommodation expenses

Item	Unit cost	Remarks
Lodging expense	Actual price	Maximum amount: \$130/night

D. Personnel expenses

- 1) Labor costs cannot exceed 20% of the total grant budget.
- 3) In principle, labor costs for project managers and project co-participants who are already salaried are not supported.
- 4) A maximum of KRW 300,000 (approximately \$240) per month may be set aside as an “activity allowance” for an already salaried project manager.
- 5) Personnel expenses may include allowances for personnel who support and assist in the realization of the project.