**2017 Korean Studies Promotion Service**

**『Laboratory Program for Korean Studies』Application Guidelines**

**February 2017**

**Korean Studies Promotion Service,**

**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 2016 | Year 2017 |
| 1. Support Budget | ☞ Total amount of KRW 3,900 million  - New Projects: KRW 1,537 mil.  - Continuing Projects: KRW 2,363 mil. | ☞ Total amount of KRW 3,600 million  - New Projects: KRW 325 mil.  - Continuing Projects: KRW 3,275 mil. |
| 2. Support Area | ☞ Korean Studies and comparative studies | ☞ same |
| 3. Targets of Support | ☞ **Research Team**  - Each lab should be formed with at least five people  - As for research achievements when applying for LAB, those with four co-authors or more are accepted | ☞ same |
| 4. Conditions of Support | ☞ Publication of at least five books and 15 journal articles per lab(including English)  - Co-authorship by up to three people is allowed. (Books and journal articles)  - An international conference should be held at least once in Korea. | ☞ same |
| 5. Support Scale  (annually/per project) | ☞ Up to KRW 300 million annually for each project(including indirect costs)  - Indirect cost  • Within 10% of the “Personnel  expenses + direct costs”  • Domestic institutes: If an announced  criteria for indirect cost is under 10%,  the announced ratio will be paid.  - Writing fees: up to KRW 20 million | ☞ same |
| 6. Support Period | ☞ 5 years (3+2) | ☞ same |
| 7. Organization  of Lab | ☞ A Project director, Collaborative Researchers(General Collaborative Researchers, Post-docs), and Research Assistants | ☞ same |
| 8. Selection Procedure | ☞ Requirement Review 🡺  Online Evaluation 🡺 Document  Evaluation 🡺 Interview Evaluation  🡺 Comprehensive Evaluation | ☞ same |
| 9. Schedule of Events | ☞ Announcement: Feb. 2016  ☞ Application:May 27~Jun. 2, 2016  ☞ Selection evaluation: July ~ August 2016  ☞ Project commencement: Sep. 2016 | ☞ Announcement: Feb. 2017  ☞ Application: **April 20 ~ 26, 2017**  ☞ Selection evaluation: May ~ July 2017  ☞ Project commencement: Sep. 2017 |
| 10. Other  Information  (After Commencement) | ☞ **Reports Submission**  - First year Interim report: No later than 10 months after commencement  - Third year Stage Report: No later than 34 months after commencement  - Final Report: No later than six months  after the conclusion of the project  ☞ **Final Result Submission**  - No later than 3 years after the conclusion of the research | ☞ same |

**Table of Contents**

|  |
| --- |
| **Ⅰ. Program Purpose and Support Direction**  **1. Program Purpose………………………………………………………………………………....1**  **2. Support Directions………………………………………………………………………………..1**  **Ⅱ. Contents of Support**  **1. Support Budget……………………………………………………………………………………1**  **2. Method of Support…………………………………………………………...…….……………..1**  **3. Support Area…………………………………………..………………………………………...1**  **4. Support Targets…………………………………………………………………………………...2**  **5. Support Condition………………………………………………………….……………………2**  **6. Support Amount and Period…………………………………………..…………………………4**  **Ⅲ. Application Methods**  **1. Eligibility…………………………………………………………………………..………………4**  **2. Application Period………………………………………………………………………………..7**  **3. Application Method…………………………………………………………...………………….8**  **4. Required Documents………………………………………………………………….…………..9**  **5. Application Procedure……………………………………………………………………………9**  **6. Restrictions on Application and Participation……………………………………………….11**  **Ⅳ. Evaluation and Selection**  **1. Evaluation Process……………………………………………………………………………..13**  **2. Evaluation Stages and Contents………………………………………………………………13**  **3. Finalization of Selection and Signing of Agreement…………………………………………..15**  **Ⅴ. Grant Payment and Administration**  **1. Grant Payment………………………………………………………………………………......16**  **2. Grant Administration…………………………………………………………………………...16**  Ⅵ. Follow-up Management  **1. Reports Submission Period……………………………………………………………………..17**  **2. Interim Report Submission……………………………………………………………………..17**  **3. Interim Evaluation………………………………………………………………………………17**  **4. Stage Report Submission……………………………………………………………………..19**  **5. Stage Evaluation………………………………………………………………………………19**  **6. Final Report Submission…………………..…………………………………………………....20**  **7. Final Evaluation…………………………………………………………………………………20**  **8. Final Research Result Submission……………………………………………………………...22**  **9. Other Matters Concerning Report and Results……………………………………………….23**  Ⅶ. Others  **1. Payment of Indirect Costs………………………………………………………………………24**  **2. Other Information………………………………………………………………………….……25**  [Attachment 1] Reference for Calculation of Project Budget Items……………...………………..26  [Attachment 2] Research Proposal Form………………………………………….………………...30  [Attachment 3] Representative Research Achievements……………..…………………………….38  [Attachment 4] Personal Information of Research Participants…………………...………...……41  [Attachment 5] CV of Research Participants……………………………………………………….42  [Attachment 6] Agreement to the participation of the project……………………………………..43  [Attachment 7] Certificate of the Central Management of Research Grant ……………………..45  [Attachment 8] Current Status of Participation in other Research Projects…….………………..47  [Attachment 9] List of Laboratory Projects Supported …….……………………………………..49 |

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

## 1. Program Purpose

* Strengthening the international competitiveness of Korean Studies by publishing   
  internationally recognized pieces of research
* Expanding Korean Studies’ horizon by encouraging the participation of world-famous scholars specializing in other areas

## 2. Support Directions

* Comparative study between Korean studies and other sectors is encouraged.
* Encouraging prestigious scholars worldwide to take part in the project and enhance the effect of research results
* Sharing research results with scholars both in and out of Korea
* Increasing competitiveness of overseas Korean Studies by supporting research teams in various fields of study

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| **Ⅱ** | **Contents of Support** |

## 1. Support Budget

* Total Budget: KRW 3,600 million (including indirect costs)

• New Projects: KRW 325 million (1 projects, up to KRW 300 million per lab)

• Continuing Projects: KRW 3,275 million (11 projects)

## 2. Method of Support: Competition

## 3. Support Area

* An international comparative research lab where distinguished scholars of other academic areas participate in research on Korea.
* A Korean Studies global agenda research lab where global issues are handled
* Interdisciplinary research, developing theories in Korean Studies, and comparative research with other academic areas are encouraged.

## 4. Support Targets

* Research Team (Distinguished scholars in Korean Studies as well as in other academic areas)
* Project Director (Lab director) must be affiliated to a research agency so that the grant can be centrally administered (a lab director must remain employed throughout the project period).
* Many different forms of labs can be formed and supported (as the ones shown below), and the Lab Director must prove the propriety and appropriateness of their research organizations.

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| 1. Project Director(Lab director), junior professors, post-docs can form and run a lab through their research network 2. Labs can also be formed by a Lab Director to satisfy their research needs in addition to the existing lab. (In this case they must demonstrate the necessity of such a research organization). |

## 5. Support Condition

* Each lab should be formed with at least five people (Project Director and Collaborative Researchers including Post-docs)
* Publication of at least five books (500%) and 15 journal articles (1,500%) per lab
* Translations, database, conference proceedings, a kind of anthology will not be supported as results of lab program.
* A scholarly book should be a monograph or belongs to single authorship. Up to three people for co-authorship is allowed. A book should be published by A-classified academic publisher in Western Europe or North America in principle. In the case of non-English publications, the publisher should be internationally recognized as top-class.
* A journal article should be published in A- classified academic journal (e.g. SSCI, A&HCI, SCOPUS and such like) in principle; Co-authorship of articles can be allowed up to three people. In the case of non-English publications, the journal should be internationally recognized as top-class.
* Non-English results are possible but English books or articles must be included.
* Results only from within-lap-authors can be recognized. (Project director, General co-researchers and Post-docs.)
  + Authors from outside of the lab cannot be recognized. Please refer the following percentage of recognition of Lab results (books and journal articles)

<Single authorship =100%; Co-authorship (by two people) = 70%; Co-authorship (by three people) =50%>

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| --- | --- |
| No. of Authors | Percentage of recognition |
| Single authorship in Lab | 100% |
| Co-Authorship within Lab (2~3 authors) | 100% |
| One Lab author and one outside author | 70% |
| Two Lab authors and one outside author | 70% |
| One Lab author and two outside authors | 50% |

* An international conference should be held at least once during the research period to reflect the most recent research trend in Korea.
  + It should be held in Korea, preferably in the third or fourth year.
* Application for Research Grant
* In the case of domestic researchers (researchers belonging to a Korean institute) payments for writing can be applied according to the ‘Detailed Guidelines on the Handling of Academic Research Support in the Fields of Humanities and Social Sciences’ and relevant laws but the amount should not be over KRW 20 million per year.
* Overseas researchers can organize research grants by considering the items below.

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| 1. **Summer Salary**: should the researcher not be paid their wages during the summer months from their primary organization, they can calculate their own payments using their monthly salary standards.    * Up to KRW 20 million per year can be applied. 2. **Research Leave**: Annual personnel expenses that the researcher can receive if they apply for a leave from their primary organization to conduct their own research. 3. **Class Buy-out**: payments made to the institute to which the researcher belongs to cover for his/her lectures when the researcher is made exempt from teaching to focus on his/her own research.    * Up to 1 class-buy-out per year 4. **Visiting scholarship**: Expenses for Project Director for inviting high quality scholars to fulfill the research (given for 6 months or 1 year period).  * Among the examples above, more than two items in a year cannot be applied. * They may ask for writing fees within an amount up to KRW 20 million per year if none of the above can be applied. |

## 6. Support Amount and Research Period

* Support Amount: Up to KRW 300 million per lab each year

(Including indirect costs)

* Project grants shall be paid in Korean won.
* Apply for the fund each year for five years on the basis of the above fund size.
* The appropriateness of calculation of the project grants will be reviewed from the selection evaluation (may be partially adjusted) within the scope of the new budget.
* Indirect costs should not exceed 10% of the “Personnel expenses + direct costs”
  + For the domestic (Korean) institutes, if the indirect costs assessment criteria announced from the government is under 10%, the announced ratio will be paid.

* Support Period: 5 years (3+2)

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| **Ⅲ** | **Application Methods** |

## 1. Eligibility

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| Classification | | Basic Eligibility |
| Project Director (Lab director) | | - PhD degree holders with 700% of research achievements in the last 5 years (from January 1, 2012 to present)  - Those who earned PhD degrees at least 10 years ago, and have been employed by universities for more than 5 years. |
| Collaborative Researchers | General Collaborative Researchers | - General Collaborative Researchers are selected by a Project Director among lecturers and full professors.  ※Associate professors and higher positions: with 500% of research achievements in the last five years  ※Assistant professors and lower positions: with 300% of research achievements in the last five years |
| Post-Docs | - PhD degree holding researchers who are employed full-time with the expenses from the project (must be unemployed otherwise)  ※A post-doc should be given a space for research sized at least 4.95㎡ and allowed to use all the facilities of the university and institute. |

**⎕ Project Director (Lab director)**

**[Common Requirements] (Following conditions of 1, 2, and 3 must be all met)**

1. Those who earned PhD degrees at least 10 years ago, and have been employed by universities (or by equivalent research institutes) for more than 5 years. They must remain employed throughout the project period.
2. Researchers who are recognized globally for their excellent research achievements in their own fields.
   * Distinguished scholars who have global fame and globally competitive research capacities, or those whose research excellence can contribute greatly to the development of Korean Studies.
   * Those who can lead academic theories in their own fields through their publication activities and can contribute to the development of new research areas.

3. Who have achieved at least 700% in the last 5 years [fill in the form on page 38~39].

* + Research achievement (700%) is a basic requirement for application and the score for this section is not an absolute requirement for selection, however.
  + At the time of the Evaluation Committee’s evaluation of research achievement, the quality is also important. Reviews in academic journals on articles and monographs can be considered by Evaluation Committee.

**⎕ Collaborative Researchers**

* Collaborative Researchers are selected by a Project Director among Post-docs and full professors, who meet the qualifications stated in the Article 2 Clause 5 of the Sciences Promotion Act.

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| **Article 2, Sciences Promotion Act**  Article 2 (Definition)  The definitions of terms used in this Act shall be as follows:  5. “Researcher” is defined as an individual who comes under one of the following items:   1. Professor stipulated in Article 14, Clause 2 of the Higher Education Act, and concurrent professor stipulated in Article 17 of the same act 2. Professor of lifelong education institute of the form of school stipulated in Article 31 of the Lifelong Education Act, professor of lifelong education institute of the form of in-house college stipulated in Article 32 of the same act, and professor of lifelong education institute of form of cyber university stipulated in Article 33 of the same act 3. Researcher of affiliated research center stipulated in Paragraph 2, Items a and c, and researcher of research institute stipulated in subparagraph 3 4. Scientist and artist supported of academic activities or artistic production activities pursuant to Article 13 of the National Academy of Science Act and Article 12 of the National Academy of Arts of the Republic of Korea Act 5. Individual bearing doctorate under training who is employed by university or research institute nationally and abroad 6. Professor and researcher employed by foreign university and research institute which are equivalent to university and research institute of Korea 7. Individual specifically designated by the Minister of Education for supporting projects executed pursuant to the act |

**⎕ Recognition Criteria for Research Achievements**

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| --- | --- | --- | --- | --- |
| **Category of item** | | **Percentage per an item** | **Scope of recognition** | **Notes** |
| Academic Articles | International academic journals | 200% | Journals that are the level of SCI, SSCI, A&HCI, SCOPUS | Humanities, Social Sciences, and Korea-related fields |
| 150% | Journals listed in SCIE |
| 100% | Journals that are recognized by the Ministry of Education of each country or the equivalents |
| Domestic academic journals | 100% | Journals registered in or waitlisted in National Research Foundation of Korea |
| Others  (Book Chapter) | 100% | A Book Chapter of an internationally recognized book |  |
| Academic books (monographs) | Specialized academic monographs & translated books | 300% | Specialized academic monographs published by A-grade publishers in North America or Western Europe or equivalents |  |
| 200% | Only specialized academic monographs with original theories are counted and textbooks are not counted. Reviews are important. |

* These criteria are only examples. In the case of the research achievements which are not stated above, experts’ opinions will be sought to determine if the works can be recognized or not.
* The same research works, even if the forms of publications may differ, should not be calculated separately.

**⎕ Measurement Criteria for Research Achievements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Single-authored** | **Co-authored** | | | |
| Number of authors | 1 person | 2 people | 3 people | 4 people | More than  5 people |
| Recognition rate | 1 | 0.7 | 0.5 | 0.4 | 0.3 |

* When articles are counted, if the journals in which they are published were included in the SCI, SSCI, A&HCI, SCOPUS and SCIE at the time of the publication, the articles will be considered.
* National Research Foundation-registered journals (in Korea) will be counted from the issues that are published from the 1st of January of the year after the journal is registered in the National Research Foundation in Korea.
* Calculation for academic books:

\* For example:

* ①Single-authored book (from the A-grade academic publishers of North America or Western Europe): 300% x1= 300%
* ②Single-authored book (Specialized academic monographs other than ①)  
  : 200% x1= 200%
* ③Co-authored book (Specialized academic monographs, 2 authors)  
  : 200% x0.7 = 140%

## 2. Application Period

* Online Application: **10:00 AM, April 20, 2017 – 5:00 PM, April 26, 2017**
* Confirmation by project administrating institute: 10:00 AM, April 25, 2017 – 5:00 PM, April 26, 2017(domestic institute only)
* All based on Korean time
* Overseas institutes are allowed to skip the "Confirmation by project administrating institute" part of the procedure.
* The Project Director managing the Lab Program as of the date of application should submit the research results and the final report at the time of application.

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| \* Project that should submit the research results and the final report (①~② should be all met):  ① Project receiving support from this program as of the date of application  ② Project whose period ends on or before the end of 2017  \* We will also perform a Final Evaluation at the time of Selection Evaluation (please contact us separately for the Final Report format). An institution selected for further support may be exempted from the Final Evaluation at the end of the project period (Even such institution should submit the final report which covers the whole project period and final project results again after the project period ends, however).  \* An institution whose result in the Final Evaluation is “Fail” will be excluded from the list of candidates for a new project. |

## 3. Application Methods

**⎕Online Application**

* Where to send Application: KSPS Project Management System website (http://ksps.aks.ac.kr/)
* The application manual will be put on notice through the KSPS Project Management System in early March, 2017. Please read it carefully before application.

**⎕Instructions on application**

* Applications should be made online in the name of the Project Director, along with the documents indicated below.
* Upon applying online the research proposal files must be submitted, and in a form (Hwp or MS Word) prescribed by KSPS. The cover page with signed sections must be submitted and you can separately submit it in a PDF or JPG format.
* The online input method differs somewhat depending on whether the Project Director belongs to a domestic institute or an overseas institute, so make sure to enter the Project Director's institute and nationality accurately.
* Exclusion of Reviewer: You can enter one or two individual researchers (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.

## 4. Required Documents

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| Documents to be submitted | | | Comments |
| Research Proposal | Appendix 2 | Required | Research Proposal must be written on HWP or MS-Word. (PDF files are not uploaded.)  ※Research Proposal should be written in English.  ※‘Summary of Research Project’ should be written in both Korean and English.  ※‘Summary of Research Project’ and ‘Itemized Budget Request’ should be entered on the website concurrently. |
| Calculation of Research Achievement | Appendix 3 | Required | You should enter the table on the website concurrently. |
| Personal Information of Research Participants | Appendix 4 | Required | The electronic files should be submitted and enter it on the website as well. |
| CV of the Research Participants (including the list of publication) | Appendix 5 | Required | Project director and co-researchers  (including Post-docs) |
| Agreement to the participation of the project | Appendix 6 | Required | Project director and all co-researchers  (including Post-doc) |
| Certificate of the Central Management of Research Grant | Appendix 7 | Required | Only to institutes outside Korea(overseas institute) |
| Current Status of Participation in Research Projects | Appendix 8 | Required | Enter it on the website only. |
| Reviews on the research results | There are no restrictions on the format | Optional | Reviews on the research results (books and articles) can be submitted if there are any (applied only to the reviews on academic journals) |

## 5. Application Procedure

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [1] Online registration inputting personal information (Project Director) | DRW0000166c510f | [2] Online Submission of Project Proposal (Project Director) | DRW0000166c5111 | [3] Project administering institute confirms online registered contents  (Domestic Institute only) | DRW0000166c5113 | [4] Complete project application |

※ Participants and project administering institutes should start entering and revising the information at least two weeks before the application period.

※ Overseas institutes are allowed to skip the "[3] Project administering institute confirms online registered contents" part of the procedure.

**⎕ Before Online Application**

* Participants (Project Director, Collaborative Researchers) should enter the information
* At the KSPS Project Management System (<http://ksps-pms.aks.ac.kr>), participants should enter and revise their information (some 20 items including their personal information). Additional information after completing the application will not be reflected. To reflect additional information, the applicant should cancel the application and apply again.
* Concerning researchers belonging to a domestic institute(Korean institute), their information as research participants should be entered in a way that can be matched to the Korean Research Information (KRI) of the National Research Foundation of Korea (NRFK) for our cross checking.

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| \* Notes on Applicants (Domestic and Overseas researchers)  - During the online application period, the entered application contents may be revised and the proposal file replaced. However, such replacement and revision are not permitted after the application deadline.  - 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 during the application period or do not have Submission Number will not be considered.

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| \* Notes on domestic institutes (Project administering institutes in Korea)  - After receiving the submission number, the project director should print one copy of the entered contents (including the proposal), and submit it to the research grant central management department (the industry-academia cooperation center), as notification of the application.  - During the online confirmation, the central management department must confirm the title of the project shown on the online application screen, and the project name of the submitted proposal file.  - The central management department is required to print and keep one copy of the submitted entered contents (including the proposal), and a list of the applicants' names.  - If the central management department has not joined as a member via the KSPS Project Management System, it must join as an institute member via the KSPS Project Management System.  - Projects whose completion has not been confirmed by the institute within the designated deadline will not be recognized as eligible ones. |

## 6. 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 of 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 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 Ministry of Education research grants (including NRF research grants and Office of Research Affairs’ research grants in AKS) for up to three projects per person. However, he/she may serve as project director for only one project.

☞ 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.

* If the current research project deadline predates December 31, 2017, the project should not be included in the number of projects for which participation is limited.
* 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. 11.
* 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 deadline is before December 31, 2017, 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 KSPS 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** | **▷** | **③Document Evaluation** | **▷** | **④Interview**  **Evaluation** | **▷** | **⑤Comprehensive Evaluation** |
| Review of requirements | Review of  research proposal | Review of  research proposal | Evaluation of research capability and Project Proposal (Written interview) | Review, selection and final decision |
| KSPS | Online Review Members | Document Evaluation Panel | Interview Evaluation Panel | Comprehensive Evaluation Committee |

※ The scores of Online Review and Document Evaluation will be based at a ratio of 4:6.

※ A project whose score falls below the arithmetic average of 70 will be disqualified.

※ Based on the result of the online review and document review, we shall interview as many applicants as around twice the number of selected projects, and select the candidates accordingly. However, the number of projects selected for the interview can be flexibly changed depending on the number of actual applications. We may carry out both document and interview evaluation concurrently if needed in consideration of the number of projects to be evaluated. Interview evaluation may be replaced by written interview depending on the situation.

## 2. Evaluation Stages and Contents

**⎕ Stage 1: Requirement Review**

* Administration of the Review: Korean Studies Promotion Service
* Contents of Review: Checking required documents and eligibility

**⎕ Stage 2 Online Review**

* Administration of the Evaluation: Online review members
* Method of Evaluation: Online review (individual scoring)
* Contents of Evaluation
* Possibility of achieving the project purpose, appropriateness of project contents, researcher capability, etc.
* Evaluation items and assigned scores

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| --- | --- | --- | --- |
| **Evaluation items** | | **Evaluation Contents** | **Scores assigned** |
| Potential to lead Korean Studies | Research Topic | * Is the research subject suited to the project purpose, and can it play a leading role in Korean studies? | 10 |
| Research Method | * Is the research method appropriate to carry the research? | 15 |
| Research capacity (Relevant Achievement) | | * Are the participating researcher’s research achievements and capacity sufficient to pursue the proposed project?   - Do the participating researchers can publish their research from internationally recognized journals and A-grade academic publishers? | 25 |
| Research Plan | | * Does the Lab director set out the Lab’s goals and management plan reasonably and clearly? * Is the research team well formed? * Is the research fund implementation plan rational? * Do they have clear plans to produce research results (such as books) and to utilize the results? * Each lab must publish 5 scholarly books(500%) and 15 journals(1500%) * Research articles are to be published in distinguished academic journals and scholarly books are to be published by A-grade academic publishers. | 30 |
| Anticipated Effects | | * Can it lead to many other related researches? * Will it help activate Korean Studies-related research? | 20 |
| **Total** | | | **100** |

* Details of Evaluation items and points can be changed partially.
* Three 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)

**⎕ Stage 3 Document Evaluation**

* Administration of the Evaluation: Document Evaluation Panel
* Method of Evaluation: Panel review (consensus system)
* Contents of Evaluation
* Document Evaluation Panels will have focused discussions on the research capacity of Project Director and Research Proposal, and then the panels will mark the application and make reports based on their opinions.
* Evaluation items and assigned scores: The item of online review will be applied.

**⎕ Stage 4 Interview Evaluation (may be replaced by a Written Interview)**

* Administration of the Review: Interview Evaluation Panel
* Method of Review: Panel review (consensus system)
* Contents of Evaluation
* The possibility of achieving the purpose of the project, the appropriateness of the project content, research capability and so forth are evaluated through a Q&A interview with the project director.
* Evaluation items and assigned scores: The item of online review will be applied.

**⎕ Stage 5: Comprehensive Evaluation**

* Administration of the Evaluation: Comprehensive evaluation committee
* Method of Evaluation: Consensus system
* Contents of Evaluation
* Review of requirement review, document evaluation and interview evaluation results, final selection, and determination of project funds

## 3. Finalization of Selection and Signing of Agreement

**⎕ Preliminary Selection**

* Projects that are preliminarily selected will be announced on the KSPS website (http://ksps.aks.ac.kr/) for a certain period so as to prevent the duplication of applications with other research grants support programs.

**⎕ Final selection**

* If there is no comment received during the comment period for the preliminarily selected projects, the final selection results will be announced on KSPS website. (<http://ksps.aks.ac.kr/>)

**⎕ Signing of Agreement**

* The agreement for the project will be signed by 4 parties, the President of the Academy of Korean Studies, Director of Korean Studies Promotion Service, Head of the project administering institute, and Project Director.
* The agreement will be made two versions; Korean and English. If the selected project refuses the agreement, KSPS can cancel the final selection.

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| Ⅴ | Grant Payment and Administration |

## 1. Grant Payment

**⎕ Payment Method**

* The grant will be remitted to the project administering institute’s central management account

**⎕ Payment Period**

* The grant will be paid after selection is made and the contract of agreement is signed.
* The grant will be paid on a yearly basis either after completion of the evaluation or before the commencement of the next research year. (The grant expenditure report should be submitted.)

## 2. Grants Administration

* The institute (project administering institute) to which the project director belongs should manage the research grants centrally.
* However, as deemed necessary according to the Science Promotion Act - relevant provisions, the whole or part of the research grants may be recovered, and the eligibility for application for research grants may be limited for a certain period.

|  |
| --- |
| ※ **Central Management of Research Grant**   1. “The Central Management of Research 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 Research Administering Institution shall manage the research grants with separate accounting, and it has established self-regulations for effective implementation of project and transparent management of research grants. |

|  |  |
| --- | --- |
| **Ⅵ** | **Follow-up Management** |

## 1. Reports Submission Period

|  |  |  |
| --- | --- | --- |
| **Type** | **Research Result** | **Submission Period** |
| Interim Report  (1st year) | Annual research results  (1st year) | Within 10 months after the implementation of the project |
| Stage Report  (3rd year) | 60% of monograph manuscript,  one article | Within 34 months after the implementation of the project |
| Final Report | Final monograph manuscript,  all articles and publication contract etc. | Within 6 months after the completion of the project |
| Research Results | All published monograph and articles | Within 3 years after the completion of the project |

* 2nd and 4th year: Grant expenditure report should be submitted before commencement of each research year.

## 2. Interim Report Submission

**⎕ Submission Period**

* Within 10 months after the implementation of the project

**⎕ Documents to be submitted**

* One copy of the Interim Report (in KSPS prescribed format)
* One copy of annual research results

**⎕ Submitting Method:** By online (at the KSPS Project Management System)

## 3. Interim Evaluation

**⎕ Evaluation Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **①Requirement Review** | **▷** | **②Document Evaluation** | **▷** | **③Comprehensive Evaluation** |
| Review of requirements | Review of  interim report | Deliberation and final confirmation |
| KSPS | Document Evaluation Panel | 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**

|  |  |  |
| --- | --- | --- |
| **Area** | **Items (Score)** | **Criteria** |
| Achievements in the corresponding year (80) | Realization of Goal (30) | To what degree have the planned goals for the year been achieved? |
| Is it plausible that the goals planned for the year will be achieved by the end of this year? |
| Are the results that have been achieved so far appropriate to reach the final research goal? |
| Reflection of Evaluators' Opinion (10) | Have the previous evaluators' comments and suggestions been properly reflected? |
| Quality of Research Contents (30) | Are the contents and classification of the research appropriate? |
| Is the research being carried out as planned? |
| Is the quality of the contents of the research high? |
| Grant Administration (10) | Are the research funds controlled well by the center? |
| Are all the spending items remaining the same as planned, and have they been implemented suitably? |
| Research Plan for the Following Year (20) | Relevance of research content (10) | Is it related to the previous year’s research and has been adjusted properly according to the changed research environment? |
| Appropriateness of the research method (10) | Are the research method and procedures suitable to achieve the research goals? |
| Total score (100) | |  |

* Details of Evaluation items and points can be changed partially.

**⎕ Evaluation Ranks and Follow-up Measures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Ranks** | **Assigned Score** | **Follow-up Measures** | **Notes** |
| A | 90 ~ 100 points | Continuance of project (Authorization of incentives possible) | Within 10% of the fund |
| B | 80 ~ 89 points | Continuance of project |  |
| C | 70 ~ 79 points | Continuance of project (once)  or Discontinuation of Support (twice) |  |
| D | Below 70 points | Discontinuation of Support |  |

* A research project evaluated as “C” grade for the first time may be continued without adjustment of grant. For a research project evaluated as “C” grade twice including stage evaluation, support will be stopped. Some measures may also be taken according to the relevant regulations.

## 4. Stage Report Submission

**⎕ Submission period**

* Within 10 months after the implementation of the 3rd year research (within 34 months after the beginning of the research)

**⎕ Documents to be submitted**

* One copy of the Stage Report (in KSPS prescribed format)
* One copy of first stage research results

**⎕ Submitting Method:** By online

## 5. Stage Evaluation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **①Requirement Review** | **▷** | **②Document Evaluation** | **▷** | **③Comprehensive Evaluation** |
| Review of requirements | Review of  Stage report | Deliberation and final confirmation |
| KSPS | Document Evaluation Panel | 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**

|  |  |  |
| --- | --- | --- |
| **Evaluation Item**  **(Assigned Score)** | | **Evaluation Contents** |
| Achievement Made in the Previous Stage (80) | Level of Goal Achievement (40) | Were the originally planned objectives successfully attained? |
| Were the research methods and implementation process proper? |
| Reflection of Evaluators' Opinion (10) | Have the previous evaluators' comments and suggestions been properly reflected? |
| Quality of Research Results (30) | Is the quality of research results high? |
| Is it possible to utilize the research results? |
| Management of Research Grants (10) | Were research expenses properly executed? |
| Plan for Next Stage (20) | | Is the plan for the second stage proper? |
| Is the plan related to the first stage? |
| Total (100) | |  |

* Details of Evaluation items and points can be changed partially.

**⎕ Evaluation ranks and Follow-up Measures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Ranks** | **Assigned Score** | **Follow-up Measures** | **Notes** |
| A | 90 ~ 100 points | Proceed to next stage (Authorization of incentives possible) | Within 10% of the fund |
| B | 80 ~ 89 points | Proceed to next stage |  |
| C | 70 ~ 79 points | Continuance of project (once)  or Discontinuation of Support (twice) |  |
| D | Below 70 points | Discontinuation of Support |  |
| Below 56 points in the evaluation area of ‘Achievement made in the Previous stage’ or below 14 points in the evaluation area of ‘Plan for next stage’ |

* A research project evaluated as “C” grade for the first time may be continued without adjustment of grant. For a research project evaluated as “C” grade twice including stage evaluation, support will be stopped. Some measures may also be taken according to the relevant regulations.

## 6. Final Report Submission

**⎕ Submission Period:**

* No more than 6 months after the conclusion of the research period

**⎕ Documents to be submitted**

* One copy of the Final Report (in KSPS prescribed format)
* Research Grants Execution Records
* One copy of each research result (Final monograph manuscript, all articles and publication contract etc.)

**⎕ Submitting Method:** By online

## 7. Final Evaluation

**⎕ Evaluation Process**

|  |  |  |
| --- | --- | --- |
| **①Requirement Review** | **▷** | **②Document Evaluation** |
| Review of requirements | Evaluation of final report  and project results |
| KSPS | Final Evaluation Panel |

**⎕ Evaluation items and assigned scores**

|  |  |
| --- | --- |
| **Evaluation Item (Assigned Score)** | **Evaluation Contents** |
| Level of Goal Achievement (40) | Were the originally planned objectives successfully attained? |
| Were the research methods and implementation process proper? |
| Reflection of Evaluators' Opinion (10) | Have the previous evaluators' comments and suggestions been properly reflected? |
| Quality of Research Results (30) | Is the quality of research results high? |
| Was the current level of academic circles’ research properly reflected? |
| Management of Research Grants (10) | Were research expenses properly executed? |
| Utilization Methods (10) | Are methods of utilization of the research results properly presented? |
| Total (100) |  |

* Details of Evaluation items and points can be changed partially.
* Concerning projects for which a new application is made in 2017, those implementing the Project as of the date of application shall be subject to the foregoing evaluation items and allocated scores. Scores will be allocated as follows: level of level of goal achievement (50), quality of research result (30), management of research grant (10), and utilization methods (10).

**⎕ Evaluation ranks and Follow-up Measures**

|  |  |  |
| --- | --- | --- |
| **Evaluation Ranks** | **Assigned Score** | **Follow-up Measures** |
| PASS | 90 ~ 100 points | Project Termination  (Reapplication allowed) |
| FAIL | Below 80 points | Restrictions on future application  and retrieval of research grant |

* Concerning projects for which a new application is made in 20176 those implementing the Project as of the date of application shall be subject to the foregoing ranks and follow-up measures.

## 8. Final Research Results Submission

**⎕ Submission Period**

* No more than 3 years after the conclusion of the research period

**⎕ Required Materials to be Submitted**

* Final research results including articles and professional academic monographs
* The papers are to be published in distinguished academic journals and scholarly books in principle. In the case of non-English publications, the publisher should be internationally recognized as top-class.
* A book or a journal article published within 6 months of the commencement of the research will not be recognized as a result of a research project.
* All research results should be submitted to KSPS as electronic files. In case of books, more than five copies of the final publications should be submitted to KSPS.

**⎕ 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 2017년도 대한민국 교육부와 한국학중앙연구원 (한국학진흥사업단)을 통해 한국학 세계화 랩 사업의 지원을 받아 받아 수행된 연구임(AKS-2017○○○-○○○○)" |

* In English:

|  |
| --- |
| "This work was supported by Laboratory Program for Korean Studies through the Ministry of Education of Republic of Korea and Korean Studies Promotion Service of the Academy of Korean Studies (AKS-2017-OOO-OOOO)." |

* KSPS shall not regard the results as the final results without this indication

## 9. Other Matters Concerning Report and 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 project results and final reports 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 to request reconsideration on the restrictions.

**⎕ 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 research 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

* Ratio of indirect costs: Under 10% of the “Personnel expenses + direct costs” (applies both to overseas institutes and domestic institutes)

※For the domestic institutes, if the indirect costs assessment criteria announced from the government is under 10%, the announced ratio will be paid.

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

※Indirect cost is supported within the support amount of a project grant.

* 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.
* 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 Research Proposal of the applicant and contents of the evaluation and other information are not to be made public.

|  |
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| Inquiries |
| **Korean Studies Promotion Service ,  Jinhyun-kwan Building, The Academy of Korean Studies, 323 Haogae-ro, Bundang-gu, Seongnam-si,  Gyeonggi-do 13455, Korea (http://ksps.aks.ac.kr)**  For project-related inquiries, please contact a staff in charge, **Ms. Geumbong 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)31-708-5977 or by fax at 82-(0)31-708-5311. | |

## 

|  |
| --- |
| [Appendix1-1] Reference for Calculation of Project Budget Items (For Domestic Researchers only) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **Items** | **Usage** | **Appropriation Standards** |
| Personnel Expenses | Personnel Expenses | 1. **Research Assistants Allowances**: Bachelors, Masters, and PhD Students that are participating in the research  * Total amount of personnel expenses for any individual cannot exceed the amount listed in Clause 7 of the *Act on the Management of the National Research Development*. | * Bachelors students and Bachelor Degree level researchers: No more than KRW 1 million per month * Masters Students and Masters Degree level researchers: No more than KRW 1.8 Million * PhD Students: No more than KRW 2.5 million   \*Personnel Expenses for Research Assistants can be appropriated according to participation period  \*However, Bachelors and Masters Degree level researchers must be affiliated to a domestic institution that can participate in the research, and it is possible only when the central control of research funds is possible.  \*Researchers are to devote themselves to research activities supervised by the lead researcher. If the University register is changed for reasons such as graduation, the initial eligibility is acknowledged until the conclusion of the research. However if the researcher is employed elsewhere, the initial eligibility will not be acknowledged.  \*In cases when researchers from the research institutes established by the *Act on the Promotion of Special Research Institutes* and *Act on the Establishment and Management of the Government-funded Research Institutes* participate, the “Appendix 2” of the *Regulations on the National Research Promotion Management* can be applied. |
| 1. **Post-doc salaries**   \* Those who receive personnel expenses from the MOE, specialized institutions and other institutions are excluded.  \*The Four Major Insurances can be calculated. | - Domestic post-doc: more than KRW 30 million per person per year  \*Employment contracts and retirement grants are included according to the Labor Standard Law. |
| Direct Costs | Research Equipment and Material Costs | 1. Purchase and use of various materials, reagents, expendables, analysis fees, test fees, and expenses related to information processing 2. Extra costs related to the establishment, purchase, and renting of equipment, machines, and research facilities that can be used for the research project for more than a month | * Actual amount required must be calculated by using accurate calculation standards * Costs calculated based on clearly listed items and sizes * When possible, use Korean products * Personal Computers are to be used strictly for research purposes |
| Research Activity Costs | 1. Travel expenses for research trips (overseas and domestic), transport expenses and so on 2. Cost of printing, copying, printing photos, and producing slides related to the project. Public fees, local council fees, service charges, office supplies and so on 3. Use of expertise, domestic and foreign education, fees for using domestic and international informational databases, expenses for collecting information overseas, expenses for purchasing books and other printed materials, meeting expenses, seminar hosting expenses, academy and seminar admission fees, fees for articles, translation fees, stenographer fees, editing fees, fees for translation editorial supervision fees, expenses for meetings related to the implementation of the relevant research, expenses for special information and so on. 4. Expenses for surveying and opinion polling activities during a field research. 5. In cases when there are detailed sub-research projects, the expenses that are needed for controlling and managing them. 6. Expenses for journal article fees and other expenses related to the publication of the research results and dissemination 7. Writing fees up to KRW 20 million is possible. (This only applies to domestic Project Director and General Collaborative Researchers) | * This should be calculated by accurate standards and will be supported on the basis of actual costs or according to the details of the standards of the institute that carries out the research. * Travel expenses should be budgeted minimally in terms of number of people and trips, and it also should follow the regulations of the institute that carries out the research or the Travel Regulations for Korean Government Employees. * International travel should be confined only to essential trips such as for collecting materials. * Meeting expenses and tea/coffee expenses must be actual costs spent with a credit card. * Minutes of the meeting containing information such as date, time, place, purpose, and participants * In the case of expenses for books and materials purchases, a list that includes the titles and costs must be made and kept. * Field research expenses are allowed only for the research areas where such field research activities are needed. * Research expenses should be used only during the research period. However, expenses for journal article fees and other expenses related to the publication of the research results and dissemination can be spent three years after the completion of the research, and unspent money should be returned. * Publication support expense must be calculated and included. |
| Research allowance | Expenses related to the research activities of Project Director and ordinary collaborative researchers | Not applicable |
| Indirect Cost | Indirect Cost | Common support expenses of the institution necessary for managing the project, etc | **-** Under 10% of the “Personnel expenses + direct costs”  ※ For the domestic institutes, if the indirect costs assessment criteria announced from the government is under 10%, the announced ratio will be paid. |

☞ For personnel expenses, the money should be paid directly to the bank accounts of the participants and must obey the relevant tax laws. The accounts of the participating personnel cannot be managed by others.

☞ Separate research allowance or writing fee for Post-doctoral level researchers cannot be budgeted in this program.

☞ Expenses for the Four Major Insurances should be calculated as up to 10% of the personnel expenses of full-time researchers, and if this money is not all spent, it can be used within the limit of personnel expenses.

☞ This program requires the inclusion of indirect costs. In the case of multi-year projects, research expenses calculations and budget implementation details should be separately put in by years.

☞ Costs for expenses and publication required for announcement of research results and achievements shall be paid within three years after completion of research only when publication plan has been determined during research period. The costs shall not be paid after completion of research if the plan has not been determined during research period (It is not allowed to extend research period upon basis of cost payment.)

|  |
| --- |
| [Appendix1-2] Reference for Calculation of Project Budget Items (For Overseas Researchers only) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense** | **Items** | **Usage** | **Appropriation Standards** |
| Personnel Expenses | Personnel Expenses | 1. **Post-doc salaries** | Payments for similar positions in the university will be applied. |
| 1. **Research Assistants Allowances:** Bachelors, Masters, and PhD students that participate in the research | Payments for similar positions in the university will be applied. |
| Direct Costs | Research Equipment and Material Costs | 1. Expenses for purchase and renting of various materials, analysis fees, information processing fees and so on. 2. Extra costs related to the establishment, purchase, and renting of equipment, machines, and research facilities that can be used for the research project for more than a month | * Actual amount required must be calculated by using accurate calculation standards * Costs calculated based on the clearly listed items and size |
| Research Activity Costs | 1. Field trip fees to domestic and international locations, transportation costs for researchers 2. Costs of printing, copying, printing photos, and creating slides related to the project. Fees for public services, taxes and consumable office goods. 3. Use of expertise, domestic and foreign education, fees for using domestic and international informational databases, overseas information collection, purchase of books and other printed matters, meeting expenses, seminar hosting expenses, academy and seminar admission fees, fees for articles, translation fees, stenographer fees, editing fees, fees for translation editorial supervision fees, expenses for meetings related to the implementation of the relevant research, expenses for special information and so on. 4. Expenses for surveying and opinion polling activities during a field research. 5. In case if there are detailed sub-research projects, the expenses that are needed for controlling and managing them. 6. Expenses for journal article fees and other expenses related to the publication of the research results and dissemination   7. Writing fees  (Project Director and Collaborative Researchers)  1) Summer Salary (up to KRW 20 million per person per year)  2) Research leave  3) 1 Class buy-out  4) Visiting scholarships are possible  ※ More than two items in a year cannot be applied.  ※ They may ask for payment for writing within an amount equal to KRW 20 million if none of the above applies. | * This should be calculated by accurate standards and will be supported on the basis of actual costs or according to the details of the standards of the institute that carries out the research. * Travel expenses should be budgeted minimally in terms of number of people and trips, and it also should follow the regulations of the institute that carries out the research. * International travel should be confined only to essential trips such as for collecting materials. * Meeting expenses and tea/coffee expenses should be actual costs spent with credit card. * Minutes of the meeting containing information such as date, time, place, purpose, and participants * In the case of expenses for books and materials purchases, a list that includes the titles and costs must be made and kept. * Field research expenses are allowed only for the research areas where such field research activities are needed. * Expenses for journal article fees and other expenses related to the publication of the research results and dissemination can be spent three years after the completion of the research, and unspent money should be returned. * Publication support expense must be calculated and included. |
| 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(In case of overseas institution) |

☞ For personnel expenses or payment of fees, the money should be paid directly to the bank accounts of the participants and must obey the relevant tax laws. The accounts of the participating personnel cannot be managed by others.

☞ Separate research allowance or writing fee for Post-doctoral level researchers cannot be budgeted in this program.

☞ This program requires the inclusion of indirect costs. In the case of multi-year projects, research expenses calculations and budget implementation details should be separately put in by years.

☞ Costs for expenses and publication required for announcement of research results and achievements shall be paid within three years after completion of research only when publication plan has been determined during research period. The costs shall not be paid after completion of research if the plan has not been determined during research period (It is not allowed to extend research period upon basis of cost payment.)

☞ Overseas researcher may set the writing fees as personnel expenses if required under the local laws.

|  |
| --- |
| [Appendix 2] Research Proposal Form |

**2017 Laboratory Program for Korean Studies**

**Research Proposal (For Overseas Institution)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name** | English |  | | | |
| Korean |  | | | |
| **No. of Participants** | (including Project Director) | | | | |
| **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 |  |
| **Amount of**  **Grant Requested** | 1styear | |  | | |
| 2ndyear | |  | | |
| 3rdyear | |  | | |
| 4thyear | |  | | |
| 5thyear | |  | | |
| **Total** | | ( KRW ) | | |

\* Project Director should be 1 person.

|  |
| --- |
| **■ How to fill out**  **(If you have referred to "How to fill out," please delete it when you actually fill out the form.)**  ○ The length of the project proposal should not exceed 30 pages.  ○ The Project Proposal should be written in English, but the abstract should be written in both Korean and English.  ○ Applicants should be fully familiarized with the above Application Guidelines before filling out the forms.  ○ Quoted materials and data sources should be specified along with the specification of the pages.  ○ The total size of the file containing the Project Proposal should not exceed 10MB.  ○ Since the projects are subjected to a blind review, any names or other information by which the applicant/participant can be identified should not be specified in the Project Proposal main text [Appendix 2~3] so as to ensure a fair blind review. **Any breach of this condition lead to exclusion from the review.**  ○ For the grant expenditure plan, participants must refer to [Appendix 1] ‘Reference for Calculation of Project Budget Items’ and enter the details in KSPS Project Management System.  ○ Please specify the names of the participants in the [Appendix4] ~ [Appendix8] .  ○ For [Appendix 8] ‘Current Status of Participation in Research Projects’, please provide an overview of the ongoing research project as of the time of submitting the Project Proposal. If the entered information is found to be false, the person(s) responsible may be at a disadvantage in the review, and, even if the project has been selected, its selection may be cancelled. |

|  |  |
| --- | --- |
| **Summary of Research Project(Korean)** | |
| **Project Name** |  |
| **1. Project Objectives** | |
| **2. Expected Effects** | |
| **3. Content of Project** | |
| **4. Key words** | |

※ No more than one page

|  |  |
| --- | --- |
| **Summary of Research Project(English)** | |
| **Project Name** |  |
| **1. Project Objectives** | |
| **2. Expected Effects** | |
| **3. Content of Project** | |
| **4. Key words** | |

※ No more than one page

**I. Research Plan**

**1**.Lab-Research Plan

▶ Please write your plan in the order specified below.

(1) Objective and Necessity

(2) Content and Method of Research

(3) Organization and Management of Lab

**2**.Detailed Lab-Research Plan

(1) Publication Plan

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Roles | Form of Publication (article/monograph) | Title | Authors | Language | Publisher | Publication date | Process (year) | | | | |
| 1st | 2nd | 3rd | 4th | 5th |
| Project Director | Article |  | 1 | English |  |  |  |  |  |  |  |
| Co-researcher A | Monograph |  | 2 |  |  |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |  |  |  |  |  |
| Total | Article | 15 |  |  |  |  |  |  |  |  |  |
| Monograph | 5 |  |  |  |  |  |  |  |  |  |

※ Publication Plan should be inputted online concurrently.

(2) Publication Description

|  |  |
| --- | --- |
| Title |  |
| Form of Publication | Article or Monograph |
| Author |  |
| Language |  |
| Publisher |  |
| A Detailed Description | ※ Please indicate how the proposed publication is related to Korean Studies; why it is important; what contributions it can make to Korean studies; how its content is composed; what methodologies it uses, etc. |

(3) Other Research Plan: Academy activities, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Classification | Subject or Title | Details | Year to be completed |
| Conferences |  | Twice(Korea, UK) | 2017, 2018 |
| Seminars |  | Three times(UK) | 2017, 2018, 2019 |

(4) Expected academic contribution

**3**.Other

※ Support Plan by Institution or information on the Institution that will carry out the research (current status of management and research personnel, current status of facilities (space), research equipment, and so on)**II. Itemized Budget Request**

Year

(Currency: Currency rate: )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Content** | **Budget Amount** | **Basis of Budget Calculation** | | **Comments** |
| **Personnel Expenses** | Post-docs |  | ＊ (monthly salary) x months x persons = yearly salary | |  |
| Research  Assistance |  | ＊ [Master Course] (monthly salary) x months x persons = yearly salary | |  |
| (Subtotal) | |  |  | |  |
| **Direct Costs** | Research Equipment, Materials |  | ＊ [item] budget x quantity = total  - justification | |  |
| Research Activity Costs |  | Conference |  | Subtotal |
| Workshop |  | Subtotal |
| Publication Cost |  | Subtotal |
| … |  |  |
| … |  |  |
| Writing Fees |  | Director | [Writing Fee] | Subtotal |
| Co-A | [Summer Salary] | Subtotal |
| Co-B | [Class by out] | Subtotal |
| Co-C | …. | Subtotal |
| (Subtotal) | |  |  | |  |
| **Indirect Costs** | |  | ＊ within 10% of “Personnel Expenses + Direct Cost” | |  |
| **Total** | |  | ≒ KRW | |  |

* The Itemized Budget Request should be inputted online together with the submission of files.
* Each year’s Itemized Budget Request (from the 1st year to the 5th year) should be separately prepared and submitted. The research funds should be drawn up in the local currency or an acceptable currency such as U.S. Dollars. The total amount converted into Korean won should not exceed the aforesaid amount.
* Indirect costs should be calculated within 10% of the sum of Personnel Expenses and Direct Costs.
* Please use only the given format above and refer to the Reference for Calculation of Project Budget Items (Appendix 1)

**III. Bibliography**

|  |
| --- |
| [Appendix 3] Representative Research Achievements  (It should be entered online concurrently.) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification** | **Year** | **Title** | **Publication Type** | **Publisher** | **Base Points**  **per Item** | **Number of Authors** | **Adjusted**  **Points (%)** |
| Project Director | Ex.)  2008 | ABC | A-level publisher | Columbia University Press | 3 | 2  (70%) | 210%  (3 \* 70%) |
| 2008 | ABCD | SSCI Journal Article | Survival | 2 | 1  (100%) | 200%  (2 \* 100%) |
| ... |  |  |  |  |  |  |
| Total |  |  |  |  |  | 410% |
| Collaborative Researchers  (A) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Collaborative Researchers  (B) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

* The recent 5 years’ research achievements include works published after January 1, 2012
* The Summary of Research Achievements should correspond to the contents of this table.
* The foregoing table should also be entered online.
* **You can’t enter your achievements if you exceed 300% of the required percentages.**
* **The achievements should be inputted online together with the submission of files.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role in the Lab** | **Project Director ( )**  **Collaborative Researcher ( )** | **Summary No.** | Director-1 |
| **For collaborative researcher, please indicate the people in Co-A, Co-B, Co-C….**  **Summary of Research Achievements** | | | |
| **The title of the  research achievements** |  | | |
| **Classification of achievements** | Books( ) Translated books( ) Academic journals( ) Overseas patents( ) | | |
| **Forms of the achievement participation** | Responsible authorship or sole author( ), collaboration( ) | | |
| **Number of participants in the research achievements** (in the case of co-authored) | 1( ) 2( ) 3( ) 4( ) 5 or more ( ) | | |
| **▣ Abstract or Summary**  (In the case of patents, the date of application, country of application, and contents should be provided.) | | | |

* Please attach summary of research achievements of Project Director (700%) and Collaborative Researchers (Associate professors and higher positions: 500% or Assistant professors and lower positions: 300%) in the last five years respectively.
* Method of summary number (based on the kind of research achievement)  
  (Ex.) Project Director: Director1, Director 2  
   Collaborative Researchers: Co-A-1, Co-A-2/ Co-B-1, Co-B-2/….
* **The achievements should be inputted online together with the submission of files.**
* Reference: Preview of Online Submission Contents

|  |
| --- |
| Representative Research Achievements  EMB000026402cb0  EMB000026402cb1 |

|  |
| --- |
| [Appendix 4] Personal Information of Research Participants  (It should be entered online concurrently.) |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Name | Date/  Year of Birth | Affiliation and Position | Most recent degree | Date of PhD granted | Hired Date of Faculty | Phone Number (Mobile) | E-mail |
| Project Director | |  | YYMMDD |  |  |  |  |  |  |
| General Collaborative Researchers | A |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |
| Post-doc | A |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |
| Research Assistants | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* The list of researchers in ‘attachment 3’should be same as the list above.
* It should be inputted online together with the submission of files.

|  |
| --- |
| [Appendix 5] CV of Research Participants |

|  |
| --- |
| * Project director and co-researchers (including Post-docs) * The participant’s name in full, major, organization and position, e-mail or phone number, schools attended, career and representative achievements should be indicated without exception. |

|  |
| --- |
| [Appendix 6] Agreement to the participation of the project |

|  |
| --- |
| ※ 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 (overseas researchers). |

**연구 참여 동의서**(For Domestic Researchers)

본인은 한국학중앙연구원 한국학진흥사업단이 지원하는 한국학 세계화 랩 사업에 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: 인적 사항, 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.

2017년 월 일

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **구분** | **성명** | **생년월일** | **소속 및 직위** | **서명** |
| 연구책임자 | ○○○ | YYYY.MM.DD |  |  |
| 공동연구원 |  |  |  |  |
| 공동연구원 |  |  |  |  |
| Post-doc |  |  |  |  |

한국학중앙연구원 한국학진흥사업단장 귀하

**Agreement to the participation of the project**

**(For Overseas Researchers)**

I hereby certify that I will participate in the project to Laboratory 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Name** | **Date of Birth** | **Affiliation and Position** | **Signature** |
| Project Director | ○○○ | YYYY.MM.DD |  |  |
| Collaborative researcher |  |  |  |  |
| Collaborative researcher |  |  |  |  |
| Post-doc |  |  |  |  |

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

|  |
| --- |
| [Appendix 7] Certificate of the Central Management of Research Grant (For Overseas Institute) |

**Laboratory Program for Korean Studies**

**Certificate of the Central Management of Research Grant**

**□ Institution:**

**□ Project Title:**

**□ Project Director:**

**□ Items to be confirmed**

|  |
| --- |
| ※ **Central Management of Research Grant**   1. “The Central Management of Research 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 Research Administering Institution shall manage the research grants with separate accounting, and it has established self-regulations for effective implementation of project and transparent management of research 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. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the research grant for the Laboratory Program for Korean Studies of 2017 will be centrally managed as mentioned above.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2017

|  |  |
| --- | --- |
| Signature of President of Institution  (or Representative of Central Administrative 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, applicant should submit it within 2 weeks of the Final Selection.

|  |
| --- |
| Account Information  - Laboratory Program for Korean Studies - |

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

* Please use Capital Letter.

|  |
| --- |
| [Appendix 8] Current Status of Participation in Other Research Projects  (It should be input on the online application page only) |

|  |
| --- |
| **EMB000026402cb6**  **EMB000026402cb7** |

* Current Status of Participation in Research should only be inputted online.
* Please state **all projects** **that all of you are taking part in** as of the time of the submittal of research plan. **Please Do Not include completed projects.**
* In the column ‘Role’ the roles of researchers in the on-going research projects (Project Director, General Collaborative Researcher, Post-doc and so on) should be entered.
* ‘Supporting Institution**’ include every public and private organizations that provide supports (**for example, National Research Foundation of Korea, Academy of Korean Studies, KSPS, Korean Foundation and so on).
* Should any false information be given in the form, disadvantage will occur and even if the project is selected, the selection would be cancelled.

|  |
| --- |
| [Appendix 9] Reference: List of Laboratory Projects Supported |

| No. | Project Title | Research Institution | Country | Project Director | Research Period |
| --- | --- | --- | --- | --- | --- |
| 1 | Korean Family in Comparative Perspective Laboratory | University of Illinois at Urbana - Champaign | USA | Nancy Abelmann | 5 years  (2010.12.01.~  2015.11.30.) |
| 2 | Advancing Social Sciences with Korea: Social History, Grand Strategy, Diplomacy, and Demography | Center for Strategic & International Studies | USA | Victor Cha | 5 years  (2010.12.01.~  2015.11.30.) |
| 3 | The Globalisation of Korean Studies Research: The Korean Model of Growth and Development and Implications for Southeast Asia | University of New South Wales | Australia | Michael O'Donnell | 5 years  (2010.12.01.~  2015.11.30.) |
| 4 | The Earliest Peopling of the Korean Peninsula: Current Multidisciplinary Perspectives | University of Hawaii at Manoa | USA | Christopher J. Bae | 3 years  (2010.12.01.~  2013.11.30.) |
| 5 | Korea and East Asia in Global History 1840-2000 | Freie Universität Berlin | Germany | Sebastian Conrad | 5 years  (2010.12.01.~  2015.11.30.) |
| 6 | Beyond the Korean War | University of Cambridge | UK | Heon-ik Kwon | 5 years  (2010.12.01.~  2015.11.30.) |
| 7 | A Synthetic Study of the Textbooks for Learning Foreign Languages at Sayokwon of the Joseon | 鶴見大學  (Tsurumi University) | Japan | Moonkyong Kim | 5 years  (2011.10.01.~  2016.09.30.) |
| 8 | Korean Philosophy in Comparative Perspectives | City University of Hong Kong | China | Philip J. Ivanhoe | 5 years  (2011.10.01.~  2016.09.30.) |
| 9 | Composition and Vernacular in the Sinographic Cosmopolis: Comparative Aspects of the History of Language, Writing and Literary Culture in Japan and Korea | University of British Columbia | Canada | Ross King | 5 years  (2011.10.01.~  2016.09.30.) |
| 10 | Urban Aspirations in Seoul: Religion and Megacities in Comparative Studies | Max Planck Institute for the Study of Religious and Ethnic Diversity | Germany | Peter van der Veer | 5 years  (2011.10.01.~  2016.09.30.) |
| 11 | South Korea’s Rise in the Era of Globalization: Power, Economic Development, and Foreign Relations | University of Wisconsin-Milwaukee | USA | Uk Heo | 5 years  (2012.10.01.~  2017.09.30.) |
| 12 | Traces of Reason: The Korean Approach to Logic and Rationality and Its Relation to Buddhist Traditions from India and China | Dongguk University | Korea | Jeson Woo | 5 years  (2012.10.01.~  2017.09.30.) |
| 13 | Breaking Down the Walls of a Single-Country Focus: A New Global Paradigm for the Study of Chosŏn Korea | University of British Columbia | Canada | Nam-lin Hur | 5 years  (2013.12.31.~  2018.12.30.) |
| 14 | An International Comparative Research Lab for New Discovery-Research-Publication of Ancient Manuscript(Archive Document) & Modern Literary Materials on Korean Studies in the Middle East | Hanyang University | Korea | Hee-soo Lee | 5 years  (2015.09.01.~  2020.08.31.) |
| 15 | Mapping Early Korea in a Globalized Context: Interdisciplinary Approach to Origins of Agriculture and Social Complexity in Prehistoric-Early Historic Korea | University of Oregon | USA | Gyoung-Ah Lee | 5 years  (2015.09.01.~  2020.08.31.) |
| 16 | Rethinking Korea's Soft Power and Hard Power: On the Globalization of East Asia in the Social Sciences and Humanities | University of Southern California | USA | Rhacel Parrenas | 5 years  (2015.09.01.~  2020.08.31.) |
| 17 | The emergence, success and challenges of Hallyu: Korea as a “game changer” | European Centre for International Political Economy | Belgium | Patrick Messerlin | 5 years  (2015.09.01.~2020.08.31.) |
| 18 | State Capacity and Policy Implementation for National Development: A Comparative Study of Korea and 8 Southeast Asian Countries (Thailand, Malaysia, Indonesia, the Philippines, Vietnam, Laos, Cambodia and Myanmar) | University of New South Wales | Australia | Michael O'Donnell | 5 years  (2015.09.01.~  2020.08.31.) |
| 19 | Exploring the Black Box of North Korea in a Globalized Context | Center for Strategic & International Studies | USA | Victor Cha | 5 years  (2016.09.01.~  2021.08.31.) |
| 20 | Korean Millennials: Coming of Age in the Era of Inequality | University of Pennsylvania | USA | Hyun-joon Park | 5 years  (2016.09.01.~  2021.08.31.) |
| 21 | Varieties of Korean: Global, Local, and Individual | SOAS. University of London | UK | Jae-hoon Yeon | 5 years  (2016.09.01.~  2021.08.31.) |
| 22 | Korean at the Nexus of the Northeast Asian Linguistic Area | Cornell University | UAS | John Whitman | 5 years  (2016.09.01.~  2021.08.31.) |
| 23 | Beyond the Cold War: Toward a Community of Asia | University of Cambridge | UK | Heon-ik Kwon | 5 years  (2016.09.01.~  2021.08.31.) |