**Taiwan-Japan Plant Biology 2017, Travel Allowance**

The Japanese Society of Plant Physiologists (JSPP) and the Taiwan Society of Plant Biologists (TSPB) will host a joint conference Taiwan-Japan Plant Biology 2017 at Academia Sinica in Taiwan in November 3-6, 2017. JSPP will offer the travel allowance of 30,000 yen to support students and postdocs who are traveling to the conference and presenting their work as presenters. Principal Investigators (PI) should submit compiled applications on behalf of any laboratory members eligible for the allowance. The JSPP Committee will determine the recipients based on the document review.

**Eligibility** (Note: Applicants must meet all of the following criteria.)

* JSPP member\*
* Student or postdoc
* A prospective presenter (poster and/or oral presentations) at the conference

**\*JSPP Membership**

Only JSPP members can apply. Please consider becoming a JSPP member to receive benefits, including the eligibility to apply for the travel allowance. For more information, please check the website at <https://jspp.org/en/member/become.html>

**Use of Funds**

Each recipient will receive 30,000 yen to defray expenses associated with travel to the Taiwan-Japan Plant Biology 2017. Allowable expenses are limited to lodging and international airfare. Each applicant must ensure that no duplicate reimbursement of travel expenses is requested from multiple sources.

**Application Process**

Application forms are available from the JSPP website for downloading in Word format.

* Application Form A: Each student/postdoc must complete the form.
* Application Form B: Each PI must complete the form for the laboratory.

Pl should compiled the application forms and submit a single PDF document electronically to jspp@nacos.com by 15. July, 2017 at 5pm (Japan Standard Time). JSPP will not consider accepting any late applications.

**Result Notification**

Based on the review of submitted applications, as well as the executive board meeting, the JSPP Committee will notify the applicants and PI of the result by no later than 31. July, 2017.

**Receipt of Allowance**

Each recipient must submit the following documents to JSPP by Email (jspp@nacos.com) within 10 days of the conclusion of the conference. Failure to submit a complete set of the post-travel documents will result in forfeiture of travel allowance.

* Copies of your passport (a picture page AND pages with departure/entry permit/return stamps) or boarding passes
* A travel report
* Bank information for direct deposit (For a security reason, we strongly recommend you submit the documents by either post or facsimile. )

**Direct Deposit of Allowance**

Upon acceptance of the post-travel documents, the award of 30,000 yen will get deposited directly into the bank account. JSPP can transfer funds via almost any banks. However, either Japan Post Bank (JP ‘yucho’ Bank) or Mizuho Bank is most preferable. For a security reason, we strongly recommend you submit the documents by either post or facsimile.

**Handling of Personal Information**

JSPP shall not handle personal information beyond the necessity to fulfill the purpose of use without consent from the person. JSPP will destroy sensitive documents securely upon completion of all transactions related to the Taiwan-Japan Plant Biology 2017.

**JSPP Contact**

Email: jspp@nacos.com Phone: 81-75-415-3661 Facsimile: 81-75-415-3662

Address: 146 Nishioji Cho, Kamigyo Ku Kyoto Shi, Kyoto 602-8048 Japan

**Taiwan-Japan Plant Biology 2017: Travel Allowance Application Form A**

Each student/postdoc must complete this form to apply. Incomplete forms will not be processed.

1. Your information

|  |  |
| --- | --- |
| Name:       | JSPP member: Yes [ ]  In process [ ] (Membership Number if known:      ) |
| Phone:       | Email:       |
| Bachelor [ ]  Master’s [ ]  Doctoral [ ]  Postdoc [ ]   |
| Affiliation:       | Program:       |
| Affiliation address:       |

2. Your PI’s information

|  |  |
| --- | --- |
| PI’s name:       | Title:       |
| Affiliation:       |
| Phone:       | Email:       |

3. If you are receiving funds (especially ones you can use for this travel), provide the information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Fund name | Project title | Funding duration | Amount  |
| 1. |       |       |       |       |
| 2. |       |       |       |       |
| 3. |       |       |       |       |
| 4. |       |       |       |       |

4. Presentation at the conference

|  |
| --- |
| Poster/Paper Title:       |
| Authors (Please underline the presenter):       |
| Abstract:       |

**Taiwan-Japan Plant Biology 2017: Application Form B**

Each PI must complete this form to apply. Incomplete forms will not be processed.

1. Your information

|  |  |
| --- | --- |
| Name:       | Title:       |
| Affiliation:       |
| Phone:       | Email:       |

2. Please briefly describe each applicant’s presentation topic and research activities. (Required)

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| --- |
|       |

3. If you are nominating multiple applicants, please provide the order of priority for applicants to receive the allowance. (Optional)

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|       |

3. Please briefly describe reasons why your laboratory would like to apply for the JSPP travel allowance.

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| --- |
|       |

**Taiwan-Japan Plant Biology 2017: Travel Report**

Please complete each section. Incomplete forms will not be processed.

1. Your Information

|  |
| --- |
| Name:       |
| Phone:       | Email:       |
| Affiliation:       | Program:       |
| Affiliation Address:       |

2. Lesson learned from presenting at the conference (200 words)

|  |
| --- |
|  |

3. Comments and/or feedback to the conference (200 words)

|  |
| --- |
|  |

4. Comments to the Travel Allowance (200 words)

|  |
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|  |

Please submit the report, along with other travel documents (i.e., boarding passes OR copies of your passport) on the next page, in a single PDF file to JSPP by Email (jspp@nacos.com) within 10 days of the conclusion of the conference. Be sure to provide your bank information.

**Bank Information for direct deposit**

Submission method: A. Post　[ ]  B. FAX　[ ] 　 C. E-mail　[ ]

 ⇒ If you choose A, please use this form and send this to address shown below.

 Address: 146 Nishioji Cho, Kamigyo Ku Kyoto Shi, Kyoto 602-8048 Japan

 ⇒ If you choose B please use this form and send this to 81-75-415-3662.

 ⇒ If you choose C: E-mail

 Bank of your preference for direct deposit: A. Japan Post Bank [ ]  B. Other bank [ ]

Note: Either Japan Post Bank (JP ‘yucho’ Bank) or Mizuho Bank is most preferable.

If you select A, provide the following information:

|  |  |
| --- | --- |
| Code:       | Numbers:       |
| Account Holder’s Name\*:       |

If you select B, provide the following information:

|  |  |
| --- | --- |
| Financial Institution’s Name:       | Branch Name:       |
| SWIFT Code:       | Branch Number:       |
| Account Type:       | Account Number:       |
| Account Holder’s Name\*:       |

**\*The name of the recipient and the account holder’s name must match in order to process the money transfer.**

Be sure to submit the report by Nov 16, 2017 at 5pm (Japan Standard Time).

Late reports will not be accepted and result in forfeiture of travel allowance. .