



## Call for Applications for the READ JAPAN PROJECT 2023

The READ JAPAN PROJECT was initiated by The Nippon Foundation in 2008 to promote the understanding of Japan through the donation of Japan-related books in English to universities and libraries around the world. It has donated books to more than 1,200 institutions. The project is administered by the Tokyo Foundation for Policy Research with financial support from The Nippon Foundation. The aim of the project is not only to support the activities of researchers, opinion leaders, and intellectuals who are Japan specialists but also to promote understanding among nonspecialists and thereby contribute to human resource development from a long-term perspective.

The project provides Japan-related, English-language books each year on an application basis. Applications can be submitted only by institutions that have been recommended by a Japanese diplomatic establishment, so all interested parties should first secure a recommendation. Only online applications are accepted. Please read Section 5 (Application) before sending your application.

### 1. Eligibility

Applicants must fulfill the following conditions:

- Be either a research-related institution (university, think tank, etc.) or a library (university or public library). Individuals are not eligible.
- Receive a recommendation from a Japanese diplomatic establishment (embassy, consulate, or permanent mission) before applying. (There is no need to secure a letter, as the recommendation will be conveyed directly to the project secretariat.)
- Agree to cover custom fees, VAT, and other related charges incurred in the destination country (book and shipping costs are covered by the project.)

#### Notes:

- Institutions that have previously received Japan-related books from this project are eligible to apply but only for books that they have not already received (each title may be requested only once). Priority will be given to applicants who have not yet received books from this project.
- Custom fees, VAT, and other related charges incurred in the destination country must be borne by the applicant, as they cannot be readily determined by the secretariat.

### 2. Book Titles and Categories

The 200 Japan-related books available under this project have been selected by a committee of Japanese and non-Japanese scholars, journalists, and others and fall under the following five categories: (1) politics and international relations, (2) economy and business, (3) society and culture, (4) literature and the arts, and (5) history.

### 3. Number of Books

While every effort will be made to provide books in accordance with the requests submitted online, the exact number and titles donated may need to be adjusted by the secretariat based on the total number of successful applicants and the project budget. Hardcover books may be replaced by paperback editions.

#### 4. Schedule

- Consultation with Japanese diplomatic establishment to receive a recommendation: Early April to June 30, 2023
- Online application opens: 17 April 2023 (through June 30)
- Application deadline: 17:00 (5:00 pm), June 30, 2023 (JST)
- Notification of screening results: Early September 2023
- Communication regarding shipping details: October 2023 to January 2024
- Start of shipment: February 2024 and after

#### Notes:

- Applicants should obtain a recommendation from a Japanese diplomatic establishment before the start of online applications and no later than five days before the application deadline.
- The shipping of books may start as early as February 2024. This may be delayed, however, if the information provided (shipping address, custom fees, etc.) is either incomplete or inaccurate.

#### 5. Application

Applicants who have secured a recommendation from a Japanese diplomatic establishment in their country or region will be contacted directly by the secretariat (outsourcing contractor: Japan Publishing Industry Foundation for Culture, or JPIC, [readjapanproject2023@jp-pic.or.jp](mailto:readjapanproject2023@jp-pic.or.jp)) and provided with application details, including a link to the online application form. (Only online applications will be accepted; applications sent by email will not be reviewed.)

Since the applicant will NOT be able to temporarily save any information and subsequently resume data entry, please have all required information ready before starting the online application process. Please note that once the application is submitted, you will not, in principle, be able to make any changes.

The following is a list of what applicants will need to submit online.

##### 5-1 Basic Information

- (1) Official name of the applying institution. If the institution is either a university or is part of a university, write the name of the university ONLY. If the applying institution is unattached to a university (public library, research institution, cultural center, etc.), write the name of the organization.

**\*Please specify the name that should appear on official letters and the framed certificate that will be sent together with donated books.**

- (2) Department, etc., of the applying institution in charge of book application (leave blank if same as (1) above).

Sample entries for (1) and (2)

(1) Official name of applying institution	(2) Department, etc., in charge of book application
Read Japan University	Read Japan Project Library
University of Nippon	Department of Japanese Studies
Tokyo Public Library	(blank)
Japan Culture Center	(blank)

- (3) Courtesy title (Mr., Ms., Mx., Dr., Prof., Prof. Dr.) and full name of contact person  
(4) Job title (Example: Librarian, Program Officer, Coordinator, etc.)  
(5) Regularly used email

- (6) Additional email **\*Required in case we cannot reach the contact person at the above address.**
- (7) Phone number including country code
- (8) Official website, if any
- (9) Official Facebook account, official Twitter account, official Instagram account, and other official SNS account, if any
- (10) Name of Japanese diplomatic establishment where applicant received a recommendation
- (11) Courtesy title (Mr., Ms., Mx., Dr., Prof., Prof. Dr.) and full name of above diplomatic establishment's primary contact person
- (12) Email address of diplomatic establishment's primary contact person
- (13) Reason for applying (max. 200 words)

## 5-2 Documents to Be Uploaded

- (14) Completed **Book Request Form** (use prescribed template) **\*Download the prescribed template, select the books the applicant wishes to receive by clicking 1 (request) in the specified cells, and upload a completed Excel file.**
- (15) Signed **Consent Form for Custom Fees etc.** incurred in the destination country (use prescribed template) **\*The applicant must duly sign the form before submitting.**
- (16) Signed **GDPR Consent Form** (use prescribed template), if applicable. **\* Applicants from GDPR countries must duly sign the form before submitting.**
- (17) Signed **Japanese diplomatic establishment's Consent Form** (use prescribed template) if books are to be shipped to the establishment from which the applicant received a recommendation (not required if books should be shipped to the applying institution).  
**\*Consent should be obtained by the applicant before submitting this application.**

## 5-3 Shipping Information (address to be printed on the shipping label)

- (18) Preferred shipping method
- (19) Name of addressee (individual and/or office name)
- (20) Street address **\*PO boxes not accepted**
- (21) City
- (22) Province/state
- (23) Postal code
- (24) Country
- (25) Phone number including country code
- (26) Check yes or no: "Have you received books from the READ JAPAN PROJECT before? **\*Confirm by viewing the list of past recipients (<https://readjapan.org/recipients/>).**
- (27) If you answered yes to the above question, what year(s) did you receive books through this project?
- (28) For future reference, specify any Japan-related books desired by the applying institution apart from the 200 books available under this project, if any.
- (29) Check the statement: "As the institutional applicant, I declare that the information provided above is correct."

## 6. Screening and Notification

Applications will be screened based on eligibility by the secretariat. The results of the screening will be notified in early September 2023. Applicants are responsible for providing the information requested within the timeframe set by the secretariat.

## 7. Post-Donation Requirements

Recipients are expected to cooperate with the secretariat's communication activities, such as by sharing photos and captions of book donation ceremonies to be published on social media or the project website and participating in surveys and follow-up activities. They are also encouraged to share their project-related activities on their own social media pages and websites.

## 8. FAQ

### **Q1. We've received books through the project before. Can we apply again?**

Yes. Those who previously received Japan-related books from this project are eligible to apply but, in principle, only for books that they have not already received (each title may be requested only once). Priority will be given to applicants who have not yet received books from this project.

### **Q2. Can non-profit and non-governmental organizations apply?**

Eligibility will depend on the applicant's mission and reasons for applying. You will need to receive a recommendation from a Japanese diplomatic establishment (embassy, consulate, or permanent mission) in your country or region, so please contact them first. The institution may apply after obtaining a recommendation.

### **Q3. What is GDPR? And does my institution need to submit the GDPR Consent Form?**

The GDPR is an EU regulation on data protection and privacy in the European Union and the European Economic Area (EEA). Whether you need to submit the form or not depends on which country you will apply from. For details, please refer to the following links.

EU Countries

[https://europa.eu/european-union/about-eu/countries\\_en](https://europa.eu/european-union/about-eu/countries_en)

EEA Countries (Iceland, Norway, and Liechtenstein)

[https://ec.europa.eu/info/food-farming-fisheries/trade/agricultural-international-trade/bilateral-agreements/efta-enp-countries/efta-eea\\_en#countries](https://ec.europa.eu/info/food-farming-fisheries/trade/agricultural-international-trade/bilateral-agreements/efta-enp-countries/efta-eea_en#countries)

Countries recognized as offering an adequate level of data protection

[https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en)

### **Q4. How much will successful applicants need to pay in tax-related fees?**

Custom fees, VAT, and other related charges incurred in the destination country cannot readily be determined by the secretariat. Factors affecting costs include the titles and number of books selected, shipping method, and destination country. It is the applicant's responsibility to confirm such fees before applying.

### **Q5. Tell me the size and weight of the boxes in which the books will be shipped.**

The maximum number of boxes that can be shipped is 6. The boxes come in three sizes: small (27.5cm×38cm×13.8cm), medium (26.5cm×35cm×22.5), and large (35.5cm×50cm×24.5cm). Most boxes will contain fewer than 30 books.

The table below lists book shipments for 2022, for your reference.

Region and country/city	Approx weight and no. of boxes	No. of books shipped	Total price of books covered by project (approx) *Excl. custom-related fees	Shipping method	Shipping costs covered by project (approx)
<b>Americas</b>					
Brazil	102kg, 6 boxes	163	US\$3,300	DHL	US\$4,300
Peru	74kg, 4 boxes	107	US\$2,300	DHL	US\$3,100
Uruguay	29kg, 2 boxes	25	US\$600	DHL	US\$1,300
USA	100kg, 6 boxes	159	US\$3,200	Ship	US\$530
<b>Africa, Europe, and Middle East</b>					
Botswana	104kg, 6 boxes	164	US\$3,300	DHL	US\$4,500
Czech Republic	100kg, 6 boxes	160	US\$3,200	Ship	US\$535
Iceland	46kg, 3 boxes	69	US\$1,400	Ship	US\$250
Iraq	101kg, 6 boxes	158	US\$3,200	EMS	US\$2,200
Turkey	58kg, 3 boxes	94	US\$1,700	Ship	US\$300
Ukraine	37kg, 2 boxes	155	US\$3,200	Ship	US\$200
<b>Asia-Pacific</b>					
Bangladesh	101kg, 6 boxes	161	US\$1,900	DHL	US\$1,950
India	96kg, 6 boxes	156	US\$3,200	Ship	US\$413
Mongolia	22kg, 1 box	32	US\$600	FedEx	US\$485
Viet Nam (Hanoi)	99kg, 6 boxes	162	US\$3,300	EMS	US\$935
Viet Nam (Ho Chi Minh)	95kg, 6 boxes	155	US\$3,200	FedEx	US\$920

**Q6. Does the project offer any Japan-related books written in other languages?**

No. Only English books are available.

**Q7. My previous application was rejected. Can I apply again?**

Yes. Please read the Call for Applications carefully and submit all necessary information. Before submitting your application, you will also need to receive a recommendation from a Japanese diplomatic establishment (embassy, consulate, or permanent mission) in your country or region.

**Q8. My university has two libraries in different locations, and one previously received books through this project. Can the other library apply?**

Yes. Even if one of the libraries at the same university received books through this project before, the other can apply as a new applicant.

**Q9. Can a Japanese university or library with many non-Japanese students/users apply?**

Priority is given to foreign countries and regions. We do not accept applications from a Japanese university or library.

**Q10. About The Nippon Foundation and the Tokyo Foundation for Policy Research**

The Nippon Foundation is a public interest incorporated foundation primarily engaged in supporting maritime and shipping-related activities, public and welfare services, and international cooperation, using a portion of the proceeds from motorboat racing, a legally licensed “public sport.” [www.nippon-foundation.or.jp/en](http://www.nippon-foundation.or.jp/en).

The Tokyo Foundation for Policy Research is an independent, not-for-profit think tank that examines critical issues confronting society from a neutral and impartial standpoint; undertakes rigorous, evidence-based research; and offers a range of policy options in pioneering paths to a brighter future. We also cultivate broadminded, socially engaged future leaders, both in Japan and overseas, and contribute to building a better society for all. [www.tokyofoundation.org](http://www.tokyofoundation.org).

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Inquiries should be directed to: READ JAPAN PROJECT secretariat.

Email: [readjapanproject\[a\]tkfd.or.jp](mailto:readjapanproject@tkfd.or.jp) (replace [a] with @).

Website: <https://readjapan.org/>

The project secretariat will accept inquiries related to this project via email ONLY.