



Call for Applications for the READ JAPAN PROJECT 2024

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. Since its inception, it has donated books to more than 1,300 institutions worldwide. The project is currently 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 Japan specialists -researchers, opinion leaders, and intellectuals, but also to promote understanding among nonspecialists and thereby contribute to human resource management from a long-term perspective.

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

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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 directly submitted by a diplomatic establishment to the project secretariat.)
- Agree to cover customs 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 are unable to be estimated by the secretariat prior to the arrival of book parcels at customs.

2. Book Titles and Categories

In addition to the existing 200 Japan-related books, **154 new books have been added to the list of books to be donated**, starting from FY2024. The total of 354 books, selected by a committee of Japanese and non-Japanese scholars, journalists, and other specialists, falls 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.

The project has not only updated books in the field of humanities and sciences but also introduced new genres, such as Japanese manga, Japanese language learning materials, and novels, into the list of books.

3. Number of Books

The selection of books dispatched to a successful applicant is decided on a request-basis. However, as we aim for the book donations to reach a larger number of institutions, **each institution is limited to selecting 200 titles per year**. If an institution wishes to request more than 200 books, we encourage them to apply for the project in a subsequent year.

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**. Please be aware that some titles chosen by applicants may not be available when the project secretariat place the order, as they may be 'out of print' according to the publisher's decision. Hardcover books may be replaced by paperback editions.

Note: The Nippon Foundation, the financial provider for this project, would like to gift some books (maximum 9) related to their activities to each institution successfully chosen as a recipient of book donation. The number and lineup of gift books are decided based on their availability at the time of shipping, and these books are not counted in the 200-title limit each institution can apply for.

4. Schedule (Expected)

| Month | Timeframe | Details |
|---------------|---|---|
| April 2024 | Mid-April to June 24, 2024 | Applicant's consultation with Japanese diplomatic establishment to receive a recommendation |
| April 2024 | April 19, 2024 (through July 1) | Online application opens |
| July 2024 | 24:00 (midnight), July 1, 2024 (Japan Time) | Application deadline |
| August 2024 | Late August or early September 2024 | Notification of screening results |
| October 2024 | October 2024 to January 2025 | Communication between the project secretariat and successful applicant regarding shipping details |
| February 2025 | February 2025 and after | Shipment starts |

Notes:

- In order to receive a link to an online application form, applicants should at first obtain a recommendation from a Japanese diplomatic establishment. It is encouraged to ask a Japanese diplomatic establishment to send a recommendation to the project secretariat no later than seven days before the application deadline.
- The shipping of books is expected to start in February 2025. It may be delayed, however, if the information provided (shipping address, custom fees, etc.) is either incomplete or inaccurate.
- If the shipping of books needs to be halted due to reasons in the destination country (e.g., not transportable from Japan), and, despite of every effort made by the project secretariat to dispatch the books, more than 6 months have passed since the scheduled shipping date, book donations may be automatically cancelled.
- Recipient institutions must be responsive to messages and announcements from the project secretariat. Persistent failures in response to the secretariat may result in the cancellation of book donations.

5. Application

Applicants who have obtained 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, readjapanproject2024@jpic.or.jp) and provided with application details, including a link to the online application. (Only online applications will be accepted; applications sent by email will not be reviewed.)

5-1. Online Application

Upon accessing a link provided by the project secretariat, there are three steps to follow.

Step1 Browse the synopses of all 354 books.

Decide which books your institution would like to receive, keeping the 200-limit in mind.

Step2 Fill out the Book Request Form.

The Book Request Form (Excel) is available for download on the linked page. Please type '1' in the right-hand column next to the books your institution wishes to receive.

Save the completed file and upload it when submitting the Application Form.

Step3 Fill out the Application Form.

5-2. Application Form

Since the applicants are NOT 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 information applicants will need to answer.

5-2-1. Basic Information

(1) Official name of the applying institution. If the institution is either a university or a 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 which is different from (5) above

***Required in case we cannot reach the contact person at the above regularly used email address.**

(7) Phone number including country code

(8) Official website, if any

(9) Official Facebook account, official X (former 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)

5-2-2. Documents to be Uploaded

- (14) Completed **Book Request Form** (use prescribed template)
*Download the template from the application page (the URL and password will be provided by the project secretariat upon receipt of a recommendation by a Japanese diplomatic establishment).
*Please type '1' in the right-hand column next to the books your institution wishes to receive and upload the completed Microsoft Excel file. Please note that each applicant is limited to a maximum of 200 title requests.
- (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).
*A Japanese diplomatic establishment's consent should be obtained by the applicant before submitting this application form.

5-2-3. Shipping Information

*address to be printed on the shipping label

- (18) Preferred shipping method
*The project secretariat cannot guarantee parcels will be shipped by the applicant's preferred method, as it is possible that the method of choice may be unavailable at the time of shipping.
- (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?
- (28) For future reference, specify any Japan-related books desired by the applying institution apart from the 354 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 at the time indicated in Section 4. (Schedule). 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 of book donation ceremonies to be published on READ JAPAN PROJECT's social media and the website as well as participating in surveys and follow-up activities. The recipients 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

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

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

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 are unable to be estimated by the secretariat prior to the arrival of book parcels at customs. Factors affecting costs include the titles and number of books selected, shipping method, and the custom policy at the destination country. In case an applicant would like to know these costs, the applicant itself should contact their own country's authority for inquiry about such fees.

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

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 presents book shipment details, encompassing total book prices and shipment costs for READ JAPAN PROJECT 2022, for your reference. Please be aware that the prices listed are subject to fluctuations in currency rates. It is important to note that the provided prices are intended solely for reference purposes.

| 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) |
|--|--------------------------------|----------------------|---|-----------------|--|
| Americas | | | | | |
| Brazil | 95kg, 5 boxes | 157 | US\$3,300 | DHL | US\$1,800 |
| Brazil | 41kg, 3 boxes | 60 | US\$1,200 | Ship | US\$300 |
| Ecuador | 34kg, 2 boxes | 55 | US\$1,000 | DHL | US\$800 |
| Honduras | 46kg, 3 boxes | 78 | US\$1,600 | FedEx | US\$1,000 |
| Mexico | 24kg, 2 boxes | 35 | US\$700 | DHL | US\$300 |
| Africa, Europe, and Middle East | | | | | |
| Bosnia and Herzegovina | 94kg, 5 boxes | 158 | US\$3,300 | Ship | US\$400 |
| Botswana | 14kg, 1 box | 21 | US\$700 | FedEx | US\$600 |
| Iran | 42kg, 2 boxes | 64 | US\$1,400 | EMS | US\$700 |
| Romania | 45kg, 3 boxes | 77 | US\$1,400 | DHL | US\$600 |
| Tanzania | 73kg, 4 boxes | 123 | US\$2,800 | Air | US\$1,400 |
| Turkey | 81kg, 5 boxes | 138 | US\$2,500 | Ship | US\$400 |
| Asia-Pacific | | | | | |
| Bangladesh | 15kg, 2 boxes | 50 | US\$1,100 | DHL | US\$300 |
| India | 50kg, 3 boxes | 78 | US\$1,300 | Ship | US\$200 |
| Pakistan | 33kg, 2 boxes | 55 | US\$1,100 | EMS | US\$300 |
| Philippines | 96kg, 5 boxes | 157 | US\$3,300 | Air | US\$800 |
| Tonga | 83kg, 5 boxes | 134 | US\$2,900 | DHL | US\$1,500 |
| Viet Nam | 38kg, 2 boxes | 65 | US\$1,600 | Ship | US\$200 |

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

No. Only English books are currently 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 of 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?

The intended beneficiaries of this project are the institutions of 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.

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. <https://www.tokyofoundation.org/>.

Inquiries should be directed to: READ JAPAN PROJECT secretariat.

Email: readjapanproject@tkfd.or.jp

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

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