

**FY2026**

**NCAR × AWARE Women Artists Research Fellowship**

**Application Guidelines**

Application Period: December 12, 2025 – January 31, 2026

These guidelines describe the objectives, application requirements, and procedures for the “NCAR × AWARE Women Artists Research Fellowship” (hereinafter referred to as “the Fellowship”), jointly implemented by the National Center for Art Research (hereinafter referred to as “the Center”) and AWARE – Archives of Women Artists, Research and Exhibitions, a non-profit organization in France (to be operated as part of the Centre Pompidou as of January 2026). AWARE aims to make the achievements of women artists visible and to reconstruct art history from a more gender-balanced perspective.

**1. Purpose of the Fellowship**

The Fellowship aims to support research conducted by researchers or curators residing or staying in Japan on women artists connected to Japan. By promoting such research, the program seeks to advance and enrich studies on Japanese women artists and to strengthen their international foundations.

**2. Eligible Research**

Eligible research includes studies related to women artists connected to Japan.

“Women artists connected to Japan” refers to individuals who are active in the field of visual arts and who identify as women or as non-binary persons (whose gender identity does not conform to a binary framework of male/female) and who fall under any of the following categories:

- (1) Individuals holding Japanese nationality.
- (2) Individuals who have resided in Japan.
- (3) Individuals with family members holding Japanese nationality.
- (4) Individuals with other special relationships to Japan.

**3. Research Structure**

- (1) Research may be conducted individually or jointly.
- (2) For joint research, a principal researcher must be designated, who shall take overall responsibility for the research plan.

#### **4. Eligibility**

Applicants must meet all of the following criteria:

- (1) Researchers, curators, or professionals with relevant experience who have a demonstrated record in research on women artists.
- (2) Individuals who, in principle, reside or stay in Japan during the research period (regardless of nationality or residency status).
- (3) If the research requires the applicant to be away from their workplace, prior approval must be obtained from the head of their affiliated institution.
- (4) Applicants must obtain a guarantee of acceptance from the institution or facility where the research will be conducted.

#### **5. Number of Awards, Grant Amount, and Duration**

- (1) Number of Awards: Approximately two (2) projects.
- (2) Grant Amount: Approximately 850,000 yen (equivalent to 5,000 euros) per project.
- (3) Grant Period: From April 1, 2026, to March 31, 2027 (in principle, extensions will not be permitted).

#### **6. Application Procedure**

##### **(1) How to Apply**

Applicants must review these Guidelines on the Center's website and submit their application via the designated online form (<https://forms.office.com/r/Rft6rY8Uvm>).

Applications by postal mail or in person will not be accepted.

In addition, please upload all the documents listed below through the following link (<https://11nq.com/Pqjl8>).

##### **① PDF copies of major published papers**

If you have major papers published in academic journals or professional publications (up to 20 A4 pages, in Japanese or English; for papers in other languages, please attach an English translation), please upload up to five copies of these papers. For joint research, please provide major papers of both the principal researcher and the co-researcher(s). When uploading, include the applicant's name and the corresponding serial number in each file name.

##### **② Curriculum Vitae (Format 1)**

##### **③ Breakdown of Requested Expenses (Format 2)**

Format 1 and Format 2 can be downloaded from the Center's website.

\* Each applicant may submit only one (1) application.

## (2) Application Period

December 12 (Fri), 2025 – January 31 (Sat), 2026

The Center will send an “Application Receipt Confirmation Email” within three (3) business days after confirming receipt of the application materials. Applicants are requested to check this confirmation. If no confirmation email is received, please contact the Center.

## (3) Notification of Results

Applicants will be notified of the selection results by email by mid-March 2026.

Please note that the Center will not respond to individual inquiries regarding the selection process or results.

## (4) Contact Information

International Relations Group

National Center for Art Research, The National Museum of Art, Japan

E-mail: [fellowship@artmuseums.go.jp](mailto:fellowship@artmuseums.go.jp)

## 7. Selection Method

Applications will be reviewed by the Selection Committee established by the Center. The Director of the National Center for Art Research will make the final decision on selection, based on a comprehensive evaluation of the following criteria. Any committee member who is involved in a research project under consideration shall not participate in the review of that project.

### (1) Applicant's Research Competence

- Whether the applicant has a sufficient research record to carry out the proposed project.
- Whether the applicant has adequate preparation (such as access to materials or research subjects).
- Whether the proposed budget is appropriate for the research content.

### (2) Content of the Proposed Research

- Clarity of the research theme.
- Novelty of the theme or focus on women artists whose activities have not been sufficiently recognized.
- The social and academic significance of the proposed research.
- Potential for development and future impact of research.

## 8. Status of Awardees

Individuals selected for the Fellowship (hereinafter referred to as “Awardees”) shall,

unless already employed by the National Museum of Art, Japan, be designated as Research Fellows of the National Museum of Art, Japan (non-employee researchers).

## **9. Eligible Expenses**

Within the grant amount, the Center shall cover the necessary expenses for conducting the research (including supplies, travel, personnel, honoraria, and other expenses). See also “10. Payment of Research Expenses.”

### **(1) Supplies and Consumables**

- Items with a purchase price of less than 100,000 yen (including tax) per unit are eligible.

### **(2) Travel Expenses**

- Travel, accommodation, and per diem expenses shall be covered in accordance with the Travel Regulations of the National Museum of Art, Japan.
- Eligible travelers include the awardee and any specialists necessary for the research.
- The Center shall cover transportation costs based on the shortest route between the traveler’s place of residence and the research site.
- Eligible transportation methods include air, rail, ship, and bus.
- Air travel must be economy class using discounted round-trip fares.
- If travel by private car or rental car is unavoidable due to limited public transport access, prior consultation with the Center is required.
- Travel originating from or ending in cities other than the traveler’s place of residence may not be fully covered; please consult the Center in advance.
- Travel schedules that significantly deviate from the required research period will not be approved.
- For additional details, please refer to the attached document “Supplementary Notes on the Handling of Expenses.”

### **(3) Personnel (Outsourcing) Costs**

- Includes fees for assistants, interpreters, guides, and other personnel necessary for the research.

### **(4) Honoraria**

- Includes honoraria for interviews or other research-related cooperation.
- The maximum amount shall conform to the limits specified in the relevant regulations of the National Museum of Art, Japan.

### **(5) Other Expenses**

- Purchase of research materials.
- Participation fees for research-related meetings or conferences.

- Costs related to the presentation or publication of research outcomes (e.g., printing, translation), provided these are incurred during the grant period.
- Any other necessary expenses, provided that detailed justification is given on the application form.
- However, the following categories are not eligible for support.

#### Ineligible Expenses:

- Compensation or daily allowances for the awardee
- Rent, utilities, or administrative office costs
- Clothing, furniture, or other personal-use items
- Software purchase costs
- Expenses related to the family members of the awardee (except when they serve as research assistants)
- Fuel costs (e.g. gasoline)
- Food or beverage expenses
- Gifts or souvenirs
- Handling fees such as COD or bank transfer fees
- Expenses for research conducted in countries or regions without diplomatic relations with Japan (Please consult the Center in advance for research conducted in Taiwan.)
- Expenses covered by other grants or subsidies received separately
- Purchase of durable equipment or materials exceeding one year of lifespan or 100,000 yen (including tax) per item
- Any other items determined by the Center to be ineligible

### 10. Payment of Research Expenses

As a general rule, accounting procedures related to the research expenses shall be carried out by the Center. Awardees are required to submit requests for necessary expenses following the procedures specified by the Center, and, in principle, the Center will make direct payments to vendors or other relevant parties.

### 11. Publication of Research Outcomes

- (1) The names of the awardees and summaries of their research projects will be published on websites, social media platforms, and in the reports of both the Center and AWARE.
- (2) All or part of the research outcomes may also be made publicly available on the websites of the Center and AWARE.

NCAR Website: <https://ncar.artmuseums.go.jp/>

AWARE Website: <https://awarewomenartists.com/en/>

\* In principle, the research outcomes shall belong to the researcher. The Center and AWARE reserve the right to translate or edit the research outcomes for its publication. When either the Center or AWARE uses such research outcomes for its own publicity beyond the purposes stated in (1) and (2), or for other research purposes, prior written consent shall be obtained from the awardee.

## **12. Obligations of Awardees**

- (1) Awardees must submit a “Research Implementation Plan” after selection and carry out their research accordingly. In principle, significant changes from the initially approved plan will not be permitted. If any modification to the research content or major change in the expenditure plan arises due to unavoidable circumstances, the awardee must contact the Center immediately. Depending on the nature of the change, the Center may suspend the fellowship or adjust the grant amount.
- (2) Within three (3) months after the end of the fellowship period, awardees must submit a “Financial Report” summarizing research outcomes and expenses incurred. If the outcomes are not submitted by the deadline, the Center may revoke the fellowship and request repayment of the grant amount (including delinquency charge, if applicable).
- (3) When publishing research outcomes supported by this Fellowship, awardees must acknowledge the support by including an appropriate statement in the “Acknowledgements” or another designated section of the publication.
- (4) Research conducted under this Fellowship shall be undertaken at the awardee’s own initiative and responsibility, and not at the request of the Center or its affiliated institutions. The opinions and conclusions expressed in the research outcomes are those of the awardee and do not necessarily reflect the views of the Center or the National Museum of Art, Japan. When making research results publicly available, the following acknowledgment statement may be used:

Example:

Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the author(s)’ organization or supporting organization(s).

## **13. Response to Major Changes, Misconduct, or Non-fulfillment of Research**

In cases where there are significant changes to the research content, misconduct in the conduct of the research or the use of the provided funds, or failure to submit the research outcomes within the designated period, the Center may, at its discretion, revoke the fellowship and require the recipient to return all or part of the financial support.

If the recipient fails to repay the specified amount by the due date, a delinquent charge shall be imposed at an annual rate of 3.0 percent, calculated on the unpaid amount for the period from the day following the disbursement date until the day of repayment.

The method and timing of repayment shall follow the instructions of the Center. The

Center may also take additional measures, such as the suspension of eligibility for this Fellowship, if deemed necessary. In cases where the implementation or continuation of the support project becomes difficult due to unavoidable circumstances such as international or socio-economic conditions, the recipient must promptly consult with the Center and follow its decision.

#### **14. Handling of Personal Information**

Personal information provided in the application documents will be properly managed by the National Museum of Art, Japan, in accordance with the Act on the Protection of Personal Information (Act No. 57 of 2003) and the Museum's internal regulations on personal information protection. The personal information collected will be used solely for the following purposes:

- (1) To review applications and determine eligibility for support.
- (2) To conduct post-evaluation of the Fellowship program.
- (3) To contact applicants regarding their submissions.
- (4) To publish information about the Fellowship on the Center's website, social media, and reports.
- (5) To manage events related to the Fellowship.
- (6) To support database development and related initiatives of the Center.
- (7) To communicate information related to other programs of the National Museum of Art, Japan.
- (8) To serve as reference material for future policy planning.
- (9) For other purposes incidental or related to the above.

For details on the personal information protection policy of the National Museum of Art, Japan, please visit:

[https://www.artmuseums.go.jp/corporate\\_info/rule](https://www.artmuseums.go.jp/corporate_info/rule)

## **[Attachment] Supplementary Notes on the Handling of Expenses**

### **1. Travel Expenses**

#### **A. Transportation expenses:**

In accordance with the “National Museum of Art, Rules on Travel Expenses” (hereafter referred to as the “Rules on Travel Expenses”), the Center will cover the transportation expenses necessary for the execution of the supported research, upon request and within the amount of the approved support. The Center will also cover the transportation expenses not only of the Awardee but also of co-researchers, assistants, and other specialists required for the research.

#### **Details of Support**

- Within a specific range, the Center will cover the transportation expenses required for travel between the cities specified in the application form (limited to travel by airplane, train, ship, or bus).
- For domestic travel within Japan, round-trip transportation expenses corresponding to the distance from the traveler’s place of residence may be claimed, in accordance with the Rules on Travel Expenses. Domestic air travel may be used when the travel time by train exceeds four hours.
- For air travel, the Center will cover, for domestic flights, the lowest available fare for the shortest route between the traveler’s place of residence and the research destination. For international flights, the Center will cover the round-trip discounted economy-class airfare for the corresponding route.
- If the traveler departs from or returns to a city other than their place of residence, the amount covered will be capped at the cost of travel calculated on the assumption that the trip begins or ends at the place of residence.

#### **Matters to Be Noted**

- Accumulating mileage or other airline reward program points is prohibited. If such points have been credited, you will be required to cancel them retroactively.

#### **B. Accommodation Expenses**

Accommodation expenses will be covered in accordance with the Rules on Travel Expenses. Since the maximum allowable amount differs by city, please contact the Center in advance.



## **2. Honoraria**

Honoraria will be covered in accordance with the regulations of the National Museum of Art, Japan. Please contact the Center for details regarding the duties, roles, and unit prices specified in regulations.

## **3. Other Important Notes**

- Please use the support funds in accordance with the budget categories specified in the budget plan. The same applies even if the project plan is modified.
- In principle, expenses eligible for support will be paid directly by the Center to vendors or contractors. However, if the Awardee has unavoidably made payments themselves and wishes to request reimbursement from the Center at a later date, submission of payment evidence—such as receipts, invoices, and payment statements—is strictly required. Depending on the circumstances, additional documents such as contracts, quotations, or delivery slips may also be requested. Please note that if these documents cannot be submitted, including in cases of loss, the Center will not be able to process the payment of support funds. If the research is conducted outside Japan and the types of payment documents differ due to local commercial practices, please consult the Center in advance.

## **4. Obligation to Return Support Funds**

If significant changes occur in the research plan, if any misconduct is found in the conduct of the research or the use of the support funds, or if the required research outputs are not submitted by the deadline, the Center may, at its discretion, cancel the support and require the awardee to return all or part of the funds provided.

If the Awardee fails to pay the required amount by the designated due date after receiving an instruction to return the funds, they will be required to pay a delinquency charge calculated at an annual rate of 3.0 percent on the unpaid balance, for the number of days from the day following the original payment date until the actual date of payment.

The awardee must follow the Center's instructions regarding the method and timing of repayment. If necessary, measures such as suspension of eligibility for future fellowship applications may be taken. If, due to unavoidable circumstances such as changes in international or socio-economic conditions, it becomes difficult to implement or continue the supported research, please promptly consult the Center and follow its guidance.