

2012 Korean Studies Promotion Program

**『English Translation of Outstanding
Research Results in Korean Studies』
Application Guidelines**

October 2012

**Korean Studies Promotion Service, AKS
The Ministry of Education, Science and Technology**

The Program Overview

Description	2012 Announcement (New program)	Remarks
1. Support Budget	<ul style="list-style-type: none"> Total budget: KRW 70 million (no indirect costs) - New support: KRW 70 million (up to two projects) 	
2. Support Areas	<ul style="list-style-type: none"> English translation and publication of outstanding research results of Korean Studies ※ Translation objects: "Paintings of Kings and the Nation(Park, 2011)", "Living as a King of the Joseon Dynasty(Sim, 2011)" 	
3. Targets of Support	<ul style="list-style-type: none"> Type A: Individuals or translation teams Type B: Translation teams 	
4. Eligibilities of Translators	<ul style="list-style-type: none"> Individuals: The same as those for the Head Translator of the translation team Translation team <ul style="list-style-type: none"> - Head Translator: A person who has a doctoral degree and has published or translated at least one book in English overseas in the field of Korean studies - Joint Translator: A person who has translated at least one book, thesis or an equivalent into English by himself/herself or jointly in the field of Korean studies ※ Consultation and cooperation of the representative author of the writing to be translated is mandatory. 	
5. Support Amount	<ul style="list-style-type: none"> Type A: KRW 35 million (the translation of a book) Type B: KRW 70 million (the translation of two books) 	The support amount is for the entire translation period (2 years).
6. Support Period	<ul style="list-style-type: none"> 2 years - The translation must be published within 3 years of the expiration of the translation period. 	
7. Selection Procedure	<ul style="list-style-type: none"> Requirement Review → Document Evaluation → Finalization of Selection 	
8. Schedule of Events	<ul style="list-style-type: none"> Announcement: the beginning of November 2012 Application: the beginning of December 2012 Screening and Selection: the middle of December 2012 Agreement & Commencement: the end of December 2012 	
9. Other Information	<ul style="list-style-type: none"> Interim Translation Result Submission: within 13 months of the translation period commencement Final Translation Result Submission: within 2 months of the translation period completion Publication: within 3 years of the translation period completion 	

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I. Purposes of Program and Directions of Support

1. Purposes of Program

- Introducing the unique Korean royal court culture and heritages to the international academic world and the global citizens through the English Translation of Outstanding Research Results in Korean Studies in order to publicize the excellence of Korean culture and boost the interest in Korean studies.

2. Directions of Support

- Supporting the English translation and publication of the aforementioned excellent results that meet the intellectual demand for high-class Korean culture of the overseas Korean studies circles and the global citizens
- Meeting the academic needs of foreigners and overseas educational institutions involved in Korean studies through the translation of the research results of traditional Korean cultures

II. Contents of Support


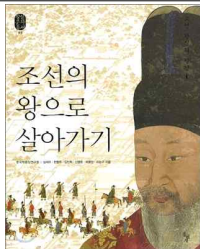
1. Support Budget

- Total budget: KRW 70 million (no indirect costs)
 - New projects: KRW 70 million (up to two projects)

2. Support Area

- English translation and publication of excellent research results (Series on Korean Royal Court Culture)
 - ※ The results must be translated into English and published overseas (North America or Europe).

○ Translation Objects:

No.	Book Cover	Book Title
1		<i>Kings and Royal Painting of the Joseon Dynasty</i> (Park Jeong-Hye et al., May 2011, Dolbegae)
2		<i>Living as a King of the Joseon Dynasty</i> (Sim Jae-woo et al., Nov 2011, Dolbegae)

- ※ The translation objects must be fully translated. Part of the contents, however, can be edited through consultations with the authors.
- ※ Translator's annotations, notes and list of terms must be included.

3. Targets of Support: Individuals or translation teams

- Individuals: the same as for the Head Translator of the translation team below
- Translation Team: Head translator and joint translators

4. Support Amount

Description	Support Amount	Targets of Support	Translation Objects	Remarks
Type A	KRW 35 million (2 years)	individuals or translation teams	one of the two books	
Type B	KRW 70 million (2 years)	translation teams	both of the two books	

※ **N.B. about the preparation of the Itemized Budget Request**

- The support amount is the total research grants for the entire translation period (2 years).
- The plan must match the support amount (KRW 35 million for Type A and KRW 70 million for Type B).
- The currency in the plan must be Korean won.
- The budget plan should be prepared in line with the Reference for Calculation of Project Budget Items. The translation and publication fees must be included in the budget plan.
- ※ No publication fee shall be granted additionally after the completion of the translation.
- Translation fees must be calculated by the unit cost per A4 sheet multiplied by an estimated number of sheets

5. Support Period: 2 years

- Translation: within 2 years from the translation period commencement
- Publication: within 3 years from the translation period completion (to be published in North America or western Europe)
- Translation Commencement: the end of December 2012

III. Application Methods

1. Eligibilities and Requirements

- Target Region: all regions (Translators from Korea or any other area of the world can participate.)
- **Head Translator** must fulfil the following requirements:
 - A person with a doctoral degree
 - A person who has a doctoral degree and has published or translated at least one book in English overseas in the field of Korean studies
- **Joint Translator** must fulfil the following requirement:
 - A person who has translated at least one book, thesis or an equivalent into English by himself/herself or jointly in the field of Korean studies

※N.B.

- The organization to which the targets of support (individuals or a translation team) belong must be able to centrally manage the project grants.
- Continuous counseling and cooperation with the representative author of the book to be translated are mandatory regarding terms and concepts for precise translation during the translation process.
- Any applications with participants who fail to meet the eligibilities above will be eliminated during the evaluation process.

2. Application Period

- Online Application: 10:00 AM December 3, 2012 (Mon) ~ 05:00 PM
December 5, 2012 (Wed), (All based on Korean Time)

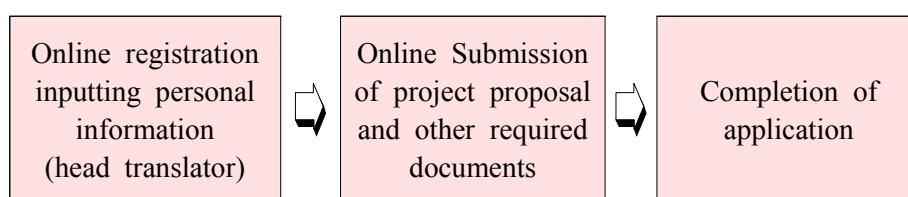
3. Application Methods

- Online application
 - Where to submit: KSPS Project Application System website
(<http://portal.aks.ac.kr/siks/login.jsp>)

※ In case applicants are not able to access the website due to unavoidable problems, please contact us by e-mail at: kaichoi@aks.ac.kr.

- Documents to be submitted
 - Project Proposal (including budget plan) [**Appendix 2**]
 - Translation sample
(※ The text provided by KSPS with this application guidelines shall be translated as sample translations.)
 - Other information (the List of the Representative Translation and Research Achievements, Personal Information of Translation Participants, the Current Status of Participation in Research Projects) [**Appendix 3**]

4. Submission Process



☐ Before the online application

- **Inputting personal information of head translator**
 - The head translator must enter or modify their personal information at 'KSPS Project Application System'. The information registered after the application completion is not reflected. In such a case, cancel the application, change personal information, and then apply again.)
- **Preparation of a project proposal**
 - The project proposal file must be unloaded upon submitting the online application. Therefore, choose one out of three (Hangul, MS Word or PDF) prior to the online application and fill out the forms requested by KSPS in advance.
- **Preparation of a translation sample**
 - Translate the sample translation text given by KSPS.

□ Online application

○ Online uploading of project proposal

- Qualified applicants must fill out "online application forms" within the application period and upload the "project proposal" file. The application number can be confirmed only upon the completion of the online application process.

○ Translation and research achievements

- Head translator and joint translators must present their translation and research achievements meeting the conditions specified in "III-1. Eligibilities and Requirements."
- Prepare and submit the list of translation and research achievements meeting the application eligibilities in the format shown in [Appendix 3-I] and write summaries for more than one achievements in "[Appendix 2] II. The Summary of Research Achievements".

※ Upon uploading the documents, submit the following three in three separate files: 1) project proposal [Appendix 2], 2) sample translation, 3) other information [Appendix 3].

○ Modification of application

- During the online application period, the contents or required documents can be replaced. No replacement or modification is possible after the end of the application period.

○ Completion of the application

- The application process is completed when you receive the application number following your uploading of your online application forms and project proposal. A project application without a application number shall not be considered a complete application.

○ Treatment of a project not uploaded within the period

- A project without uploaded proposal within the application period shall be treated as an abandonment by the applicant.

☐ **After the online application**

☐ **Head Translator**

- The head translator shall get the application number, print out a copy of his/her submission (project proposal and other documents), submit it to central research management department of the institution to which the head translator belong to notify them of the project application

☐ **Applicants' Central Research Management Department**

- The relevant central management department must print and keep the submitted application contents (including project proposal) and the list of the applicants' names.

5. Restrictions on Application & Participation

☐ **Restrictions on application**

- Head Translator and joint translators who have not submitted the final reports for their research projects even though the submission period has expired, as of the last day for online application for this new project. The research projects include those for which the researchers have received research grants from the Ministry of Education, Science and Technology, Academy of Korean Studies or National Research Foundation of Korea.
- A researcher who is still being sanctioned as of the last day of the online application, including the payment suspension of research grants or a forced repayment measure prescribed by the stipulations of Sciences Promotion Act.
- A researcher cannot apply for more than two projects within this program.

☐ **Restrictions on participation**

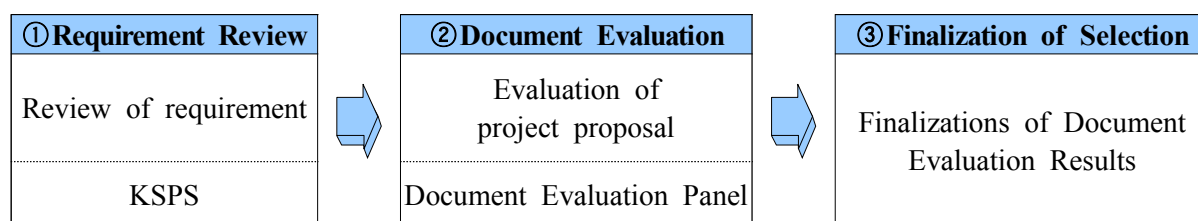
- A person can participate only in a single project within this program.
- Participants are restricted to being involved in Korean Studies Promotion Service projects as either a) the Project Director of one project and a co-researcher of one project or b) a co-researcher in two projects.
 - ※ If a person is engaged in up to three research projects of Korean studies promotion service or other institutions, he/she cannot participate in this project.
- In the case of a researcher in the fields of humanities and social sciences,

he/she can receive support for up to three research projects a year from academic studies grants of the Ministry of Education, Science and Technology (including the research grants from National Research Foundation of Korea). However, the number of research projects that a Project Director can get engaged is just one. Personnel expenses cannot be received from two sources or more.

- When a person is selected as a Project Director for another project, he/she cannot participate in this project as a head translator. The person, however, can take part in up to two projects in the capacity of a joint translator.
- A current research project whose research period ends on December 31, 2012 or earlier shall not be included in the above mentioned restricted research projects.
- A person who is being sanctioned according to Article 27 of the "Act on the Management of the National Research Development" can be restricted depending on the contents of the sanction (scope and period).
 - ※ A research project that includes a researcher who is still subjected to the research grants payment restrictions from the Academy of Korean Studies and National Research Foundation of Korea shall be excluded from the finalization of selection process.
 - ※ A research proposal that includes a researcher who has failed to submit the final report for a project fiscally supported by the Ministry of Education, Science and Technology and the Academy of Korean Studies.
 - ※ Researchers, who were sanctioned by Korea Foundation, the Academy of Korean Studies or another government agency or public institution for an unfaithful implementation of a research project and the sanction period has not expired yet, cannot take part in this project.

IV. Evaluation and Selection

1. Evaluation Process



- ※ Any proposals that have received an average of less than 70 points in the document reviews shall be excluded from the finalization of selection process.

2. Evaluation Stages and Contents

☐ Stage 1: Requirement Review

- Evaluator: KSPS (Korean Studies Promotion Service)
- Evaluation Methods: Reviews of required documents and eligibilities

☐ Stage 2: Document evaluation

- Evaluator: Document evaluation panel
- Evaluation methods: Panel evaluation (individual grading)
- Evaluation contents: *Refer to the table below.*
- Evaluation Items and Criteria for Assigning Scores

Evaluation items		Evaluation contents
Level of existing translation accomplishments (30)		○ The quality of existing translation accomplishments
The translation plan (20)		○ The evaluation of the translation plan
Excellence of translation capability (40)	Faithfulness of translation (20)	○ The accuracy of the translation work ○ The integrity of the translation term and style
	Readability and completeness (10)	○ Readability (natural and precise Korean expressions) ○ Consistency in the use of proper nouns and technical terms
	Footnotes and references (10)	○ Faithfulness of footnotes and translator's explanations ○ Differentiation from traditional translations (in case there's an translation)
The publication plan (10)		○ The possibility of publication (through a publishing house in North America or western Europe)
Total (100)		

※ Details of evaluation and scoring can be partially altered.

3. Finalization of Selection and Signing of Agreement

☐ Finalization of Selection

- The finalization of selection shall be made on the basis of the results of document evaluation.

☐ Signing of Agreement

- The agreement for the project will be signed by the 4 parties of the President of the Academy of Korean Studies, Director of the Korean Studies Promotion Service, President of the grant recipient institution (or Head of the central research management department), and Head Translator.

V. Grant Payment and Administration

1. Grant Payment

☐ **Payment method**

- The grant will be transferred to the head translator's associated institution through the central administrative entity of the institution.

☐ **Payment period**

- The grant shall be paid to the central research management department following the finalization of selection and the agreement execution.
 - ※ The central research management department shall approve the 60% expenditures of the grant upon the agreement execution and the remaining 40% after the evaluation of interim translation results according to the evaluation result.

2. Grant Administration

- This grant shall be centrally managed by the head of the central research management department of the applicants' associated institution.
- However, all or part of the paid research grants can be collected whenever necessary according to the relevant stipulations of Sciences Promotion Act and the research grants application eligibilities can be restricted for a certain period of time.

VI. Follow-up Management

1. Submission Deadlines for the Translation and the Publication

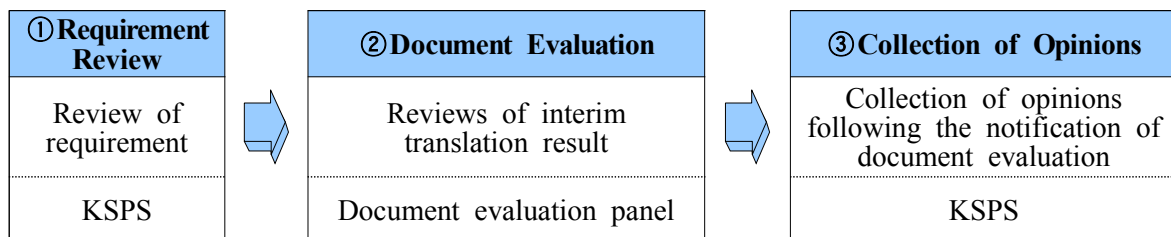
Description	Deadline	Remarks
Interim translation result	Within 13 months of translation period commencement	more than 60% of the translation completed
Final translation result & final report	Within 2 months of the translation period completion	-
Final publication	Within 3 years of the translation period completion	-

2. Submission of Interim Translation Result

- ☐ **Submission deadline:** within 13 months of the translation period commencement
- ☐ **Submission materials**
 - Interim translation result
- ☐ **Submission method**
 - online submission through KSPS Project Application System

3. Evaluation of Interim Translation Result

☐ Evaluation Process



※ Chances are given for translators to express their opinions depending on the results of document evaluations.

☐ Evaluation Items and Criteria for Assigning Scores

Evaluation Items		Evaluation contents	Remarks
Excellence of translation capability (100)	Faithfulness of translation (40)	<ul style="list-style-type: none"> ◦ The accuracy of the translation work ◦ The integrity of the translation term and style 	
	Readability & completeness	<ul style="list-style-type: none"> ◦ Readability ◦ Consistency in the use of proper nouns and technical terms 	
	Footnotes and references	<ul style="list-style-type: none"> ◦ Faithfulness of footnotes and translator's explanations 	
Total (100)			

※ Details of evaluation and scoring can be partially altered.

☐ Evaluation Results and Follow-up Measures: PASS / FAIL

Evaluation results	Scores	Follow-up Measures	Remarks
PASS	70-100	Continuous support	Payment of the rest (40%)
FAIL	below 70	Support suspension	Collection of the rest (40%)

4. Submission of Final Report

☐ **Submission deadline: within 2 months of the translation period completion (2 years)**

☐ **Submission materials**

○ Submission materials

- The final report (in KSPS prescribed format)
- The final translation result
- The grant expenses execution records
- The publication contract

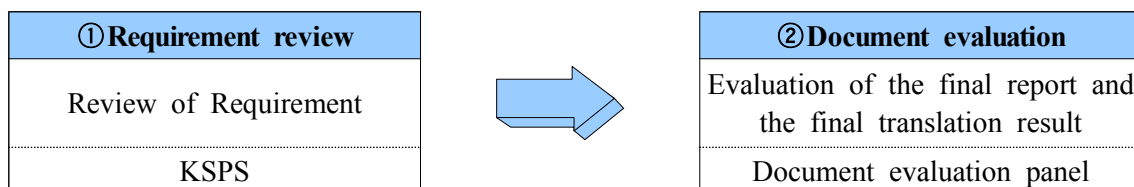
※ When the publication contract cannot be presented, the current progress and future plan should be presented.

☐ **Submission method**

○ Submission method: Online submission through KSPS Project Application System

5. Final Evaluation

☐ **Evaluation Process**



※ Evaluation: within 3 months of the receipt of the final report and the final translation result

☐ **Evaluation Items and Criteria for Assigning Scores**

Evaluation items		Evaluation contents	Remarks
Excellence in translation capability (80)	Faithfulness of translation	◦ The accuracy of the translation work ◦ The integrity of the translation term and style	
	Readability & completeness	◦ Readability ◦ Consistency in the use of proper nouns and technical terms	
	Footnotes and references	◦ Faithfulness of footnotes and translator's explanations	
Publication possibility (20)		◦ The existence of publication contract	
Total (100)			

※ Details of evaluation and scoring can be partially altered.

☐ Evaluation Ranks and Follow-up Measures

Evaluation ranks	A	B	C	D
Scores	90-100	80-89	70-79	Below 70
Follow-up Measures	Translation completion (publication possible)		Publication after re-evaluation	Restrictive measures (publication not possible)
	Translation considered completed (The publication must reflect the evaluation opinions.)		Re-evaluation* of modified results within 6 months of the final result notification	Restriction on future research support and collection of the publication support fee

※ The application restriction period depending on the evaluation results begins on the date of the notification of the evaluation results.

※ The restrictive measures shall be discussed and determined at the Restrictive Measures Review Board.

☐ *Re-evaluation of the final translation results (final grade C only)

- Re-evaluation can be granted just once if the final report and the final translation are supplemented within 6 months of the notification of the results.
- Evaluator: about three from the document evaluation panel for the original final translation results evaluation
- Evaluation method: consensus agreement
- Evaluation items and contents

☐ Evaluation Items and Criteria for Assigning Scores

Evaluation items	Evaluation contents	Remarks
Reflection of evaluation opinions (50)	Have evaluation opinions been reflected properly? (50)	
The quality of research results (50)	Is the quality of the research results high? (50)	
Total (100)		

※ Details of evaluation and scoring can be partially altered.

☐ Evaluation Ranks and Follow-up Measures

Evaluation ranks	Scores	Follow-up Measures	Remarks
PASS	80-100	The project considered completed (The publication shall be published reflecting evaluation opinions.)	-
FAIL	below 80	Restrictive measures (Restrictions on future research support and collection of research grants)	A separate operation of the restrictive measure review board

※ The application restriction period depending on the evaluation results begins on the date of the notification of the evaluation results.

※ The restrictive measures shall be discussed and determined at the Restrictive Measures Review Board.

6. The Submission of Final Publication

☐ **Submission deadline: within 3 years of the translation period completion**

☐ **Submission item**

- The final translation evaluated as suitable for publication in final evaluation shall be published through **a west European or north American publishers.**
- The final publication shall be submitted to the Academy of Korean Studies in 5 copies.

☐ **Acknowledgement**

- The final publication shall include the following acknowledgement:

"This work was supported by the Academy of Korean Studies Grant (KSPS) (AKS-2012-○○○-○○○○○○○)."

7. Other Matters related to the Final Report and the Final Publication

☐ **Disclosure and Use of the final report and the final publication**

- The submitted final report can be disclosed on the website of Korean Studies Promotion Service of the Academy of Korean Studies. (<http://ksps.aks.ac.kr>)

If the final report turns out to be involved in any dishonest act (including falsehood or plagiarism) anytime after the report presentation, the Ministry of Education, Science and Technology and the Academy of Korean Studies are entitled to take necessary disciplinary actions on the related researcher or research institution revealing the list and disciplinary measures.

☐ **The ownership of the final publication**

- The intellectual property rights to the final publication shall be decided through discussions with the grant recipient in accordance with paragraph 1,

Article 18 of the Enforcement Decree of Sciences Promotion Act including the revert of the rights to the nation.

※ Matters related to the revert to the nation shall be decided according to relevant articles in the Regulations for Academic Research Support in the Fields of Humanities and Social Sciences,

- Expenses required to obtain the intellectual property rights for the final publication can be included in the grant.
- The online transfer rights in connection with the disclosure, use and service provision of the final publication shall be jointly owned by the Academy of Korean Studies (Korean Studies Promotion Service) and the project administering institution.

☐ **Sanctions imposed in the event of the failure to present the final report or the final publication**

- The failure to comply with the obligation to present the final report and the final publication shall be subject to the restriction of grant application for two to five years according to paragraph 5, Article 20 of the Enforcement Decree of Sciences Promotion Act.
- Other disciplinary measures in association with the failure to present the final translation and the final publication shall be subject to the provisions of the Regulations for Academic Research Support in the Fields of Humanities and Social Sciences.
- A researcher who has got objections to the sanctions can request a change to the sanctions through an appeal procedure.

☐ **The translation results follow-up system**

- The translator must upload the translation results (registration on the world who's who dictionary, various media coverage and achievements in training personnel) and the translation (thesis, book, various reports, patents, technical invention, source materials and byproducts) onto the website of Korean Studies Promotion service during or after his/her translation or translation results submission. Upon the request by Korean Studies Promotion Service, the researcher shall send the translation results to the organization for its use.

- The translator shall have to modify or supplement the relevant DB contents upon a request by Korean Studies Promotion Service even after the end of the translation period. When the translator cannot modify or supplement, Korean Studies Promotion Service can do the job instead.

※ Translation results include source materials and byproducts that the researcher has collected or prepared.

- ; Source materials include a whole variety of data that a researcher has collected or referenced during the research process (any copyright pending materials or data submitted to another agency cannot be presented.)
- ; Byproducts include all the data that a researcher has prepared during the research process (e.g. photographs, audio materials, videos and illustrations)

VII Others

1. Payment of Indirect Costs: No indirect costs allowed

2. Other Reference Matters

- Any incorrect or false fact registered in the application process can bring about disadvantage. If falsehood is detected even after the selection, it qualifies for the cancellation of the selection.
- According to the Act on the Opening of Information of Public Organizations, the applicant (head translator) can request the opening of information including the evaluation opinions and procedures related to the evaluation results in question, after the announcement of the evaluation results. However, the proposal or evaluation contents for another applicant shall not be disclosed.

INQUIRIES

**Korean Studies Promotion Service ,
111 Jinhyun Building, The Academy of Korean Studies,
323 Haogae-ro, Bundang-gu, Seongnam-si,
Gyeonggi-do 463-791, Korea
(<http://ksps.aks.ac.kr>)**

- Project Inquiry
 - Officer: Choi Ae-ra, Tel +82-31-701-1303 / Fax +82-31-708-5311
 - ※ Project inquiries must be made by e-mail: kaichoi@aks.ac.kr
 - ※ Use the telephone inquiry only when your e-mail inquiry has not been answered within 48 hours (excluding weekends and holidays).

[Appendix 1] The Reference for Calculation of Project Budget Items

Expenditure	Items	Usage	Appropriation Standards
Personnel expenses	personnel expenses	Salary for research assistants: Students studying at technical colleges, universities, graduate schools or postgraduate courses who are participating in the research	- Apply the same standards applied to similar jobs in regional academic institutions
Direct costs	Research equipment & material costs	1. Costs incurred with the purchase, use, analysis and information processing of various materials 2. Costs and extra costs incurred with the installation, purchase and lease of machinery, equipment and research facilities that are used for the research project for more than a month	- The calculation must be based on actual costs and precise calculation criteria. - The calculation must be specific for each item and size.
	Research activity costs	1. Researchers' travel expenses at home & abroad including local transportation fees 2. Costs and fees incurred for printing, copying, photo printing and slide making as well as public fees, taxes, public utility bills, charges and office supplies costs 3. Costs and fees incurred with the use of experts' expertise, the training at home and abroad, the use of domestic and international informational databases, (overseas) technical information collection, the purchase of books and literature, conferences, seminars, participation in academic conferences and seminars, obtaining articles, translation, publishing, interpretation, stenography, editing, translation proofreading, meetings concerned with project implementation and investigation of patent information. 4. Costs required for local surveys and research studies 5. Costs required for adjustment and management of the relevant project in case detailed(unit) sub-research projects are involved. 6. Actual costs required for the presentation and PR of the research results	- The calculation must be based on precise calculation standards. The payment shall be either the actual payment or the payment based on by specific standards of research administering institution. - Travel expenses shall be paid for a minimum number of personnel and trips according to the travel expenses regulations of the research administering institution or the government. - Overseas travel expenses shall be paid for a minimum number of trips required for research material collection. - Meeting expenses and beverage and other additional costs shall be calculated in actual costs paid for by credit card. - The translation fees must be based on a unit cost for a A4 sheet. Proper calculation basis must be presented. - Minutes of meeting are required with the date and time, location, purposes and attendees - In the case of book and literature purchase, a list with the titles and prices shall be prepared and maintained. - Local survey expenses shall be limited to the areas which require local research studies - The costs and expenses required for the presentation and promotion of the research results and accomplishments can be used within two years of the end of the research activities. The unused amount should be returned.
	Indirect cost	No Indirect costs allowed	

- ☞ For the translation grant expenditure plan (2 years), the costs and fees required for the publication of the final translation must be included in the plan and the implementation shall be completed within three years of translation period completion.
- ※ During the translation period (2 years), additional fees shall not be granted for publication. The publication costs and fees must be included in the documentation.
- ☞ The translation fees must be precisely presented in the format of the unit cost for an A4 sheet multiplied by an estimated number of sheets.
- ☞ Be sure to match the requested amount with the support amount (Type A: KRW 35 million, Type B: KRW 70million)

[Appendix 2] Format for Project Proposal

※Application No.

Project Proposal (cover sheet)
***English Translation of Outstanding Research
 Results in Korean Studies***

Type	Type A ()		Type B ()	
	Individual (), Translation Team ()		Translation Team ()	
Translation Object and Grant Request	Translation Object		Check	Amount of grant requested
	1. <i>Paintings of Kings and the Nation</i> (Park, 2011)		()	mil. Won
	2. <i>Living as a King of the Joseon Dynasty</i> (Sim, 2011)		()	
Translation Period	Translation period		2 years	
Composition of Participants	Number of participants	Total number of participants	people	
		Number of Head Translator	people	
		Number of Joint Translators	people	
		Number of Research Assistants	people	
Project Administering Institution*	Institution Name (Nation)			
	President (or Head of the central research management department)		(Signature)	

*In case of a translation team, specify the institution's name to which the head translator belong.

In case of an individual translator, specify the individual's associated institution.

■ Documentation guidelines

(These guidelines must be referred to and then deleted upon the document submission.)

- The "I. Translation Plan" shall be prepared in a free format within 50 pages.
 - ※ The cover sheet, other information (appendix 3) and the list of bibliography shall be excluded from the 50 sheets above.
 - ※ The font size of the body of the plan shall be 12.
- Please prepare proposal after reading the application guidelines carefully.
- The total size of the translation plan shall be less than 10MB.
- Translation projects shall be evaluated in the blind review format. Thus, do not write the names of the institution or personnel related to the applicant or research participants in the body of proposal in order to secure a fair evaluation.
 - ※ The violation of this requirement can be subject to disadvantageous treatment in the evaluation process including the exclusion from the evaluation objects.
- [Appendix 3-I] The representative translation and research achievements of participants must match the translation record on "II. The Summary of the Representative Achievement" in the proposal.
- [Appendix 3-III] The Current Status of Participation in Research Projects shall describe any research projects being carried out by the participants at the time of the proposal submission. If any part of the description turns out false, disadvantage may follow in the evaluation process including the cancellation of the selection after the selection is finalized.
- Upon uploading the documents, submit the following three in three separate files: 1) project proposal [Appendix 2], 2) sample translation, 3) other information [Appendix 3].

The summary of the translation plan

Translation Objects	
	<p>■ The summarized contents of the project (within an A4 sheet) (to be written in Korean)</p>

I . The Translation Plan

1. The Purpose of Translation

(The introduction of the translation objects, the translation necessity of the books, the connectivity between the pre-studies and the translation plan)

2. The Translation Plan and Contents

(The detailed translation methods and contents, the translation work schedules, and the division of translation duty among joint translators in case of translation teams, throughout the entire translation period)

Each translator's translation work implementation plan		
Description	Division of work	No. of translation assistants
Head translator		
Joint translators	A	
	B	
	...	
	...	

- ※ The responsibility for the translation results shall be evenly shared among all translation participants (head translator and joint translators) in the future.
- ※ For the sake of the fairness of evaluations, no mark or indication of any translation participant shall be made in the document.

3. Publication Plan

(The publishing house and the publishing plan to be described)

4. Other Matters

(Matters needed for the implementation of the translation, publishing or other research plans)

5. Bibliography

II. Representative Achievements

Role in the Project	Head translator () Joint translator ()	Summary No.	
※ Participating researchers should be marked as A, B, C, etc. <h3 style="text-align: center;">The Summary of Research Achievements</h3>			
<i>Title of representative achievement</i>			
Type of achievement	Book (), Translation (), Thesis (), Separate volume ()		
Type of participation	Leading position or individual task (), joint task ()		
Number of research participants (in case of co-authored)	1() 2() 3() 4() over 5()		
■ The abstract or summary (In case of a patent, specify the application date, the application country and contents)			

- ※ Write summaries for **more than one achievements of each participant** specified in "[Appendix 3-I] The List of the Representative Translation and Research Achievements".
- ※ Guidelines for indicating the summary number (Prepare for each research achievement.)
 e.g. Head translator: Head-1, Head-2
 Joint translators: A-1, A-2 / B-1, B-2 /...
- ※ No mark indicative of a participant shall be made in the document to secure a fair evaluation process.

Ⅲ. The Itemized Budget Request

<Example>

Item	Contents	Usage	Budget	Calculation basis	Remarks
Personnel expenses	Personnel expenses	Research assistants	2,400,000	Apply the regional standards for personnel ex) 2 persons X 12months X 100,000 = 2,400,000	
sub-total			2,400,000		
Direct cost	Research equipment & material costs	Printer	250,000	1 unit X 250,000 = 250,000	
	Research activity fees	Translation fees	27,000,000	A4 1800 sheets X unit price (15,000) = 27,000,000	
		Meeting expenses	750,000	5 times X 30,000 X 5 persons = 750,000	
		Publishing costs	4,600,000	publishing costs	
sub-total			32,600,000		
Total (Personnel expenses + Direct cost)			35,000,000		

※ The budget plan must be presented in the above format.

※ **N.B. about the preparation of the Itemized Budget Request**

- The support amount (Type A: KRW 35 million, Type B: KRW 70 million) is the total amount covering the entire translation period (2 years).
- The requested grant amount must match the announced support amount.
- The budget plan must be prepared according to the Reference for Calculation of Project Budget Items. The translation and publication fees must be included.
 - ※ There will be no additional publication fees support after the end of the translation.
- The translation fees must be calculated on the basis of the unit price for an A4 page multiplied by an estimated number of pages.

I . The List of the Representative Translation and Research Achievements

Description		Achievement classification	Participation type (Head/joint)	Publishing date	Title	Publisher	No. of participants
Head translator (publication)	Head-1	Writing					
	Head-2	Translation					
Joint translator (translation)	A-1	Thesis					
	B-1	Separate volume					
	C-1	Book					

※ The description of the above table must be the same as the summary number on "II. The Summary of Representative Translation and Research Achievements."

e.g. Head translator: Head-1, Head-2

Joint translator: A-1, A-2 / B-1, B-2 /...

※ In the case of a joint translator, his/her joint translation of a separate volume shall be considered the translation of a thesis.

Ⅱ . Personal Information of Translation Participants

Description		Name	Date of birth	Affiliation and position	Major	Contact info. (telephone/e-mail)
Head translator						
Joint translator	A					
	B					
	C					
	...					
	...					
	...					

Ⅲ. The Current Status of Participation in Research Projects

Description	Name	Program Name	Project Name	Role	Period	Supporting institution	Support amount (year/thousand won)
Head translator					yyyy.mm.dd~ yyyy.mm.dd		
Joint researchers	A						
	B						
	C						
	D						
	..						

- ※ The information above must be updated as of the last day of the application period.
- ※ Only the projects currently being carried out by the participants must be recorded above.
- ※ The 'role' above must specify the functions in the current projects including project director, co-researchers, full-time researchers or post-doctoral fellows.
- ※ "The supporting institutions" must include all the organizations involved such as National Research Foundation of Korea, the Academy of Korean Studies, Korean Studies Promotion Service and other public agencies and private organizations.