**Global Faculty Development (GFD)**

***Learning and Observing Outside Komaba* *(LOOK) Program***

**Application Form (Effective as of 2025 Spring Semester)**

Thank you for your interest in the *LOOK Program* (a program to support faculty development-related trips). If you wish to participate in the program, please submit this form to [gfd-tokyo@adm.c.u-tokyo.ac.jp](mailto:global.fd@adm.c.u-tokyo.ac.jp). The GFD committee will review your application and decide whether it can fund your trip.

GFD was established to support faculty development that benefits content courses taught in languages other than Japanese; the GFD remit does not directly support language teaching development. Please be sure to base your application on faculty development aspects, teaching and learning benefits, and their impacts on the students and other faculty at the University of Tokyo.

Please notice the following terms and conditions:

* + If your work is primarily focused on language teaching, your application will only be considered if the event concerns broader teaching and learning innovations, for example, designing effective group work or new pedagogical technologies.
  + This application is only for financial support; you are expected to get approval for your trip from the department(s) to which you are affiliated. The LOOK program covers ONLY conference participation fees and transportation (including visa application fees and transportation to and from the point of embarkment). It does not cover the following: accommodation fees, daily per diem allowance, academic society membership fees, or any other travel expenses.
  + We accept applications on a rolling basis (no fixed deadline).
  + Applications are restricted to one per semester. Since Spring 2025, the GFD committee has added the following terms and conditions: (1) to be eligible for the LOOK program, you must deliver a presentation or a workshop at a conference; (2) the maximum amount of funding per application is 300,000 JPY. If your approximate cost exceeds the said amount, your application will be automatically turned down; and (3) if the amount of approved funding exceeds 200,000 JPY, you will not be allowed to submit a LOOK application the following semester.

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| **Name of applicant** |  |
| **UTokyo Affiliation(s)** |  |
| **Name of the conference or institution that you wish to visit**  **(Please provide conference website)** |  |
| **Dates** |  |
| **Location** |  |
| **Approximate cost and its breakdown**  **(Please also provide amounts in JPY if fees are in a foreign currency)** |  |
| **How is the conference or institution to be visited related to faculty development?**  **(If you are presenting, please add details here. Please be as specific as possible)** |  |
| **How do you concretely plan to apply your FD-related experience to your own context?**  **(Please suggest concrete outcomes such as talks, workshops, inviting speakers, etc.)** |  |

I agree that as a participant in the *LOOK Program*, I am required to:

1. Submit a written report summarizing my experiences, what I’ve learned through the program, and how I plan to translate it into practice; and
2. Participate in *Time to TALK* trip report sessions to share my experiences and knowledge with other faculty.

First and Last Name (Printed): Date:

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Signature:

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