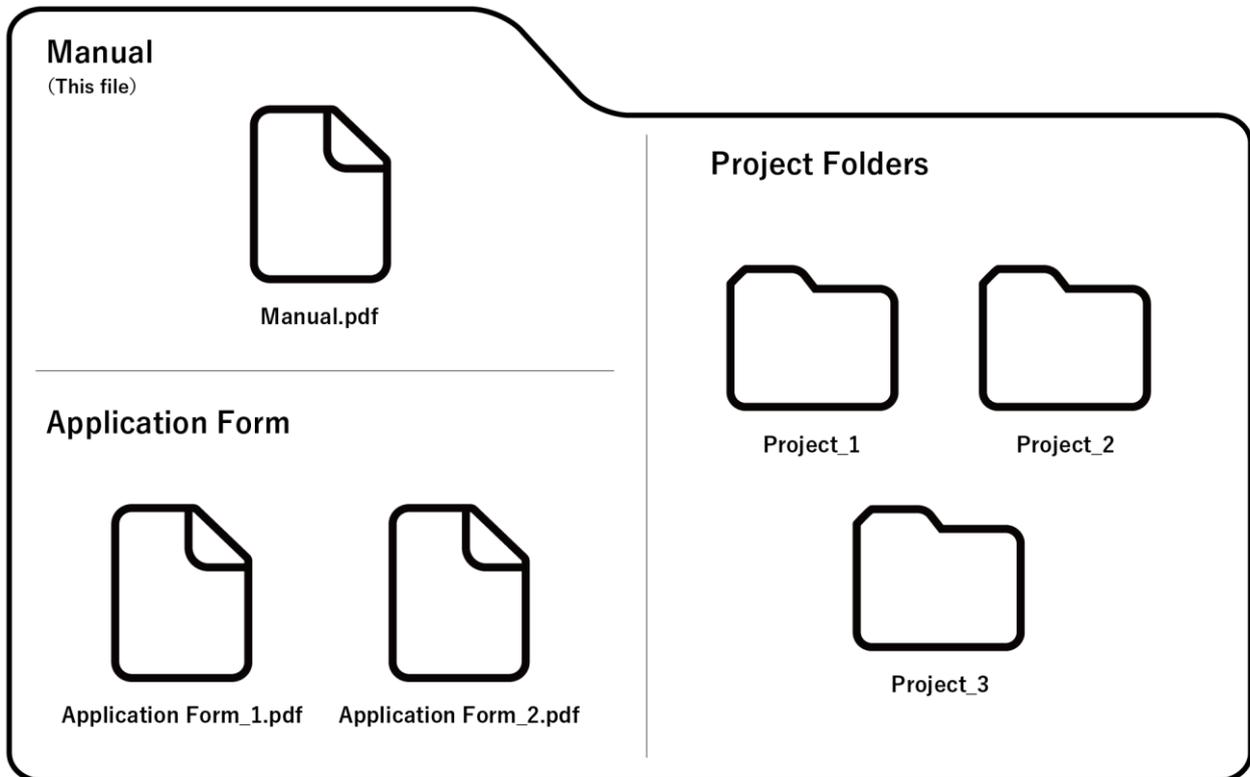


Application Manual

Research Residency Program 2024

Structure of the Application Package



STEP1 : Send an Email
Due on June 26th, 18:00 JST

→ See p.2 for details

STEP3 : Upload Project Folders
Due on July 3rd, 23:00 JST

→ See p.3 and p.4 for details

STEP1 : Send an Email
Due on June 26th, 18:00 JST

Please send files listed below to :

※Please rename the files as below.

apply_residency2024@tokyoartsandspace.jp

- **Two types of Application Forms (PDF)**

Application Form_1.pdf, Application Form_2.pdf



e.g. TokyoTaro_1.pdf

TokyoTaro_2.pdf

- **Two Letters of Recommendation (PDF)**



e.g. Letter_TokyoTaro_1.pdf

Letter_TokyoTaro_2.pdf

*You will receive an automatic reply once you send your application. **Please note that this automatic reply is sent once only to each email address even if you email to us several times.**

Notes on the Application Forms

- Please make sure to use “Adobe Reader” when you fill in the application.
*For Mac users: Please DO NOT use “Preview” as the data will not be displayed properly.
- Please fill in the form according to the character limit so that the text fits within the frame.
- Please rename the files of application forms to your name, and keep the number 1 or 2.

e.g.	<u>Application forms</u>	RR2024_Application_1information_EN.pdf → TokyoTaro_1.pdf
		RR2024_Application_2CVmotivation_EN.pdf → TokyoTaro_2.pdf
	<u>Recommendation letters</u>	Letter_TokyoTaro_1.pdf
		Letter_TokyoTaro_2.pdf

Notes on 【14】 Past Projects】 (Application Form_2)

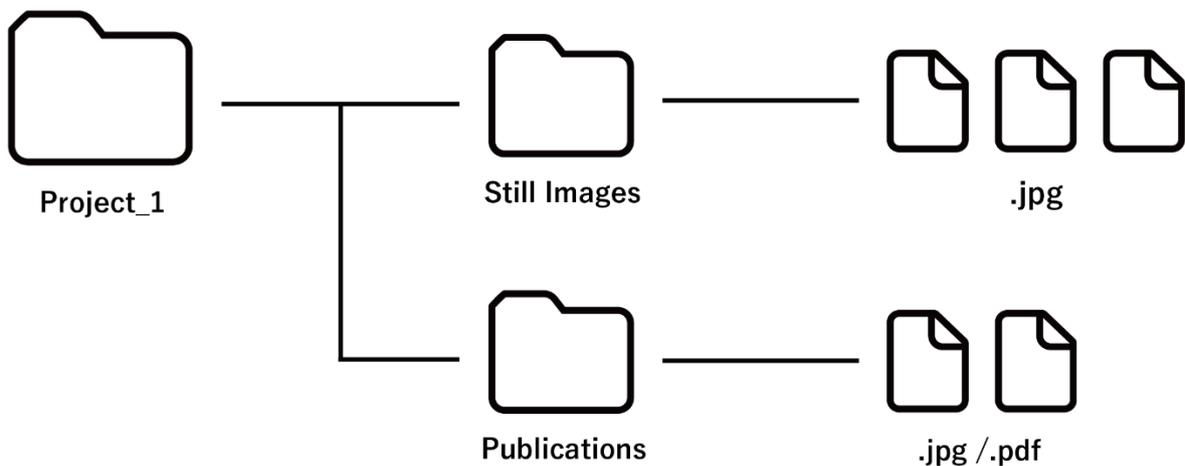
- Please state clearly how you are associated with the past projects at “Your Position.”
e.g. Artist, Curator, Organizer, Producer, Collaborator
- You can submit up to 3 projects.
- Please submit the data of your past projects which are related to your activity plans stated in 【13】 Artist Statement, Purpose of your residency and Activity Plan.】

STEP2 : Receive URL	Within 5 working days
<p>Please check the Application Form_2 if “Still Image” and/or “Publication” on the [14) Past Projects] are filled out.</p>	
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block; margin-bottom: 10px;">Filled Out</div> <p>→ You will receive a URL to Submit [14) Past Projects] Folders</p>	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block; margin-bottom: 10px;">Blank</div> <p>→ You will receive an Application Confirmation</p>

STEP3 : Upload Project Folders	Due on July 3rd, 23:00 JST
<p>Save “Still Image” and/or “Publication” in the Project Folders and Upload them to the URL</p>	
	
<p>※Remove empty folders in Projects folders.</p>	

*After uploading materials, a confirmation mail will be sent by July 10th.

How to Organize Project Folder



* Please organize the folders of Project_2 and Project_3 in the same way.

How to Save/Submit each Material

Type of Materials	Submission Method	Maximum Number of Files	Data Format	Notes
Still Image	Save to the Folder	3	.jpg	<ul style="list-style-type: none"> The size of each file must be <u>no larger than 1MB</u>. Please save data of the still images listed on 【14) Past Projects】 of the application form. The name of the files must be alphanumeric without diacritics, and it should include the number and the project title listed on 【14) Past Projects.】 e.g. 1_TokyoSceneryPainting.jpg
Video	Enter URL on the Application Form	1	Online	<ul style="list-style-type: none"> Please indicate the URL on the application form. If your files are not online, please upload the files on video/sound sharing sites such as YouTube, Vimeo, SoundCloud. Please make sure that the links of your videos/sounds are valid until September 15th, 2023. Please mention the password of your link on the application form, if the link is private. Please indicate the time of highlights on the application form.
Sound				
Publication	Save to the Folder and/or Enter URL on the Application Form	2	.pdf / .jpg and/or Online	<ul style="list-style-type: none"> Please save data of the publications listed on 【14) Past Projects】 of the application form. The name of the files must be alphanumeric without diacritics, and it should include the number and the project title listed on 【14) Past Projects.】 If it is published online, please indicate its URL on the application form. Please include a scanned copyright page with publication data or a URL of online articles. Academic dissertations are not acceptable.

Please check the following before sending your application form.

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- | | |
|--|--------------------------------|
| <ul style="list-style-type: none"> Rename the file of the application forms to your name.
e.g. RR2024_Application_1information_EN.pdf → TokyoTaro_1.pdf | Check <input type="checkbox"/> |
| <ul style="list-style-type: none"> If you apply as a duo, send applications of your partner together. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Remove empty folders in projects folders. | <input type="checkbox"/> |
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Inquiry about Application: contact_residency2023@tokyoartsandspace.jp