

## Detailed Guidelines of Applications for 2025 Overseas Translation Workshop Program

### 1. Guidelines for Grants

#### 1) Contents that can be paid with grants

Section	Contents
Faculty fees ※ based on university's pay scale	(Seminar) - Certificate of Receipt must be submitted. (provided form)
Running costs	(Seminar) - Coordinator fees (Certificate of Receipt must be submitted)  ※ The name(at least position) of recipient must be specified on the application form - Promotional and Operational costs - Catering fee - Books for workshop  ※ The applicants buy the books for workshop with the grant on their own. (Seminar books or same author's books only can be purchased with the grant) (Workshop) - Running cost for workshop (promotional costs, venue rental fee) - Cost of labor (interpreter and etc., Certificate of Receipt must be submitted)
Expenses for inviting a writer ※ Expenses for the author who wrote the book for seminar.	(Workshop) - Flight ticket and accommodation fees for the writer - Domestic transportation fees for the writer - Accompanying interpreter (if it is needed, Certificate of Receipt must be submitted) - Catering fee  ※ The certain honorarium for the writer will be paid by LTI Korea, and it covers all events for the workshop.

※ The requested amount of grant must include all three sections.

#### 2) Contents that can't be paid with the grant

Section	Contents
Capital expenses	Facility fees, telephone fees, Computer equipment, Internet fees, etc.
Group running costs	Office rental fees, utilities
Etc.	Fees for copyright and publication, books by other authors, cash(including cash prize and scholarship) ※ Instead, Voucher or Product prize can be paid.

## 2. Notes

- 1) Application: If you do not receive a reply after submitting your application, your application may not have been processed properly. If you do not receive a response within 3 business days after applying, please be sure to check whether the email was sent properly.
- 2) Amendment of the event: If needed, LTI may request the applicants to make amendments to their applications before result notification.
  - LTI may request the applicants to make changes to the format and content of the seminar/workshop/literary event.
  - Text for translation may be changed after consultation with LTI. Therefore, it is banned to contact the authors of seminar books on the application form before the result of selection is announced.
  - Even after the seminar books are fixed, they can be changed due to authors' or universities' circumstances.
  - After the grants are fixed, it can't be adjusted more than the fixed amount. (even if the workshop with author is changed to held online to offline, there's no additional grants. However, adjusting lower than the fixed amount is possible.)
- 3) Agreement signing and payment: Grant will be provided in two installations. Upon signing an agreement with LTI, the first installation (80% of the total grant except for expenses for inviting a writer) will be provided. After submitting the final report, the second installation (the rest including expenses for inviting a writer) will be provided.
  - The grant will be provided in KRW. (LTI will provide a grant in the currency in applicant's country only if wire transfer in KRW is not available)
  - LTI will wire transfer the grant to the university's account, unless there are exceptional circumstances.
  - The selection committee will review the applicant's budget plan and then decide the grant amount, which will be determined according to LTI's budget, local price, etc.
- 4) Workshop with the Author: The applicant must host a session (about 2 hours per day) with an author or scholar. However, hosting literary events connected with the session is optional. The selection and contact of the author or scholar is organized by the university.
  - Literary events include: lecture for the Korean studies department or the entire university/lecture for students from other universities or local citizens/talk with a local writer or critic/reading event/academic event (The literary events should be scheduled during the online workshop period, for a maximum of 3 days.)
- 5) Final Report: The selected applicant must submit the final report and proof of expenses **within 1 month after the event**. Upon reviewing the final report, LTI will provide the second installation of the total grant.
  - The selected applicants will receive the final report form