

# I . BASIC STIPULATIONS

## A. PROVISIONS

This booklet, “Program Guidelines,” provides the details of the terms, conditions, and procedures of the JSPS Postdoctoral Fellowship for Foreign Researchers, pursuant to Award Letter issued by the President of the Japan Society for the Promotion of Science (JSPS). You, the postdoctoral “Fellow” and your Japanese “Host” researcher are requested to read carefully each item in this booklet.

Upon receipt of your Award Letter, you are to submit a Letter of Acceptance (Form A), stating that you will observe all the terms stipulated in these Guidelines, to JSPS via your host and host institution. The terms and conditions set forth herein are not subject to negotiation. Fellows are expected to observe the regulations, procedures and deadlines stipulated in these Guidelines.

The administrative office of the host institution is to receive inquiries from and provide consultation to Fellows and Hosts so as to ensure that their research activities proceed smoothly and that they submit the required forms and execute the program procedures without omission.

If you should find anything unclear in these Guidelines, please contact the Japan International Science and Technology Exchange Center (JISTEC) for instructions. JISTEC has been commissioned by JSPS to act as its proxy in carrying out many of the procedures contained in these Guidelines. Please note that **allowances may be stopped or services suspended** if you and/or your host should fail to observe the terms and conditions in these Guidelines or to follow JISTEC’s instructions. The forms attached at the back of this booklet should be submitted to JISTEC. Please see related information on page R1, and “List of Forms.”

### **For inquiries and document submissions:**

#### **Japan International Science and Technology Exchange Center (JISTEC)**

##### **Foreign Fellowship Division**

2-20-5 Takezono, Tsukuba, Ibaraki 305-0032

Telephone: 029-853-8815

Facsimile: 029-853-8260

**In the case, however, of inquiries and document submissions pertaining to Research Grants and Certificates (Form 10), please contact JSPS at the following address/numbers.**

#### **Japan Society for the Promotion of Science**

##### **Overseas Fellowship Division**

6 Ichiban-cho, Chiyoda-ku, Tokyo 102-8471

Telephone: 03-3263-3444, 3692, 3761

Facsimile: 03-3263-1854

If you or your host have any comments, requests or proposals regarding the fellowship program, please submit a letter (free format) to JISTEC. JISTEC and JSPS will use your input as reference when working to enhance the fellowship program.

This booklet consists of two parts, one written in Japanese and the other in English. If any differences in wording or interpretation should occur between the two parts, the Japanese part will take precedence. It can be downloaded from the following JSPS web pages:

**Japanese web page:** <http://www.jsps.go.jp/j-fellow/main.htm>

**English web page:** <http://www.jsps.go.jp/english/e-fellow/postdoctoral.html#long>

Web pages (Q&A) that supplement these Guidelines can be found on JSPS's website. (See [http://www.jsps.go.jp/english/e-fellow/main\\_qa.htm](http://www.jsps.go.jp/english/e-fellow/main_qa.htm).)

## **B. AIM OF THE FELLOWSHIP**

The JSPS Postdoctoral Fellowship for Foreign Researchers assists promising, highly qualified, young foreign researchers who hold a doctoral degree. This program provides opportunities for such researchers to pursue collaborative research under the leadership of a host researcher in a Japanese university or research institute, thereby allowing them to advance their own research while promoting scientific advancement in Japan and the counterpart countries through close collaboration in scientific activities.

## **C. FINANCIAL SUPPORT AND HOST'S ROLE**

### **1. Nature of financial support**

JSPS is a funding agency, which provides financial assistance necessary to support JSPS Fellows' stays in Japan for the purpose of conducting research activities. **JSPS does not employ Fellows. Therefore, the allowances you receive under the fellowship are not a wage or salary.**

### **2. Handling by hosts**

Host researchers and host institutions are obligated to support Fellows, both in their research and daily lives, during their stays in Japan. Some Fellows may experience difficulty in adapting to research life in Japan. In such cases, personnel in addition to the host (e.g., young researchers in the lab or the institution's administrative staff) should also assist the Fellow in making a smooth transition.

When the host institution is a university, communications should be established between Fellows and graduate students and other young researchers, and a harmonious and friendly environment created for Fellows to pursue their work. The administrative staff should treat Fellows on par with research associates; that is, as a young researcher selected by the university to do research on their campus.

Arrangements should be made to give Fellows an appropriate title (e.g., Postdoc Fellow, Postdoc Researcher) for doing research at the host institution.

#### **D. MAINTAIN ORIGINAL OF AWARD LETTER AND CERTIFICATE OF FINANCIAL SUPPORT**

JSPS issues only one Award Letter and one Certificate of Financial Support to each Fellow. If you need to use them to apply for an entry visa, for your Host to apply for a certificate of eligibility on your behalf, or to certify that you received a fellowship or allowances from JSPS, **you should use copies**. Please maintain the original letter and certificate in safekeeping.

#### **E. ID NUMBER**

JSPS assigns each Fellow an ID number, which is shown in your Award Letter. As JISTEC or JSPS uses this number to expedite fellowship processing, please include it in your correspondence with JISTEC or JSPS. All the documents sent to JISTEC or JSPS by you or your Host should include your ID number.

#### **F. TERM OF THE FELLOWSHIP**

1. You must start your fellowship during the period of 1 April 2006 to 30 November 2006 as specified in your Award Letter. (Fellows accepted under the September 2005 recruitment must start their fellowship during the period of 1 April 2006 to 30 September 2006.) If not started within these periods, the fellowship will be withdrawn.
2. Your fellowship tenure is the number of months specified in your Award Letter. Your tenure begins on that day of your arrival in Japan and, with that day as the starting date, continues for the specified number of months. For example, a 24-month tenure that starts on 16 April 2006 will end on 15 April 2008.

For those Fellows who are already residing in Japan prior to the commencement of the fellowship, JSPS will decide the starting date taking into account the wishes of the Fellow and Host.

If you should leave Japan before the expiration of your specified tenure, your fellowship will terminate on the date of your departure.

3. Please use the above criteria to determine the date of arrival that you enter in your Notice of Acceptance (Form A). (If you already reside in Japan, substitute “arrival date” with “fellowship starting date.”)

#### **G. POINTS REGARDING THE START OF YOUR FELLOWSHIP**

You must commence your fellowship within the month specified as the starting date in your Notice of Acceptance (Form A). If for an unavoidable reason you need to change your arrival month, your Host must obtain JSPS’s permission by submitting a letter stating your reasons. However, the fellowship commencement may not be changed to a date after November 30.

## **H. OBLIGATIONS**

### **1. Obligation of the Fellow**

Fellows are obliged to observe the following rules during the term of their fellowships.

- a. During your tenure under the fellowship, you must devote full time to your research at the host institution.
- b. You may not engage in other activities, with or without remuneration.
- c. You may not accept another fellowship or grant during your tenure. If you are offered another grant, you must either decline the JSPS fellowship or the other grant. If you have accepted another fellowship or grant that will require you to stay in Japan continuously before or after the JSPS fellowship, you must inform JSPS of the name and duration of the grant and whether it includes international airfare.
- d. If you accept either part- or full-time employment in Japan, you must withdraw from the fellowship.
- e. You must, as a rule, reside in Japan continuously during the term of your fellowship. You must depart Japan upon the expiration of your tenure.
- f. If your fellowship tenure exceeds 18 months, you must submit an Interim Research Report (Form 6) to JISTEC via your host researcher.
- g. Within one month of the completion of your tenure, you must submit a Research Report (Form 8) to JISTEC via your host researcher.
- h. If you publish research results obtained under this fellowship program in scientific journals or other literature, annotation of such should be provided.

### **2. Obligation of the Host Researcher**

- a. The Host will, in cooperation with the administrative office of the host institution, prepare a space for the Fellow and arrange the facilities and equipment required for him/her to carry out smoothly the collaborative research. The Host will also arrange for the Fellow to be provided a title within the host institution.
- b. The Host will, in cooperation with the administrative office of the host institute, provide the Fellow with pre-departure assistance, including visa application and other necessary procedures, arrange domicile, and offer consultation on daily life in Japan.
- c. If the Fellow's tenure is for 18 months or more, the Host will submit an Interim Research Report (Form 7) to JISTEC together with the Fellow's Interim Research Report (Form 6). This report should be filed within one month of the completion of the first year of the Fellow's tenure.
- d. Within one month of the completion of the Fellow's tenure in Japan, the host researcher will submit a Research Report (Form 9) to JISTEC together with the Fellow's Research Report (Form 8).

## **I . WITHDRAWAL OF THE FELLOWSHIP AND STOPPAGE OF ALLOWANCES**

JSPS may withdraw the fellowship, stop allowances (including that for air tickets), or request the return of money already paid the Fellow if it judges any of the following circumstances to pertain:

1. The fellowship has been awarded on the basis of false statements in the application form.
2. The fellow has not received a doctoral degree before starting the fellowship.
3. The Fellow has received air tickets and/or other allowances on the basis of false declarations.
4. The Fellow has, without obtaining the prior consent of JSPS, made some alteration in his/her research activities or in the starting date or duration of the fellowship. The same also applies to unauthorized extension of the Fellow's stay in Japan after the fellowship expires.
5. The Fellow temporarily leaves Japan without JSPS's authorization or without providing correct information on the period of or reason for the leave.
6. Completion of the Fellow's research activities as outlined in his/her application form is deemed to be impossible or clearly difficult to achieve within the duration of the fellowship.
7. The Fellow violates or is prosecuted for violating a Japanese law or regulation.
8. The Fellow does not in good faith observe the terms and conditions stipulated in these Guidelines, or causes harm to JSPS.

## **J. COMMUNICATION BETWEEN FELLOW AND HOST**

Prior to Fellows coming to Japan, close contact should be established between them and their Hosts both with regard to the research plan and preparations for living in Japan. When appropriate, the following matters should be thoroughly discussed.

### **1. Transportation from the airport to the host institution**

When expenses are incurred in traveling from the nearest international airport to the host institution, the Fellow's domestic research trip allowance may be used to cover them.

### **2. Securing domicile**

House and apartment rental in Japan is expensive, particularly in large cities such as Tokyo, Osaka and Kyoto. Furthermore, when you sign a rental agreement, you may be required to pay the landlord a refundable deposit (*shiki-kin*) and non-refundable "key money (*rei-kin* and/or *kenri-kin*)" equivalent to 4-6 months' rent. In addition, you may need to pay the real estate agent a fee equivalent to one month's rent. The amounts of this deposit and key money differ somewhat from place to place. Please also note that Japanese houses and apartments normally come unfurnished.

JSPS does not pay these fees nor does it act as guarantor for rental agreements. Neither can JSPS act as a mediator in house hunting or provide housing information.

It is, therefore, advisable for you and your Host to secure your domicile prior to starting research in Japan.

When negotiating a rental contract, you are advised to ask your host researcher, a Japanese colleague, or an officer at your host institution to accompany you to the real estate office. The person should also be willing to sign as your guarantor.

Particularly if you will be residing in Japan for the first time, it is recommended that you take advantage of living quarters provided for foreign researchers at the host institution or in its vicinity.

### **3. Form of joint research**

If it is thought that a disagreement may occur with regard to intellectual property rights on outcomes (e.g., patents, software) of the joint research, the Fellow, Host and host institution should negotiate and establish an agreement on their disposition in advance.

That the Fellow understands the collaborative research is to be conducted under the guidance of the Host should be confirmed by the Host in advance. If this should not be the case, the Fellow and Host should discuss and agree upon the form of collaboration in advance.

When applying for patents or other intellectual property rights, you should first notify your host institution's administrative office of (a.) that you intend to make such application and (b.) that the subject research was conducted under this JSPS Fellowship Program. You are advised to confirm in advance the rules and regulations governing patents and other intellectual property rights on research results obtained in Japan or during your fellowship tenure.

### **4. Fellow's working conditions**

As JSPS does not employ Fellows, it is not in a position to dictate their working conditions, such as the times, days or number of days they work, at the host institution. Therefore, the host researcher and institution should work out Fellows' research hours and other working conditions with them in advance. In doing so, the working rules and practices of the host institution or research group may be applied.

## **K. RELEASE OF INFORMATION ON FELLOWS**

Fellow's and Host's names, fields of specialization, research themes, and fellowship tenure may be posted on JSPS's homepage.