

# I. BASIC STIPULATIONS

## 1. PROVISIONS

This booklet, "Program Guidelines," provides the details of the terms, conditions, and procedures of the JSPS Postdoctoral Fellowship for Foreign Researchers, pursuant to the 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 Notice of Agreement (Form A-1), stating that you will observe all the terms stipulated in these Guidelines, to JSPS via your Host, who is to submit an accompanying Notice of Acceptance (Form A-2), and the 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 TEI for instructions. TEI 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 TEI's instructions. The forms enclosed at the back of this booklet should be submitted to TEI. Please see related information on page R1 and "List of Attached Forms."

### **Address inquiries and document submissions to TEI:**

#### **TEI Inc.**

#### **Foreign Fellowship Division**

7F TOP Hamamatsucho Bldg. 1-5-12 Shiba, Minato-ku, Tokyo 105-0014

Telephone: 03-6436-9138

Facsimile: 03-5765-0041

### **However, Address inquiries and document submissions pertaining to Research Grants and Certificates (Form 10) to JSPS:**

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

#### **Overseas Fellowship Division**

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

Telephone: 03-3263-3444, 3769, 3761 (Research Grants)  
3909 (Certificate)

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 TEI. TEI 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. They can be downloaded from the following JSPS webpages:

**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>

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

## **2. AIM OF THE FELLOWSHIP**

The JSPS Postdoctoral Fellowship for Foreign Researchers is designed to assist 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.

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

### **(1) Nature of financial support**

As a funding agency, JSPS 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, so are not subject to taxation in Japan.**

### **(2) Handling by hosts**

Host researchers and host institutions are obligated to proactively support Fellows, both in their research and daily lives, during their stays in Japan.

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

## **4. MAINTAIN THE ORIGINAL OF YOUR AWARD LETTER**

JSPS issues only one Award Letter and one certificate of financial support to a Fellow. If you need to use them as a document to submit to your home institution to apply for leave or to the Embassy or Consulate of Japan to obtain an entry visa (please refer to II-1-(4)), you should use copies of the letter. Please maintain the original letter in safekeeping.

## **5. ID NUMBER**

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

## **6. TERM OF THE FELLOWSHIP**

- (1) You must start your fellowship during the period of 1 April 2008 to 30 November 2008 as specified in your Award Letter. (Fellows accepted under the September 2007 recruitment must start their fellowship during the period of 1 April 2008 to 30 September 2008.) If not started within these periods, the fellowship will be withdrawn.
- (2) Your fellowship will begin on the day of your arrival in Japan and, with that day as the starting date, continue for the number of months specified in your Award Letter. (For those Fellows who are already residing in Japan prior to the commencement of the fellowship, the starting date must be agreed upon between the Fellow, his/her host researcher and JSPS in advance.) If you should leave Japan before the expiration of your specified duration, your fellowship will terminate on the date of your departure.
- (3) The above criteria should be used to decide the date of arrival entered in your host's Notice of Acceptance (Form A-2). (If you already reside in Japan, s/he should substitute "arrival date" with "fellowship starting date.")

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

You must commence your fellowship within the month specified as the starting date by your Host in the Notice of Acceptance (Form A-2). 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.

## **8. OBLIGATIONS**

Fellows and Hosts should, based on an understanding of the purpose of the fellowship, observe the rules and instructions stipulated in these Guidelines over the duration of the fellowship.

### **(1) Obligations of the Fellow**

- ① During their tenures, Fellows shall not, either in or outside the host institution, infringe in any way on the human rights of others, including racial or gender discrimination or harassment or other forms of abuse. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported, and action shall be taken by the host institution, JSPS and other related organizations to solve the problem.
- ② During their tenures, Fellows must devote full time to their research at the host institution, and not engage in any other work or research. If you have accepted another fellowship or grant that will require you to reside in Japan continuously after

the JSPS fellowship, you must inform JSPS via TEI of its name, duration, and international travel provisions.

- ③ Fellows must, as a rule, reside in Japan during the term of their fellowships, and depart Japan on the expiration date of their tenures. If you wish to take a temporary leave of absence from Japan during your tenure, you must do so following the rules provided in Chapter IV-4 of these Guidelines.
- ④ If your fellowship tenure is 18 months or longer, you must submit an Interim Research Report (Form 6) to TEI via your host researcher.
- ⑤ Within one month of the completion of your tenure, you must submit a Research Report (Form 8) to JSPS via your host researcher and TEI.
- ⑥ If you publish research results obtained under the fellowship program in scientific journals or other literature, annotation of such should be provided.

## **(2) Obligations of the Host Researcher**

- ① During the Fellow's tenures, neither you nor the Fellow shall, either in or outside the host institution, infringe in any way on the human rights of others, including racial or gender discrimination or harassment or other forms of abuse. All cases of potential human rights violations, whether related to the victimized or victimizer shall be reported, and action shall be taken by the host institution, JSPS and other related organizations to solve the problem.
- ② 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.
- ③ The Host will, in cooperation with the administrative office of the host institution, provide the Fellow with pre-departure assistance, including visa application and other necessary procedures, arrange domicile, and offer consultation on daily life in Japan.
- ④ If the Fellow's tenure is 18 months or longer, the Host will submit an Interim Research Report (Form 7) to TEI together with the Fellow's Interim Research Report (Form 6). This report should be filed within one month from the completion of the first year of the Fellow's tenure.
- ⑤ Within one month from the completion of the Fellow's tenure in Japan, the Host will submit a Research Report (Form 9) to JSPS via submit a Research Report (Form 9) to JSPS via TEI together with the Fellow's Research Report (Form 8).
- ⑥ You are obligated to manage well funds provided you under the fellowship and research grant, taking strict care to avoid improper use or expenditure.

## **9. 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 the pledges made in the Fellow's Notice of Agreement (Form A-1) or the Host's Notice of Acceptance (Form A-2) are not observed, or 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) 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.
- (3) The Fellow violates or is prosecuted for violating a Japanese law or regulation.
- (4) It is judged difficult for the Fellow to continue his/her research at the host institution.
- (5) The Fellow does not in good faith observe the terms and conditions stipulated in these Guidelines, does not follow JSPS's or TEI's instructions, or acts in a manner unbecoming the high stature of a JSPS postdoctoral fellow.

## **10. 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 can it act as your 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 that (a) you intend to make such application and (b) 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, and inform them of how to apply for summer vacation and other periods of leave. In doing so, the working rules and practices of the host institution or research group may be applied.

If a difference of opinion should arise between the Host and Fellow with regard to the implementation or other aspects of the joint research, a neutral body within the host institution should be asked to mediate.

## **11. RELEASE OF INFORMATION ABOUT FELLOWS**

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