

# RESEARCH SUPPORT ALLOWANCE RULES

## 1. GENERAL RULES

### 【Responsibilities of host and fellow】

1-1 The host and fellow should bear in mind that this allowance is funded with taxpayer money, and use it appropriately for pursuing the stated objectives of the JSPS Postdoctoral Short-term Fellowship for North American and European Researchers (hereafter referred to as “the program”).

1-2 The host shall open a dedicated bank account for managing the funds, and close it before the end of the fellow’s tenure. Interest accrued in the account shall be applied to carrying out the program.

## 2. ALLOWANCE USAGE PARAMETERS

2-1 The host and fellow shall strive to spend these funds in an appropriate and efficient manner, and shall not use them for any other purpose or violate any of the allowance usage rules.

2-2 The following items may be purchased with the allowance.

Consumables: Consumable supplies

Wages, etc: Remunerations, wages or salaries of persons assisting in the research or fees to agents supply such manpower (The types of functions they perform include the following: data processing, experiment assistance, translation and editing, specialized knowledge provision, distributing and collecting questionnaires, gathering research materials, etc.)

Others: Other items needed to carrying out the subject joint research (e.g., printing, photocopying, photo developing and printing); communications (e.g., postage, telephone); shipping and delivery; lab rental (only when facilities of host institution are inadequate for conducting the research); meeting costs (e.g., room usage fees, food (excluding alcoholic beverages); rentals (e.g., computers, vehicles, experimental equipment and devices); equipment repair; reporting research results (e.g., paper submission fees of academic journals, homepage creation, pamphlets for disseminating research results)

2-3 The following items may not be purchased with the allowance:

- (1) Facilities and equipment
- (2) Domestic or international travel
- (3) Disposal or repair of equipment damaged by a accident or disaster during the implementation of the program.

**【Restriction on combined use of funds】**

2-4 This allowance may not be used in combination with other funds, except in the case that only ¥10,000 or less is left in the account.

**3. REPORTING EXPENDITURES**

3-1 Within one month after the fellow's tenure ends, the host shall submit an expenditure report to JSPS using Form 16 (Allowance Expenditure Report).

**4. OTHERS**

**【Shorting of fellow's tenure】**

4-1 If the fellow's tenure is shortened, the unspent portion of the allowance shall be returned to JSPS.

**【Maintaining related documents】**

4-2 A ledger shall be kept of allowance expenditures along with receipts and other supporting documents. The ledger and documents are to be maintained by the host for five years after the fellow's tenure ends.