

III. FINANCIAL PROVISIONS

Notes: 1) JSPS's financial provisions described below are not subject to negotiation.

- 2) If the Fellow or the host researcher should fail to observe these provisions, JSPS may stop related payments.
- 3) As this program is administered based on the annual budget for each Japanese fiscal year (from April 1 to March 31), JSPS cannot carry over the remittance of any allowances or other payments to the following fiscal year.

1. NATURE OF FINANCIAL SUPPORT

JSPS provides Fellows with maintenance and other allowances which are to cover the cost of their stay and travel for the purpose of carrying out research activities in Japan.

The fellowship does not constitute employment nor is the allowance considered to be pay or remuneration. Therefore, your allowance under the fellowship is not subject to taxation. The National Tax Agency recognizes this tax-exempt status.

2. INTERNATIONAL TRANSPORTATION

(1) Details

- ① JSPS will provide you with two one-way air tickets. All tickets will be via the most usual, direct and economical route between the airport nearest your host institution in Japan and the international airport nearest the address on your Award Letter. Note, however, that if other routes are taken or stopovers made, JSPS will not pay for the air ticket.
- ② If due to study, work or other reasons you were already residing in Japan before your fellowship started, you will only be eligible for a return (back home) air ticket.
- ③ **JSPS cannot reimburse you for an air ticket that you purchase yourself nor can JSPS provide airfare in the form of a cash payment.**

(2) How to Apply

- ① You should fill out the enclosed "Air Ticket Application Form" and send it to the JSPS Fellowship Desk of the designated travel agency no later than 40 days prior to your departure. JSPS's authorized travel agent will prepare the Fellow's air ticket based on this form s/he submitted. The tickets will be issued 3 weeks before the Fellow's departure to and from Japan. The travel agency or airline's local office will contact you when your ticket is ready.
- ② If you should change your flight after receiving your ticket, be sure to notify JSPS's agent. If you are charged extra due to such flight schedule changes, you will have to pay any additional fees yourself.
- ③ Fellows who shorten the approved term of their fellowships may in some cases not be provided with a return ticket.

3. MAINTENANCE ALLOWANCE

JSPS provides the maintenance allowance to cover living expenses and domicile costs

related to your stay in Japan for the purpose of carrying out research activities in collaboration with your host researcher.

(1) Details

- Amount of monthly allowance: ¥364,000
- The total amount of maintenance allowance paid you during your fellowship will be ¥364,000 × the number of months of your tenure. This may not apply, however, if you shorten your fellowship.
- The first and last month's allowances may be made in half-month payments depending on the Fellow's arrival date.

(2) Allowance payment

As a rule, maintenance allowances are paid in quarterly intervals; that is, every three months in April, July, October and January, with each payment being in an amount of ¥1,092,000.

If your tenure starts within the first 15 days of April, July or October, you will be paid the entire 3-month allowance. However, if the starting date is after the 15th of these months or in later months of the first-quarter, the first allowance will be paid in an amount of 0.5 to 2.5 months.

(3) Date of remittance

As a rule, allowances are paid at the end of June, September, December and March. They are transferred on Fridays. The initial allowance, however, is remitted on the Friday immediately preceding the start of the fellowship (after TEI receives a Plan of Fellowship Commencement and Receipt of Initial Allowance (Form 1) and Notice of Bank Account (Form 3)). When the first allowance is deposited into the host researcher's designated bank account, the second allowance is transferred into the Fellow's account after TEI receives a Notice of Fellowship Commencement (Form 2) and Notice of Bank Account (Form 3) providing his/her own bank account number.

Note: Due to JSPS's accounting system, allowance payments/disbursements in March and April may not be made in accordance with the above-described procedures.

Note of caution

You are responsible for managing the funds deposited into your account. As three month's worth of allowances constitutes a considerable sum of money, you should be careful to spend it in a well-planned manner. If you should run out of money, JSPS will not entertain requests for an advance on your next allowance.

4. SETTLING-IN ALLOWANCE

(1) Details

The settling-in allowance is paid upon the Fellow's arrival in Japan to cover costs incurred

in commencing your research and life in Japan (e.g., shipping your belongings and arranging your accommodations). It is not, however, paid if due to study, work or other reasons you were already residing in Japan before your fellowship started.

(2) Method of Receipt

This allowance is made in a single payment of ¥200,000. It is paid along with your first monthly maintenance allowance.

5. DOMESTIC RESEARCH TRAVEL ALLOWANCE

(1) Details

The domestic research travel allowance is provided to cover the cost of your domestic research trip expenses. When upon your arrival or departure from Japan you need to travel between the nearest airport and your host institution, please use this allowance to cover the cost of that domestic travel as well.

Fellows should keep a record of travel made using the domestic research travel allowance, including dates, destinations and purposes, and retain receipts for each expense item. With this documentation, please keep your host informed of how you use the travel allowance in carrying out your joint project.

(2) Method of Receipt

The domestic research travel allowance is made in a single payment. If the term of your tenure is from 12 to 17 months, the payment will be ¥58,500. If it is 18 or more months, the payment will be ¥117,000. If you should shorten your fellowship period, you may be required to reimburse JSPS for part or all of this allowance.

JSPS pays you this allowance along with your first monthly maintenance allowance.

6. INSURANCE

JSPS provides you with pre-paid overseas travel insurance, which covers medical costs for injury or sickness during your tenure in Japan. However, this insurance will be invalid if you use a return ticket, other than the one issued by JSPS, that delays your departure from Japan or if you remain in Japan after the end of your tenure. Details concerning the policy can be found in the enclosed insurance description, “A Guide to the Insurance Policy for JSPS Fellows,” provided by the insurance company.

(1) Insurance coverage under the policy is as follows:

Types of Benefits and Limit of Liability		Coverage
Injury medical expenses benefit	¥3,000,000	All fellows are automatically insured under the Overseas Travel Accident Insurance Policy during their fellowship, at JSPS's cost.
Injury death benefit or residual disability benefit	¥30,000,000	
Sickness medical expenses benefit	¥3,000,000	
Sickness death benefit	¥3,000,000	
Rescuer's expenses indemnity	¥2,000,000	
Personal liability	¥30,000,000	

Certain illnesses and conditions, e.g., pre-existing/chronic conditions or dental care, are not covered under the policy.

Inquiry about the insurance coverage or claims should be made directly to the designated insurance agency.

(2) How to Make Claims

The insurance agency pays claims directly to the Fellow based on an invoice and other documents submitted by him/her. For more detailed information on the insurance agency's procedures, please refer to the booklet "A Guide to the Insurance Policy for JSPS Fellows."

7. REIMBURSEMENT

If JSPS judges that it has overpaid a fellow's allowances due to a shortening of his/her tenure or other reason, the fellow will be required to refund the overpaid amount. In the case of long periods of temporary absence, JSPS may require the fellow to refund his/her already-paid allowances in an amount equivalent to the period of leave. There may also be cases when JSPS withholds payment of allowances until verifying the departure and reentry dates in the fellow's passport upon his/her return from temporary leave.

Bank Name:	Mitsui Sumitomo Bank (三井住友銀行)
Swift Code:	SMBCJPJT
Branch Name:	Tokyo Koumubu (東京公務部)
Account Type:	Ordinary Account (普通預金)
Account Number:	3006629
Account Name:	Nihon Gakujutsu Shinkokai (日本学術振興会)

Please note that when you make the remittance, you must pay the bank's service/transfer fees. Please make the remittance before you leave Japan, as making it from another country will require the payment of larger service/transfer fees.

Notes on making overseas remittance:

When filling in the application for remittance form at the bank, be sure to indicate in the appropriate block that you (the applicant, sender) will pay the service/transfer fees. Regarding the amount of the fees, please inquire at bank from which you will make the remittance.