

The JSPS Postdoctoral Fellowship  
For Foreign Researchers

PROGRAM GUIDELINES  
(FY 2003)

Japan Society for the Promotion of  
Science

# 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 Director General 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 and to observe the regulations, procedures and deadlines so as to ensure that your visit in Japan will proceed smoothly.

**If anything unclear should be found, please contact JSPS for instructions.** Please be reminded that JSPS may stop allowances and suspend services to you if you and/or your host should fail to observe these terms and conditions or to follow its instructions.

JSPS provides your host institute with a copy of this booklet and requests its administrative staff to cooperate with your host researcher in ensuring the smooth implementation of this Fellowship program.

**The terms and conditions stipulated herein are not subject to negotiation.**

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 parts will take precedence.

## 2. 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 aims at providing opportunities for such Researchers to pursue collaborative research under the leadership of Japanese host researchers in Japanese universities and research institutes, 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. CHARACTER OF THE FELLOWSHIP

JSPS is not an "inviting," but a "funding" organization, which offers fellowships based upon an application from a host researcher in Japan. As JSPS does not consider research conducted under this program in Japan to be gainful employment, the fellowship you receive from JSPS is not a reward, a wage or a salary. **You are provided a fellowship by JSPS, not employed by JSPS.** It is your host researcher and host institute who have invited you to Japan and will assist you in your daily life and research activities 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 documents to submit to your home institute to apply for leave or to the Embassy or Consulate of Japan to obtain an entry visa (please refer to page 8 II-4), you should use copies. Please maintain the original letter and certificate in safekeeping.

#### **5. ID NUMBER**

JSPS assigns each Fellow an ID number, which is shown in your Award Letter. All the documents you send to JSPS should include your ID number. Please also use your ID number in correspondence with JSPS.

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

- (1) **You must start your fellowship during the period of 1 April 2003 to 30 November 2003** as specified in your Award Letter. (Fellows under the September 2002 recruitment must start their fellowship during the period of 1 April 2003 to 30 September 2003.) If not, the fellowship will be withdrawn.
- (2) Your fellowship will begin on that 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 tenure, your fellowship will terminate on the date of your departure.
- (3) You and your host researcher should decide the starting date of your fellowship based on the above conditions, and submit the "Notice of Acceptance (Form A)." (Please refer to page 7 II-2.)

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

- (1) You must commence your fellowship within the month specified as the starting date in your "Notice of Acceptance (Form A)."
- (2) If for an unavoidable reason you should not be able to commence your fellowship within that month, you must inform JSPS through your host researcher. (Please refer to page 8 II-3.)

## **8. OBLIGATIONS**

### **A) Obligation of the Fellow**

The Fellow is obliged to observe the following rules during the term of his/her fellowship.

- (1) You must reside in Japan continuously during the term of your fellowship. You must depart Japan upon the expiration of your tenure.
- (2) You are expected to devote full time to your research during the term of the fellowship.
  - a) You may not accept other grants during your tenure. If you are offered another grant, you must either decline the JSPS fellowship or the other grant. You must inform JSPS if you have accepted another fellowship or grant that will require you to stay in Japan continuously before or after the JSPS fellowship.
  - b) You may not accept employment in Japan, with or without remuneration. If you do, you must withdraw from the JSPS fellowship.
- (3) If your fellowship tenure exceeds 18 months, you must submit an “Interim Research Report (Form 6)” to JSPS through your host researcher. This report should be filed within one month of the completion of the first year of your tenure. If there should be any significant problem in the progress or other aspects of your research activities, JSPS may withdraw or stop your fellowship in mid-term.
- (4) Within one month of the completion of your fellowship tenure in Japan, you must submit a “Research Report (Form 8)” to JSPS through your host researcher. When writing the report, please follow the “Notes for Writing a Research Report” attached to the form.
- (5) If your research conducted under the JSPS fellowship program is presented for publication or dissemination, JSPS’s support should be properly acknowledged in such documents.

### **B) Obligation of the Host Researcher**

[1] The host researcher will, in cooperation with the administration of the host institute, prepare a space for the Fellow and arrange the facilities required for him/her to carry out smoothly the collaborative research. When needed, the host will also arrange to provide the fellow with an official title.

[2] The host researcher will, in cooperation with the administration of the host institute, make necessary administrative arrangements for the Fellows and offer him/her consultation on both the collaborative research and daily life in Japan.

[3] If the Fellow's tenure is for 18 months or more, the host researcher will submit an "Interim Research Report (Form 7)" to JSPS 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. If there should be any significant problem in the progress or other aspects of the Fellow's research activities, JSPS may withdraw his/her fellowship in mid-term.

[4] Within one month of the completion of the Fellow's tenure in Japan, the host researcher will submit a "Research Report (Form 9)" to JSPS together with the fellow's "Research Report (Form 8)".

#### **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 it judges that any of the following circumstances pertain:

- (1) The fellowship has been awarded on the basis of false statements in the application form;
- (2) The Fellow has received air tickets and/or other allowances on the basis of false declarations (the same also applies if a Fellow temporarily leaves Japan without providing correct information about the period of or reasons for the leave);
- (3) 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;
- (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 (including an unauthorized extension of his/her stay in Japan after the completion of the fellowship);
- (5) The Fellow is being prosecuted for, or has been convicted of, a violation of Japanese laws or regulations; or
- (6) The Fellow does not in good faith observe, in one way or another, the terms and conditions stipulated in these **Guidelines**.

## **10. APPLICATION FOR CERTIFICATE**

As a rule, JSPS does not issue documents to certify the tenure of past or current Fellows. The only exception to this rule is when a Fellow requires such a certificate to apply for a job after the completion of his/her fellowship. If deemed appropriate, JSPS may issue a certificate in this case. To apply for a certificate, the Fellow should fill out Form 11 ( Application for Certificate ) , stating the reason he/she wants the certificate and where it will be sent, and submit the form to JSPS at least two weeks prior to the date the certificate is needed.

## **11. OTHERS**

### **A) Close Contact with Your Host Researcher**

It will be important for you to maintain close contact with your host researcher. You should consult with him/her when making the detailed arrangements for your stay in Japan. It is particularly important that you discuss the following points in advance:

- (1) Arrangements for your transportation from your port of entry in Japan to your destination
- (2) Your accommodations in Japan.

### **B) About Collaborative Research**

**When pertinent, JSPS recommends that the Fellow and his/her host researcher negotiate and decide between themselves in advance the disposition of patents and copyrights on the outcomes of their collaborative research.**

In principle, collaborative research is conducted under the planning and leadership of the host researcher. The Fellow should either agree to accept the host's lead or consult with him/her in advance as to the manner in which the collaborative research will be carried out. When applying for patents or other intellectual property rights with your host researcher, you should first notify your host institution's administrative office of ( 1 ) that you intend to make such application and ( 2 ) 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 obtain in Japan or during your fellowship tenure.

### **C) Official announcement of names**

Both the Fellow and host researcher agree that JSPS may announce or otherwise publish ( e.g. on the JSPS website ) their names and the titles of their research.

## **D) Renting a House/Apartment**

House and apartment rental in Japan is expensive, particularly in large cities such as Tokyo, Osaka and Kyoto. If you plan to privately rent a house or apartment, there are some things which you should keep in mind. At the time you sign the rental agreement, you will be required to pay the landlord a refundable deposit (*shiki-kin*) equivalent to 2-3 months' rent and non-refundable "key money (*rei-kin* and/or *kenri-kin*)" equivalent to another 2-3 months' rent. In addition, you may need to pay the real estate office a fee equivalent to one month's rent. The amounts of this deposit and key money differ from place to place. Furthermore, Japanese houses and apartments normally come unfurnished.

Therefore, if you intend to privately rent a house or apartment, you should bring sufficient cash with you to cover the several months' worth of rent required for these initial fees and deposits. JSPS advises you to ask your host researcher, a Japanese colleague, or an officer at your host institute to accompany you to real estate office when you sign the rental agreement.

Please note that the *shiki-kin*, *rei-kin*, *kenri-kin* deposits and fees are not covered by JSPS, nor can JSPS be the guarantor for rental agreements.

You may also need to purchase basic furnishings and utensils.

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.

## **II. PROCEDURAL PROVISIONS**

### **1. ENCLOSED DOCUMENTS**

(1) To Fellows

Award Letter (from JSPS)

Certificate of Financial Support (from JSPS)

Program Guidelines (this booklet)

Air Ticket Application Information (from travel agency)

A Guide to the Insurance Policy for JSPS Fellows (from insurance company)

An extract from the JSPS Law (from JSPS)

(2) To Host Researchers

a) Domestic application

JSPS notifies the applying Japanese host researchers of the selection results through their host institute, and issues an Award Letter to the successful candidates at the same time

b) Application through a foreign nominating authority

After receiving a **Notice of Acceptance** from the host institution, JSPS notifies the applying host researchers of the results through their host institution and issues an Award Letter to the successful candidates at the same time.

In both cases, JSPS sends the following documents to the host researcher:

Award Letter (from JSPS) (copy)

Certificate of Financial Support (from JSPS)

Program Guidelines (this booklet)

Air Ticket Application Information (from travel agency)

A Guide to the Insurance Policy for JSPS Fellows (from insurance company)

An extract from the JSPS Law (from JSPS)

### **2. ACCEPTANCE OF THE FELLOWSHIP**

As soon as you receive the Award Letter from JSPS, please read it and this booklet, "Program Guidelines," carefully. If the terms and conditions specified in them are acceptable to you, please sign the "Notice of Acceptance (Form A)" and send it to JSPS through your host researcher **within 60 days** from the date that your Award Letter was issued.

If JSPS does not receive a reply within 60 days, it will be assumed that you have declined the fellowship.

### **3. CHANGE OF FELLOWSHIP COMMENCEMENT DATE AND NOTIFICATION**

The starting day of the fellowship should be within the month stated in your "Notice of Acceptance." If, however, due to an unavoidable reason, you should need to change the starting month, please take the following procedures:

- (1) Inform your host researcher about the change of your starting month as soon as possible.
- (2) Your host researcher must then submit a letter (free format) to JSPS providing your revised starting date and explaining the reason for the change.

Should a Fellow change the starting month without obtaining JSPS's permission through this procedure, his/her fellowship may be canceled.

### **4. NECESSARY PROCEDURES BEFORE YOUR DEPARTURE TO JAPAN**

#### **A) Visas for Entering and Staying in Japan**

Please apply for your visa as soon as possible at the Japanese Embassy or Consulate nearest your residence.

In accordance with the Immigration Control Act of Japan, you should be given a "Cultural Activities," "Researcher," or "Professor" visa status. Please note that the visa status of your accompanying dependent/s, if any, shall be that of "dependent."

Since it may take a few months to obtain final approval, you are advised to apply for your visa well in advance of the date of your intended arrival in Japan. **Please note that there is nothing JSPS can do to expedite the processing of your visa.** Be sure to enter Japan within the period specified in the visa stamp, otherwise your visa will become invalid.

Please ask the Japanese Embassy or Consulate what documents you should submit with your visa application. Generally, you will need to bring the following documents with you:

- Passport
- A copy of the Award Letter from JSPS
- A copy of the Certificate of Financial Support
- Your complete curriculum vitae
- Two identical photographs (45mm x 45mm)
- An extract from the JSPS Law
- A Certificate of Eligibility (**prepared by your host researcher.**)

Note: Submit copies of your Award Letter and Certificate of Financial Support, as you may need to use the originals again.

### **(How to obtain a Certificate of Eligibility)**

This certificate is issued by the Ministry of Justice prior to your entry into Japan. **You should ask your host researcher to submit an application for a Certificate of Eligibility to his/her local immigration office on your behalf.** Only residents of Japan are eligible to apply for this certificate. Please note that JSPS is not eligible to apply for it. It normally takes one or two months to obtain this certificate. Your host researcher will send you the certificate, which you should submit to the Embassy or Consulate when apply for your visa.

### **B) Application for Air Ticket**

Please follow the enclosed instructions, “Air Ticket Application Information,” from JSPS’s designated travel agency, and send (or fax) the attached “Air Ticket Application Form” to their office no later than **40 days prior** to your proposed arrival date in and departure date from Japan. Upon receipt of your request, the travel agency will advise an airline office near your residence to issue you a prepaid ticket. The office will contact you to pick the ticket up when it is ready.

**Please note that JSPS regulations prevent us from reimbursing you for an air ticket that you purchase yourself .**

### **C) Notification of Plan of Fellowship Commencement**

You are requested to fill out the “Plan of Fellowship Commencement and Receipt for Initial Allowance (Form 1)” and send it to JSPS through your host researcher at least **one month prior to your fellowship commencement.** **You must make your flight reservation to Japan before you submit the Form 1.**

If you had not yet been awarded your doctoral degree at the time you applied for this program, you are required to submit a copy of the degree certificate to JSPS before your fellowship commences.

### **D) Receipts of Initial Allowances**

The allowances listed below will be paid immediately upon the commencement of your fellowship by remittance to a bank account (please refer to page 14 “III. Financial Provisions”):

These allowances may be deposited into the Fellow’s own bank account after their arrival or in their host researcher’s account before their arrival. If you choose to have your allowances deposited into your your host’s account, you must submit a Form 3 (Notice of Bank account )to JSPS along with your Form 1. In this case, please have your host fill in his/her account information on Form 3. **Please note that JSPS is not allowed to pay any allowance in cash.**

Maintenance Allowance for the first month: ¥392,000 (or ¥196,000 if your fellowship commences after the 16th of the month)

Settling-in Allowance: ¥200,000 (Not applicable if you were residing in Japan at the time your Award Letter was issued.)

Domestic Research Trip Allowance:

¥ 58,500 for a fellowship of 12 months or more

¥117,000 for a fellowship of 18 months or more

The initial allowances listed above will be paid according to the instructions you provide in your “Plan of Fellowship Commencement and Receipt for Initial Allowance (Form 1)” and “Notice of Bank Account (Form 3).”

Please note that it takes JSPS 2-3 weeks after receiving your forms to deposit your allowances. Therefore, you should submit your Forms 1 and 3 at least one month before your arrival date to ensure that your allowances are deposited in advance. Furthermore, if upon your arrival you wish to open a bank account and have your first allowances deposited into it, please note that it will take at least 2-3 weeks for the deposit to be made.

## **5. NECESSARY PROCEDURES AFTER YOU ARRIVE IN JAPAN**

### **A) Notice of Fellowship Commencement (Form 2)**

Your host researcher is requested to submit to JSPS a “Notice of Fellowship Commencement (Form 2)” **within 1 week** of the start of your fellowship through the host institute. Your allowance, stipend, and overseas travel insurance coverage will go into effect upon JSPS’s receipt of Form 2.

Please note that JSPS will not be able to remit your second month’s allowances or pay your overseas travel insurance if it does not receive the “Notice of Fellowship Commencement.”

### **B) Notice of Bank Account (Form 3)**

You are requested to open your own bank account as soon as you get settled in, and to notify JSPS of the name of the bank and your account number using the “Notice of Bank Account (Form 3),” which should be signed jointly by you and your host researcher. Accompanying the form should be a copy of the page in the bankbook showing the name of your bank account (i.e., your name in “*katakana*”).

As your second and subsequent month’s allowance will be deposited into your own bank account, you should open it immediately upon arrival in Japan. Allowances are deposited at the end of the prior month.

### **C) Alien Registration**

**Within 90 days** of your arrival, you and your dependent/s are obliged by Japanese law to appear in person at the office of the city (*shi*), ward (*ku*), town (*machi*), or village (*mura*) where you reside to apply for your alien registration certificate. You must take with you: 1) your passport, 2) two 4.5cm × 3.5cm photographs taken within the last 6 months. Normally, your alien registration certificate will be issued in about 1-2 weeks after you apply. The certificate must be carried with you at all times.

Host researchers should advise Fellows of the need to register.

### **D) National Health Insurance**

Foreigners who will remain in Japan for more than one year are obligated to join the “National Health Insurance Program.” This system also covers the cost of medical treatment for dental problems, brain diseases, and preexisting injury or illness not covered under the overseas travel insurance policy. Under it, you are required to bear 30% of the cost of treatment. For more information on National Health Insurance, please inquire at the insurance section of the city, ward, town or village office where you reside. JSPS advises you to ask your host researcher, a Japanese colleague, or an officer at your host institute to accompany by you when you go to the municipal office.

You are advised to join the National Health Insurance at the same time you go to the municipal office to do your alien registration.

### **E) Application for Research Grant**

Your host researcher is eligible to apply for a research grant, either a Grant-in-Aid for Scientific Research (*Tokubetsu Kenkyuin Shorei-hi*) or a Research Grant (*Shiken Kenkyu-hi*). For details, please refer to page 21.

### **F) Permission to Extend Your Period of Stay in Japan**

The authorized period of your stay and your visa status are determined and entered into your passport by the immigration officer when you arrive at the airport. If your fellowship tenure should go beyond the date of your authorized period of stay, you must apply for an extension at your local immigration office.

You should make your application for extension not later than the expiration date of your authorized period of stay. Applications are normally accepted from about one month prior to the expiration date. Please ask your host researcher, a Japanese colleague, or an officer at your host institute to go with you to the immigration office.

**Please note that there is nothing JSPS can do to expedite the processing of an application for extension of your period of stay.**

Upon obtaining an extension of your authorized period of stay from the immigration office, you must report it within 14 days to the office of the city, ward, town or village where you live.

Please ask the Immigration Office what documents you should submit to apply for an extension. Generally, you will need to bring the following documents with you:

- A copy of the award letter from JSPS
- A copy of the Certificate of Financial Support
- Your bankbook
- A document written by your host researcher indicating your fellowship period, host institution and research theme
- The Program Guidelines (this booklet)

**G) Interim Research Report**

If your fellowship tenure exceeds 18 months, you must submit an “Interim Research Report (Form 6)” to JSPS through your host researcher. This report should be filed immediately upon the completion of the first year of your tenure.

**6. NECESSARY PROCEDURES BEFORE AND AFTER YOU LEAVE JAPAN**

**A) Application for Return Air Ticket**

Please apply to the travel agency for your return ticket at least 3 weeks before your departure date. Follow the instruction in the same way as you did when applying for your ticket to come to Japan.

If you should decide to return to your country before your fellowship expiration, you should inform JSPS immediately. (See Page 17: 1 SHORTENING THE FELLOWSHIP.)

**B) Notice of Fellowship Expiration (Form 10)**

Your host researcher is requested to submit “Notice of Fellowship Expiration (Form 10)” to JSPS **within 2 weeks** after the expiration of your fellowship through the host institution.

**C) Research Report**

Within one month of the completion of your fellowship tenure in Japan, you must submit a “Research Report (Form 8)” to JSPS through your host researcher. When writing the report, please follow the “Notes for Writing a Research Report” attached to the form.

<Acknowledgments>

**If your research conducted under this Fellowship program is presented for publication or dissemination, JSPS’s support should be properly acknowledged in such documents.**

### **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 reject or 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. INTERNATIONAL TRANSPORTATION**

<Details>

If your tenure is for a period of more than 12 months, JSPS will provide you with two one-way air tickets. If it is for a period of 12 months, JSPS will provide you with a round-trip air ticket. All tickets will be via the most usual, direct and economical route between the airport nearest your host institute in Japan and the international airport nearest the address on your Award Letter.

If you were already residing in Japan when your Award Letter was issued, you will only be eligible for a return (back home) air ticket.

**JSPS cannot reimburse you for an air ticket that you purchase yourself nor can JSPS provide airfare in the form of a cash payment.** Please note also that JSPS cannot provide you with an air ticket if you have already been offered an air ticket or airfare by another organization.

If you should continue to reside in Japan after the expiration of your fellowship term for such reasons as having accepted another fellowship in Japan or having obtained employment in Japan, you will not be eligible to receive a return air ticket.

<How to Apply>

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.

For more detailed information on the application procedure, please refer to the enclosed instructions, "Air Ticket Application Information" from the travel agency.

## 2. MAINTENANCE ALLOWANCE

JSPS provides a maintenance allowance to cover living expenses and housing costs related to your stay in Japan for the purpose of carrying out research activities in collaboration with your host researcher.

<Details>

A maintenance allowance of ¥392,000 per month will be paid to you throughout your stay, up to the maximum number of months of your stipulated fellowship tenure.

Fellows arriving in Japan on or after the 16th of the month will receive the equivalent of half of the monthly allowance (¥196,000) for that month (see Example A). Those arriving in Japan on or before the 15th of the month will receive the full allowance (¥392,000) in the first month and none in the last month of their tenure (see Example B).

	Arrive	Leave	Months	First payment	Last payment	Total amount paid
Example A:	16 May 2003	15 May 2005	24	¥196,000 (for May 2003)	¥196,000 (for May 2005)	¥392,000 × 24
Example B:	15 May 2003	14 May 2005	24	¥392,000 (for May 2003)	No payment (for May 2005)	¥392,000 × 24

<Method of Receipt>

The initial allowance will be paid according to your instructions provided in your “Plan of Fellowship Commencement and Receipt for Initial Allowance (Form 1)” and “Notice of Bank Account (Form 3).”

The second and subsequent monthly allowances will be remitted to your bank account by the end of each prior month. Please note that JSPS will not be able to remit your second month’s allowances if JSPS does not receive the “Notice of Fellowship Commencement (Form 2).”

## 3. SETTLING-IN ALLOWANCE

If you are residing in a country other than Japan when your Award Letter is issued, a settling-in allowance will be provided to cover costs incurred in commencing your research and life in Japan (e.g., shipping your belongings and arranging your accommodations). This allowance is fixed and is not affected by the number of accompanying dependents or length of stay.

<Method of Receipt>

This is made in a single payment in the amount of ¥200,000.

If you were already residing in Japan when your Award Letter was issued, you are not eligible for this allowance.

JSPS pays you the settling-in allowance along with your first monthly maintenance allowance.

#### **4. DOMESTIC RESEARCH TRAVEL ALLOWANCE**

The domestic research travel allowance will be provided to cover the cost of domestic research trip expenses. Fellows must use this allowance under the guidance of their host researcher.

<Method of Receipt>

The domestic research travel allowance is made in a single payment. If the term of your tenure is 12 and more 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 this allowance.

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

#### **5. INSURANCE**

Under the Overseas Travel Accident Insurance Policy in force between JSPS and the designated insurance company, all JSPS fellows are insured collectively during their fellowship tenures in Japan, and are eligible to receive accident and sickness benefits under the policy. 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.

JSPS registers you into the insurance program upon receipt of a “Notice of Fellowship Commencement (Form 2),” and pays your premiums directly to the insurance company. Claims are made directly to the company by Fellows and insurance benefits are paid directly to Fellows by the company. Please refer to “A Guide to the Insurance Policy for JSPS Fellows” for details on related procedures.

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 the period of their fellowship.
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 insurance policy. This insurance goes into effect from 0:00 a.m. (Japan time) 10 days before the first day, and ends at 24:00 p.m. (Japan time) 20 days after the final day of the fellowship tenure. However, the insurance only covers the period of travel en route to and from Japan and stay in

Japan for the purpose of executing the Fellowship.

\*For particulars, please inquire at the insurance company.

Please note that the insurance policy is not extended to accompanying family members. Fellows with accompanying family members will, therefore, need to make their own arrangements for their insurance coverage.

In addition to this “Overseas Travel Accident Insurance,” you will need to subscribe to the “National Health Insurance.” Please inquire at the insurance section of the city, ward, town or village office where you reside.

## **6. REIMBURSEMENT**

If you are required to reimburse JSPS for any part of your already-paid allowances due to the shortening of your fellowship tenure or for other reasons, you must remit such funds to JSPS's bank account as shown below. The remittance must be made in your name with your ID number.

Bank Name:	Mitsui Sumitomo Bank (三井住友銀行)
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 (日本學術振興會)

**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.

## **IV. CHANGE OF FELLOWSHIP TENURE AND WITHDRAWAL**

**When any change covered in this section occurs, you and your host researcher must also consult the administration office of your host institute with regard to procedures that need to be taken to adjust your research grant.**

### **1. SHORTENING THE FELLOWSHIP**

If you must shorten your fellowship tenure for an unavoidable reason, your host researcher must inform JSPS as soon as possible and submit a “Notice of Shortening the Fellowship Tenure (Form 12)” through the host institution. In this case, you will be required to reimburse JSPS the amount of your allowances rendered inapplicable by the change in your tenure. (Please refer to page 16 “III-6. Reimbursement.”)

Please make the remittance before you leave Japan, as making it from another country will require the payment of larger service/transfer fees.

### **2. EXTENSION OF THE FELLOWSHIP**

As a rule, fellowships are awarded for a period of 24 months. If your initial tenure is less than 24 months, an extension of up to a total period of 24 months may be approved if JSPS deems it appropriate and budgetary constraints permit.

Eligible Fellows who desire an extension are requested to consult with their Japanese host researcher and submit an application for extension to JSPS through their host researcher and the host institute. The application should be submitted at least 3 months prior to the expiration of the Fellow’s current fellowship. The application form can be obtained from JSPS.

If an extension is applied for later than 3 months prior to the expiration of the Fellow’s current fellowship, it may not be approved. The extension should be for the minimum period required to complete your research. JSPS may shorten the requested period of extension due to budgetary constraints.

If you were selected through a nominating authority in your home country and wish to extend your fellowship, you should also apply in advance to your nominating authority for permission to extend your fellowship.

### **3. TEMPORARY ABSENCE FROM JAPAN / RE-ENTRY INTO JAPAN**

Your fellowship is only effective in Japan. You are obliged to stay in Japan during your fellowship tenure. However, in the cases listed below, JSPS will allow you to leave Japan for a period of up to 15 days. In cases other than these or when a leave of more than 15 days is desired, you are required to

obtain JSPS's permission in advance. In all cases, it is not permitted to take temporary leaves of absence for an cumulative period of more than 90 days.

(The period of a leave of absence is calculated from the day you leave to the day you return to Japan.)

**A) Reasons for temporary absence considered appropriate by JSPS**

- (1) To participate in or present a paper at an international conference
- (2) To collect items needed in your research activities
- (3) To conduct activities to advance your work (if the necessity of such activities is elaborated in the research plan submitted with your application)
- (4) To take home leave one time during your tenure, if your tenure is for more than 12 months

**B) Procedures**

- (1) **When your reason for leave is one of the above and the period is 15 days or less**

In this case, you are not required to request leave from JSPS in advance. You do need, however, to obtain your host researcher's permission. You must also ask your host to submit the necessary "Notice of Temporary Absence (**Form 4**)" to JSPS within one week after your return to Japan. Please attach to the form a copy of your passport pages showing your departure and re-entry stamps.

- (2) **When your reason for leave is not one of the above or the period is more than 15 days**

In this case, you must ask your host researcher to submit the necessary "Permission for Temporary Absence (**Form 5**)" to JSPS at least 2 weeks prior to your planned departure from Japan. You will need both JSPS's and your host researcher's permission to take the leave. You must also ask your host researcher to submit the necessary "Notice of Temporary Absence (**Form 4**)" to JSPS within one week after you return to Japan. Please attach to the form a copy of your passport pages showing your departure and re-entry stamps.

(JSPS may withdraw your fellowship if you take leave of this type without its permission.)

**C) Points to keep in mind**

- (1) JSPS does not pay travel expenses during leaves of absence from Japan.
- (2) Irrespective of the reason for the leave, you must obtain your host researcher's permission to take it. JSPS may withdraw your fellowship if you leave without the permission of your host researcher.

- (3) Before you leave Japan, be sure to apply for a re-entry permit at your Regional Immigration Office. (Please refer to the “Useful Contacts.”) Having a visa does not allow you to re-enter Japan; you must obtain a re-entry permit to leave Japan and come back under your current visa.
- (4) JSPS does not provide the insurance coverage during leaves of absence from Japan.

**D) Reduction of the maintenance allowance**

If the cumulative period of temporary leaves of absence you have taken adds up to more than 30 days but does not exceed 45 days, JSPS will reduce your maintenance allowance by half in the following month. If the total is 46-90 days, JSPS will reduce your allowance as indicated in the chart below. If the total period is more than 90 days, your fellowship will be terminated.

Cumulative Period of Temporary Absence	Amount of Allowance Reduction
31 - 45 days	196, 000 yen (half a month)
46 - 60 days	392, 000 yen (a month)
61 - 75 days	588, 000 yen (one and half a month)
76 - 90 days	784, 000 yen (two months)

Note: This calculation is applied only to cases of temporary absence, not to cases of shortening the fellowship period.

**4. CHANGING THE HOST RESEARCHER OR HOST INSTITUTION**

In principle, you are not supposed to change your host researcher or host institution. However, a change may be approved under the following conditions:

- (1) The host researcher is not able to continue the collaborative research activity because of illness, death or other reason.
- (2) The host researcher is transferred to another institution.

In such cases, the host researcher is to submit an “Application for the Change of the Host Researcher (Form 13)” or “Application for the Change of the Host Institute (Form 14)” through the host institution.

If there is any change in either your or your host researcher’s status, such as change in affiliation or position, please inform JSPS of it.

**5. WITHDRAWAL FROM FELLOWSHIP**

If you must withdraw from your fellowship for unavoidable reasons, you should immediately inform your Japanese host researcher.

Your host researcher should immediately submit a “Notice of Withdrawal (Form 15)” through the host institution.

Fellows selected through a nominating authority should also immediately inform that nominating authority, giving their JSPS Fellow ID number and stating the reason for their withdrawal.

#### **6. CONTINUOUS STAY IN JAPAN AFTER EXPIRATION**

If you intend to stay in Japan continuously after the expiration of your fellowship, you must inform JSPS through your host researcher. JSPS does not take any responsibility for your stay in Japan after your fellowship expiration, nor does it cover any of your expenses (including your air ticket to leave Japan).

**If, however, the reason for your stay in Japan** after your fellowship expiration is to continue or conclude your research and the period is for less than 6 months, JSPS will provide your air ticket to leave Japan.

## V. RESEARCH GRANT

An application may be made by your host researcher for a “Grant-in-Aid for Scientific Research (*Tokubetsu Kenkyuin Shorei-hi*)” or “Research Grant (*Shiken Kenkyu-hi*).” The type of grant for which your host researcher may apply varies according to the host institution. Please consult the administration office of your host institution. Both grants are for up to ¥1,500,000 per year and cover the following research-related expenses: 1) equipment, 2) materials and supplies, 3) domestic travel expenses, 4) overseas travel expenses, 5) temporary research/clerical assistance, and 6) other research-related expenses.

1. Since several rules govern the use of this grant, you should seek the guidance of your host researcher or the administration office of your host institution.
2. The grant application form is available at the office of your host institution. It must be prepared by your host researcher and submitted to JSPS through the host institution. Applications should be submitted according to the following deadline schedule, which is based on the time of your arrival in Japan.

### < Schedule for FY 2003 >

	Arrival in Japan	Grant application deadline	Tentative decision	Final decision
First deadline for FY 2003	1 Apr. 2003 ~ 30 Apr. 2003	24 Feb. 2003 ~ 28 Feb. 2003	Late Apr. 2003	Late Jun. 2003
Second deadline for FY 2003	1 May. 2003 ~ 31 Jul. 2003	9 Jun. 2003 ~ 14 Jun. 2003	Early Aug. 2003	Late Aug. 2003
Third deadline for FY 2003	1 Aug. 2003 ~ 30 Sep. 2003	11 Aug. 2003 ~ 16 Aug. 2003	Middle Sep. 2003	Middle Oct. 2003
Fourth deadline for FY 2003	1 Oct. 2003 ~ 30 Nov. 2003	6 Oct. 2003 ~ 11 Oct. 2003	Middle Nov. 2003	Middle Dec. 2003

3. As the grant must be used for collaborative research between you and your host researcher, sufficient arrangements should be made on the use of the grant.
4. The grant is provided based on a full one-year fellowship period. Therefore, fellows whose terms are between one year and 23 months will only be eligible to apply for a one-year grant.
5. If you should shorten or otherwise change the period of your fellowship tenure, you must inform your host institute so that it can adjust your grant.

## **VI. JAPANESE LANGUAGE TRAINING**

JSPS Postdoctoral Fellows may take Japanese language training with financial support from JSPS. Japan International Science and Technology Exchange Center (JISTEC) is in charge of the clerical procedures for Japanese language training. Fellows who wish to take Japanese language training should contact JISTEC. Details are as follows:

Purpose: Acquisition of basic Japanese proficiency necessary for life in Japan

Eligible recipients are those who/whose:

- a) Term is more than twelve months
- b) Will stay in Japan for the first time
- c) Have stayed in Japan less than six months before
- d) Japanese proficiency is less than a basic level as judged by JSPS

### Training Program

Content: That described in the Application for Admission to a Japanese Language Training Course, which must be submitted in advance. (No change is allowed after submission.)

Schools/tutors: Japanese schools that meet the standards set by JSPS  
Japanese tutors who meet the standards set by JSPS

Period: Up to six months

Starting Date: Within six months after the starting date of the fellowship tenure

Fee: Up to 200,000 yen

### Procedure

Documents for submission: Application for Admission to a Japanese Language Training Course (Form 16)

When training will be received at a Japanese language school:

Brochure of the school (copy) (including tuition fee, admission fee, etc.)

Deadline for application: Two weeks before the start of training

Confirmation: After all the necessary documents are submitted, JISTEC will inform the Fellow, his/her host researcher, and the school or tutor whether the training has been approved.

### Note

JSPS does not pay fees for any training received before its approval.

If Fellows wish to take lessons from a private tutor, they must confer with JISTEC before submitting their application documents.

### Payment

Documents for submission: Bill (A form is prepared for private tutors)

Submission: The Japanese school or tutor shall submit bills directly to JISTEC.

Payment: JISTEC pays the cost of the training directly to the Japanese school or tutor.