

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 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 hosts 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 part 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 institute.

4. MAINTAIN THE ORIGINAL OF YOUR AWARD LETTER

JSPS issues only one Award Letter and one certificate of financial support. 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 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 2004 to 30 November 2004** as specified in your Award Letter. (Fellows under the September 2003 recruitment must start their fellowship during the period of 1 April 2004 to 30 September 2004.) 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 duration, 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

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

(However, the fellowship starting date can not be changed after November 30.)

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 10 (Application for Certificate) stating the reason he/she wants the certificate and where it will be sent, and submit it 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, the 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 obtained 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

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 are different from place to place. Furthermore, Japanese houses and apartments normally come unfurnished. You may also need to purchase basic furnishings and utensils.

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.

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.