

I. BASIC STIPULATIONS

1. PROVISIONS

Pursuant to the Award Letter issued by President of the Japan Society for the Promotion of Science (JSPS), this booklet provides the details of the terms and conditions of the short-term program under the JSPS Invitation Fellowship for Research in Japan.

Both the Fellow and host researcher are requested to read carefully each item in this booklet so as to ensure that the Fellow's visit in Japan will proceed smoothly.

The terms and conditions stipulated herein and in the Award Letter are not subject to negotiation.

If anything should be found to be unclear, please contact the Japan International Science and Technology Exchange Center (JISTEC) for instructions. JISTEC 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 JISTEC's instructions. The forms enclosed at the back of this booklet should be submitted to JISTEC. Please see related information on pages J-1, 22 and a list of forms at the back of this booklet.

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

2. OUTLINE OF THE FELLOWSHIP

The JSPS Invitation Fellowship for Research in Japan (Short-term) is offered to promote international scientific cooperation and exchange. It allows researchers in Japan to invite Fellows from other countries to Japan to participate in discussions, attend seminars, give lectures, or perform similar duties at their universities and research institutes.

3. NATURE OF THE FELLOWSHIP

JSPS is a "funding" organization which offers Fellowships based upon an application from host researcher in Japan. It is the host researcher and host institute who invite Fellows to Japan and who will provide them with a position at the host institute and with consultation related to their stays.

JSPS does not consider research work conducted under this program in Japan to be gainful employment. The Fellow, therefore, is not considered to receive remuneration, wage or salary from JSPS. What the Fellow receives from JSPS is a Fellowship to support the cost of his/her expenses while conducting research in Japan.

4. ACCEPTANCE OF THE FELLOWSHIP

Fellows are requested to inform JSPS as to whether or not they accept the Fellowship award. If a Fellow does not contact us, we will assume that he/she has declined the Fellowship offer. Please see details in Section III.1.(2) (page 9) and Section V.1.(2) (page 16).

Fellows are advised to maintain close contact with their Japanese host researcher. It is the host who submitted the Fellowship application to JSPS on the Fellow's behalf and who will be responsible for the administrative details of the Fellow's visit. This booklet includes documents, Form A, B and Forms 1 through 11, that must be submitted to JSPS by the host researcher. This process makes it imperative for the Fellow to maintain close contact with his/her host.

Please note that the names of JSPS Fellows and host researchers and the titles and abstracts of their research may be published by JSPS.

5. ID NUMBER

JSPS assigns each Fellow an ID number, which is shown in the Award Letter. Fellows are requested to use their ID number when corresponding with JSPS.

6. VALIDITY OF THE FELLOWSHIP

- (1) The JSPS Fellowship is valid for a single continuous stay in Japan for a period up to the maximum number of days (tenure) stipulated in the Award Letter. The Fellowship must be commenced within the 2009 Japanese fiscal year (from 1 April 2009 to 31 March 2010.) (However, for those Fellows invited under the second domestic recruitment, the fellowship must be started during the period of 1 October 2009 through 31 March 2010.) If not, the Fellowship will be withdrawn.
- (2) The Fellowship begins on the day of the Fellow's arrival in Japan, continues for the number of days specified in the Award Letter, and ends on the day of his/her departure from Japan. (For those awardees who were already residing in Japan at the time the Fellowship was awarded, the starting date of the Fellowship must be agreed upon in advance between the Fellow, the host researcher and JSPS.) If a Fellow should leave Japan before the expiration of his/her specified tenure, the Fellowship will terminate on the date of departure.

Note: When, for example, a Fellow arrives in Japan on 20 March 2010 for a 20-day tenure, his/her Fellowship will end on 8 April 2010. If, however, he/she

should depart Japan on a day prior to 8 April, it will end on that date.

- (3) Fellows must reside in Japan continuously during the duration of their Fellowships. The duration of the Fellowship may not be divided into multiple stays. There may, however, be cases when a Fellow wishes to be temporarily absent from Japan during his/her tenure for authorized reasons. In such cases, JSPS may grant a leave of absence. See Section IV.3. (page 14) for details.
- (4) An extension of the Fellowship tenure will not be authorized under any circumstances. A reduction in the duration of the Fellowship may be authorized when due to unavoidable circumstances. See Section IV.2. (page 13) for details.

Note: Fellows who wish to stay in Japan for personal reasons (e.g. later flight departures, continued research) after the end of their Fellowship tenure should follow the instructions in Section IV.4. (page 15).

7. OBLIGATIONS

For the Fellow

- (1) Fellows are expected to devote full time to their research during the term of the Fellowship.
 - a) They may not accept other grants during their tenure. If they are offered another grant, they must either decline the JSPS Fellowship or the other grant. If another fellowship or grant has been accepted during period before or after the JSPS Fellowship tenure, the fellow must inform JSPS of the name and period of the other fellowship or grant as well as international travel and other support received under such programs.
 - b) They may not accept employment in Japan, with or without remuneration.
- (2) Within one month after the end of their tenure in Japan, Fellows are required to submit a research report to JISTEC through their host researcher, using the format provided in Form 7.
- (3) When giving a lecture or presentation during your tenure, please be sure to indicate that you are a JSPS fellow.

For the host researcher and host institute staff

- (1) With the cooperation of the host institute, the host researcher should assist the Fellow so as to enable his/her research activities and facilitate his/her daily life in Japan. When appropriate, the host institute will also provide the Fellow with a position or status within the department or institute to which he/she is assigned.
- (2) Within one month after the end of the Fellow's tenure in Japan, the host is requested to submit a research report to JISTEC along with Fellow's report, using the format in Form 6.

8. WITHDRAWAL OF THE FELLOWSHIP AND STOPPAGE OF PAYMENTS

JSPS may withdraw the Fellowship, stop payments (including that for air tickets), or request the return of money already paid 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 the application form is deemed to be impossible or clearly difficult 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;
- (5) The Fellow is being prosecuted for, or has been convicted of, a violation of Japanese laws or regulations
- (6) The Fellow's behavior reflects poorly on JSPS's reputation or credibility as an international funding agency; or
- (7) The Fellow does not in good faith observe, in one way or another, the terms and conditions stipulated in these Guidelines.