

III. PROCEDURES TO BE FOLLOWED BY HOST RESEARCHERS

The host researcher is responsible for handling the administrative procedures of the Fellowship and for explaining them to the Fellow as necessary. The following procedures are handled by the host researcher.

1. ACCEPTANCE OF THE FELLOWSHIP

(1) Confirmation of Documents Sent to Host Researcher by JSPS

At the same time JSPS issues an Award Letter (in English) to the Fellow, it informs the host researcher of the successful selection results through his/her institute's office and forwards to him/her a copy of these Program Guidelines. The host researcher should check that he/she has received the following documents together with these Program Guidelines:

- 1) A copy of the Award Letter (in English) to the Fellow
- 2) "Certificate of Financial Support"
- 3) "Air Ticket Application Information" (from a travel agency)
- 4) "A Guide to the Insurance Policy" (from an insurance company)
- 5) An extract from the JSPS Law
- 6) Guideline for Daily Living Support

NOTE:

Documents 2)-6) above and an original of the Award Letter are also provided to the Fellow (see page 16).

(2) Acceptance of the Fellowship and Confirmation of Fellow's Arrival Date

<Forms to be submitted>	<Deadline>
"Notice of Acceptance" (Form A) or "Notice of Withdrawal from Fellowship" (Form 10)	From host institution within 60 days of the date the Award Letter was issued.

<Procedure>

Upon receiving the Award Letter from the president of JSPS, the Fellow should read it and these Guideline carefully. If he/she agrees to the terms and conditions stipulated within them, the Fellow should fill out and sign the "Notice of Acceptance" (Form A) and forward it to his/her host researcher no later than 50 days from date the Award Letter was issued.

The host should fill in the appropriate space and sign/stamp the "Notice of Acceptance", then submit it via the host institution's administrative office so that it arrives at JISTEC within 60 days from the date the Award Letter was issued.

If the "Notice of Acceptance" is not received by JISTEC within 60 days from the issue date of the "Notice of Acceptance", the fellowship will be cancelled. (Fellows who will come to Japan within 60 days of the issue date must submit the "Notice of Acceptance" in time for it to be received by JISTEC before they arrive.)

If the Fellow decides to decline the Fellowship offer or the host decides not to accept the Fellowship, the host researcher shall inform JISTEC of the withdrawal through his/her institute by submitting Form10.

NOTE:

1. Points to consider when confirming the Fellow's arrival date:

- The commencement date of the Fellowship may be changed from that indicated in the host's application to JSPS so long as the Fellowship starts within the 2009 Japanese fiscal year (from 1 April 2009 to 31 March 2010. (However, Fellows invited under the second domestic recruitment must arrive in Japan during the period of 1 October 2009 through 31 March 2010.).
- If, for an unavoidable reason, the fellow and/or the host should not be able to start the Fellowship on the date specified in the "Notice of Acceptance"(Form A), the host shall inform both JISTEC and his/her institute immediately.

See Section I- 6. "VALIDITY OF THE FELLOWSHIP" (page 2) for further guidance.

2. Consultations and arrangements to be made by the host when setting the Fellow's arrival date and period of stay in Japan:

- 1) overall research plan and activities
- 2) Fellow's transportation from port of entry to destination in Japan
- 3) Fellow's travel within Japan
- 4) Fellow's visits to other research institutes
- 5) Fellow's accommodations during his/her stay
- 6) documents that the fellow will need when applying for a visa.

(2) Handing Over Allowances to the Fellow

<Form to be submitted>	<Deadline>
"RECEIPT" (Form)	Immediately upon the Fellow's arrival

<Procedure>

JISTEC will send a "Receipt" form to the host if the host requests JISTEC to remit the Fellow's allowances into his/her bank account. The "Receipt" should be signed by the Fellow when the host hands over the allowances to him/her. The host must submit the signed "Receipt" to JISTEC as soon as possible.

(3) Submission of "Notice of Departure/Fellowship Expiration"

<Form to be submitted>	<Deadline>
"Notice of Departure/Fellowship Expiration" (Form 5)	As soon as the Fellowship term ends

<Procedure>

The host researcher must submit to JISTEC the "Notice of Departure/Fellowship Expiration" (Form 5) as soon as the Fellowship term ends.

(4) Submission of "Research Report from Host Researcher" and "Research Report from Fellow"

<Forms to be submitted>	<Deadline>
"Research Report from Host Researcher " (Form 6) and "Research Report from Fellow" (Form 7)	Within 1 month of the end of the Fellowship

<Procedure>

The host researcher must submit to JISTEC both the "Research Report from Host Researcher " (Form 6) and the "Research Report from Fellow" (Form 7) within one month after the end of the Fellowship.

Form 7 is the cover page of the research report. In preparing the Fellow's report, instructions provided in "Notes for Writing a Research Report" (attached to Form 7) should be followed.

4. SUPPORT IN CASE OF INJURY OR ILLNESS

The host researcher shall assist the Fellow in obtaining medical treatment and in processing insurance claims, based on "A Guide to the Insurance Policy for JSPS Fellows."

If the Fellow experiences any accident or illness requiring more than 2 weeks of medical attention during the Fellowship tenure, the host shall inform JISTEC immediately.

5. PROCEDURE FOR CHANGING THE FELLOWSHIP TENURE

If the Fellow should wish to change his/her Fellowship tenure (the period of stay approved by JSPS), the host must inform JISTEC by submitting the designated form. Refer to the next section: Section IV (pages 13-15).