

Japan Society for the Promotion of Science
BRIDGE Fellowship Program
FY2014 Application Guidelines

1. Purpose

The Japan Society for the Promotion of Science (JSPS) provides opportunities for overseas researchers who have conducted research activities in Japan under the Postdoctoral Fellowships for Foreign Researchers or other JSPS programs to come back to Japan to create, sustain and/or strengthen research collaborations with Japanese colleagues. The objective is to build strong networks among researchers in Japan and other countries through a variety of activities. These include former JSPS fellows visiting their past host institutions in Japan, or coming to Japan to plan or implement joint research projects and seminars, to offer training or lectures for young researchers, or to prepare or attend scientific conferences and research meetings.

Researchers invited to Japan under this fellowship program are called “BRIDGE Fellows.” Based on applications by individual researchers, candidates are recommended to JSPS’s Head Office by JSPS alumni associations and JSPS overseas offices or the JSPS-designated official in the Japanese Embassy for countries without a JSPS overseas office. Hereinafter a JSPS overseas office or a JSPS-designated official in a Japanese Embassy will be commonly referred to as a “JSPS office,” and the alumni association and JSPS office as “alumni association/JSPS office.”

2. Applicable Fields

All fields of the humanities, social sciences and natural sciences are included under this program.

3. BRIDGE Fellow Eligibility

To be eligible, a researcher must meet both of the following requirements.

- (1) Be a researcher who has experienced research in Japan under a JSPS program and who is currently a regular member of an officially recognized JSPS alumni association
- (2) Agreement by host researcher to all seven items of support in Form 2 (Agreement by Host Researcher)

* Upon receiving a recommendation from an alumni association/JSPS office, JSPS contacts the proposed host researcher in Japan. If a proposed host says that s/he cannot provide the support stipulated in Form 2 or cannot host the fellow, JSPS will not be able to accept the recommendation. Therefore, candidates should communicate fully with their proposed hosts before applying.

* Researchers who have already been supported under the BRIDGE program within the last 5 years (FY2009-FY2013) are ineligible for this award.

4. Host Researcher Eligibility

Researchers who are employed full time or classified as such at one of the Japanese research institutions listed below are eligible to host a BRIDGE Fellow.

* Full-time employment is determined by the regulations of the host institution.

- (1) Universities, inter-university research institutes, junior colleges, technical colleges
- (2) National and public research laboratories
- (3) Independent administrative institutions, quasi-government organizations, general incorporated associations and general incorporated foundations that carry out research activities
- (4) Private research institutes

* Eligible institutions under (2)-(4) are listed at:

<https://www.kokusai.jps.go.jp/jsps1/kikanList.do> (Posted only in Japanese)

5. Number of Fellowships Awarded

Total of around 35 for FY 2014. Quotas will be announced to alumni associations and the JSPS offices in each country/region.

* The number of quotas allocated to alumni associations may change based on the

extent of the collaborative relationships they have created, sustained and/or strengthened with Japanese researchers/institutions. The results of each BRIDGE visit are to be recorded in reports prepared by both the visiting researcher/host researcher and the nominating committee of each alumni association. These reports are used to evaluate the visit along with the collaborative relations created, sustained or strengthened through it.

6. Visit Period and Dates

- (1) A period from 14 to 45 consecutive days
- (2) Under this recruitment, revisits are to start during the following period:
1 July 2014 through 31 March 2015

7. Terms of Award

The terms of award indicated below are subject to change.

• For fellows:

- (1) A round-trip air ticket (based on JSPS regulations)
- (2) Daily maintenance allowance of ¥15,000
- (3) Domestic research travel allowance of ¥150,000
- (4) Overseas travel accident and sickness insurance coverage

• For hosts:

Host's cooperation allowance of ¥50,000

8. Application Procedure for the Program

Applications are recruited and screened by alumni associations in coordination with their affiliated JSPS offices, which recommend candidates to JSPS's Head Office. Applications are to be submitted to the place and by the deadline specified by each alumni association/JSPS office (see the application guidelines). To ensure effective screening, researchers should include all required documents with their applications.

- (1) Documents to be submitted to the alumni association/JSPS office

The application and documents submitted by the applicant are screened by the alumni association/JSPS office, which sends them along with the required documents

(sub-paragraphs 1) and 2) below) to JSPS's Head Office via email. The email address will be provided in due course.

All paper used in applications should be A4 size. The format prescribed by JSPS is to be used in writing recommendations. The size and format of the forms should NOT be altered by applicants.

1) Application documents prepared by applicants (and submitted to the alumni association/JSPS office)

(a) Application for JSPS BRIDGE Fellowship (Form 1) pdf or Word file

(b) Agreement by Host Researcher (Form 2). pdf or Word file

* Applicants should provide the alumni association/JSPS office with any other documents they wish to be submitted.

2) Recommendation documents prepared by applicant's alumni association in coordination with the JSPS office

(a) List of Recommen-dees from BRIDGE Nominating Committee (Form 3). . . . pdf or Word file

(b) Letter of Recommendation from BRIDGE Nominating Committee (Form 4). . . . pdf or Word file

(c) Provisions

a) Recruitment Policy

c) Screening Criteria

d) List of Nominating Committee Members

e) Rules for Nominating Committee Members. . . . pdf or Word file

(2) Recommendation deadline

Alumni associations are, in coordination with the JSPS offices, to submit recommendations for BRIDGE Fellow candidates to JSPS's Head Office no later than 28 March 2014.

Note: The above deadline is for alumni association/JSPS office to submit its recommendation documents to JSPS's Head Office. The time frame for applicants to submit their applications to JSPS should be earlier.

9. Selection Process and Notification

(1) Screening is carried out using criteria devised by the alumni association in coordination with the JSPS office and approved by JSPS's Head Office. The screening criteria are to be included in the application guidelines issued by the alumni association/JSPS office.

* JSPS does not support research projects related to military affairs.

Examples of screening criteria

- 1) The visit will contribute to creating, sustaining and/or strengthening scientific network(s) between applicant's home country and Japan.
- 2) The visit is expected to advance research and to spawn new scientific collaborations.
- 3) Good pre-visit communication is carried out between the applicant and proposed host researcher in establishing a concrete activity plan.
- 4) The plan shows how the visit will contribute to creating, sustaining and/or strengthening the scientific network(s) between applicant's home country and Japan.
- 5) The plan articulates ways in which the visit will strengthen academic collaboration in the future.
- 6) The applicant and host researcher in Japan have discussed in detail the applicant's proposed visit plan prior to the application being filed. The plan is clearly defined and the host is interested in carrying it out.
- 7) The applicant is actively involved in alumni activities.

(2) Notification of Selection Results by JSPS's Head Office

- 1) An award letter from JSPS's president and accompanying documents will be sent to the successful candidates.
Notification date: mid-May
- 2) Unsuccessful candidates are not notified of their selection results.
- 3) JSPS cannot respond to individual requests regarding selection results.

10. Responsibilities of BRIDGE Fellows and Host Researchers

(1) Obtaining cooperation from their institution's administrative office, host researchers are to provide facilities needed for the visiting researchers to carry out

their research activities during their stay in Japan. When needed, host researchers are also to assist with immigration processing, securing domicile and other matters related to the fellow's stay in Japan.

- (2) Host researchers are to assure that visiting researchers are not subjected to misbehavior (e.g., discrimination (racial or gender), harassment (sexual or academic), abuse of power, neglect), or language or treatment that could be construed as such, during their tenures.
- (3) Visiting researchers are not act in such a way as to subject others to misbehavior (e.g., discrimination (racial or gender), harassment (sexual or academic), abuse of power, neglect) either in or outside the host institution during their tenures.
- (4) Fellows are required to submit a post-visit report, using the "Research Report" (Form 6), to JSPS's Head Office and the alumni association/JSPS office within one month after the end of their visits.
- (5) Fellows are asked to mention that they are invited under the BRIDGE Fellowship Program when giving lectures or other presentations in Japan.
- (6) Fellows are obligated during their tenures to concentrate on creating, sustaining and/or strengthening research and academic networks related to this fellowship program. During their tenures, Fellows are not to engage in other activities irrespective of whether they are paid or unpaid activities.

11. Measures Against Misconduct and Misuse of Research Funds

JSPS will take appropriate measures (e.g. terminate the fellowship, require reimbursement of part or all of allowances paid) in cases of misuse of research funds, improper practices (e.g. fabrication, falsification, plagiarization), unjustifiable acts (e.g. discrimination, harassment), or violation of laws by researchers.

12. Roles of Alumni Associations

- (1) Widely disseminate fellowship recruitment information to their members.
- (2) Establish a recruitment policy, screening criteria, rules for nominating committee members, and a list of nominating committee members in the form of provisions a) through d), and submit them to JSPS's Head Office for prior approval. When amending the approved provisions, changes to the recruitment policy must be approved by JSPS's Head Office prior to issuing a call for applications, and changes to the screening criteria must be approved before starting the screening process.

Minor changes such as to the wording the provisions and to the recruitment period or nominating committee members do not require approval.

- (3) Prepare application guidelines, specifying the deadline and place to submit applications. When doing so, the screening criteria should be included in the application guidelines to ensure fairness.
- (4) Specify the name and address of the person(s) responsible for this fellowship program at alumni association/JSPS office in the application guidelines.
- (5) Verify that applicants have sufficiently communicated with their proposed host researchers in Japan and that all the conditions for hosting the fellow's visit are met. Recommend candidates selected using the approved screening criteria to JSPS's Head Office by the deadline stipulated in Section 8.
- (6) Submit Form 4 to JSPS's Head Office describing the reason for each recommendation.
- (7) Prepare "Report on BRIDGE Fellowship Activities by BRIDGE Nominating Committee" (Form 5) as an annual report and submit it to JSPS by 31 March 2015.
- (8) For alumni associations in countries/region with a JSPS overseas office, carry out the above functions in coordination with the JSPS overseas office.

13. Handling of Personal Information

Personal information contained in application documents should be strictly managed in accordance with the pertinent privacy laws of each country.

JSPS handles the personal information of selected BRIDGE Fellows in accordance with the Law to Protect Personal Information Held by Independent Administration Institutions and JSPS's "Personal Information Protection Policy," and will use such information solely for the purpose of implementing JSPS programs (including its disclosure to external companies commissioned to perform data processing and management functions).

The names and affiliations of Fellows and hosts and their reports may be given public access on the Internet. Fellows may also be asked to participate in surveys aimed at improving JSPS program. Reports submitted by alumni associations may also be given public access on the Internet.

14. Others

- (1) There is a limit of one application per person under each recruitment. This should be confirmed when a researcher applies who belongs to two or more alumni associations.
- (2) A researcher may not be a candidate for both this fellowship program and another JSPS program at the same time.
- (3) A researcher may not be awarded a BRIDGE Fellowship and a fellowship from another funding organization at the same time.
- (4) Incomplete or faulty applications will not be reviewed.
- (5) Applicants are to describe the results they obtained in other JSPS program(s) and their relevance to this BRIDGE fellowship program.

15. Contacts

Applicants should contact the place designated by their alumni association/JSPS office. They should not submit documents directly to JSPS's Head Office. Only documents forwarded to JSPS's Head Office by alumni association/JSPS office will be processed.

Alumni association/JSPS office submit recommendation documents to the following address:

JSPS Fellows Plaza

International Program Department

Japan Society for the Promotion of Science

5-3-1 Kojimachi, Chiyoda-ku, Tokyo 102-0083 JAPAN

Tel: 03-3263-1872 Email: bridge@jsps.go.jp