

## **Guidelines for Implementing the JSPS Science Dialogue Program for High Schools**

The Japan Society for the Promotion of Science (JSPS) carries out the procedures contained in these Guidelines when implementing the Science Dialogue Program.

### **1. Implementation Framework**

The objective of this program is to send JSPS Fellows, who are staying in Japan for the Postdoctoral Fellowship for Foreign Researchers, to high schools in Japan, to give lectures concerning their own research and cultural background of their countries in English or in their own language.

The basic format of this program is lectures, including experiments and laboratory teaching, and question and answer sessions. The Fellows may accompany researchers from the same field for help in explanations and interpretation into Japanese.

The policy of this program is to conduct one lecture per school a year. However, the number of lectures/lecturers per year may be increased within the following limits:

1. Number of lectures  
Up to 4 lectures per dialogue
2. Number of dialogues per year per school  
Up to 10 dialogues per year
3. Number of days per dialogue  
Up to 2 days per dialogue
4. Number of hours per lecture  
As a rule, 1-2 hours per lecture
5. Accompanying persons

The host researcher or a researcher from the same field (undergraduate student or above). Family members or friends of the lecturer are not allowed as accompanying persons. As a rule, only one person is allowed, but more than one may accompany the Fellow if help is needed in experiments, etc.

### **2. Pre-lecture Procedures**

#### **(1) Preliminary discussion between high school and Fellow**

JSPS gives the JSPS Fellow's contact information to the teacher in charge of the program at the participating high school. Please contact the Fellow and plan together the content of the lecture session. Please check thoroughly whether the Fellow needs persons to accompany him/her or equipment such as computers, projectors, laboratory equipment, or information for preliminary studies.

## **(2) Confirming the date**

JSPS informs the Fellow of his/her lecture date in advance. The date should be confirmed between the Fellow and the high school. If there are any changes in dates, please notify JSPS in advance in a prompt manner.

## **3. On the day of the lecture**

### **(1) Travel to venue**

Please explain to the Fellow, providing details in advance, the means and routes of transportation to the high school. It should be agreed, however, that the cost of the Fellow's and accompanying person's travel is calculated based on JSPS regulations, regardless of the actual routes taken.

### **(2) Preparation of equipment**

Please contact the Fellow in advance regarding his/her requirements for a computer, projector or laboratory equipment, etc. and prepare them.

### **(3) Taking photographs**

The teachers in charge should take pictures of the lecture in a way that would not interrupt the sessions and send them to JSPS after the lecture. Please note that we may use them in our website, newsletters and other literature.

## **4. Post-lecture Procedures**

### **Submissions**

#### **(1) Activity Report and Questionnaire (mandatory)**

Please fill out the Activity Report Form A-1 and Questionnaire Form A-4, ask participating students to fill out Questionnaire Form A-2, compile the results in Form A-3 and email the data to JSPS. The deadline for all documents will be 10 days after the lecture.

Please note that the documents will be posted on the JSPS website. The content of the

Questionnaire will be used for project improvement and publicity, but it will not be disclosed in a way that names of schools and individuals can be identified.

\*If the Activity Report is not submitted, your application for participation may not be accepted next year.

## **(2) Other reference materials (voluntary)**

If there are preliminary study materials that were used in preparation for the lecture or reference materials that were handed out during the lecture, please send them to JSPS by mail or email. Also, please provide photographs which were taken during the lecture. Please note that the photographs may be posted on the JSPS website or other publicity materials.

### *Reference*

We ask the Fellow to submit the following documents:

- (1) Activity Report and Questionnaire (mandatory)
- (2) Reference materials and presentation file used during the lecture (voluntary)

## **Expenses**

JSPS covers the following expenses for the Fellow and/or accompanying person:

### **(1) Travel**

The cost is covered for the Fellow and accompanying person to travel from the host institution to the high school and back to deliver the lecture and to hold one pre-lecture meeting with the school faculty. The fare for public transportation via the shortest route is covered. Taxi fare is not covered.

### **(2) Lodging**

If necessary, due to the schedule of the lecture, lodging on the night before or the night of the lecture will be covered in accordance with JSPS regulations.

\*JSPS does not cover the cost for travel and lodging if they are paid by the school.

\*JSPS does not pay the Fellow and accompanying person rewards or daily allowances.

However, the high school is free to pay such rewards.

### **(3) Lecture materials** (consumable supplies, telecommunications and delivery, printing, and miscellaneous expenses)

JSPS pays to the Fellow for such items needed in preparing and delivering the lecture in an amount up to ¥50,000.

Examples:

- Consumable supplies: Learning aids and experiment materials for once-only use including the following items: specimen, brochures, drawing paper, folding paper, plastic bottles, wooden chopsticks, rubber bands, test tubes, chemicals, lab dishes.
- Telecommunications/delivery: Latter includes the cost of sending learning aids and other materials to the high school.
- Printing: Costs incurred in printing lecture-related materials, including paper and copy fees.

Examples of expenses that can NOT be covered by JSPS:

- Computers, software, books, consumable supplies which are not directly related to the lecture or content of the research.
- Eating and drinking expenses

**5. Forms**

The above forms may be downloaded from the Science Dialogue website at the following URL: <http://www.jsps.go.jp/j-sdialogue/index.html>

**6. Contact**

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