

## **Guidelines for Research Support Allowance**

This allowance is to be used by the Fellow and Host to carry out their joint research during the period of the Fellow's tenure. Application for the allowance is made by the Host. Adequate consultation should be carried out between the Fellow and Host as to the use of the allowance for conducting research or surveys. The allowance is to be used to cover costs directly related to the implementation of the joint research/surveys and compiling/reporting the results.

**Fellows under the JSPS Summer Program are not eligible for a Grant-in-Aid.**

### **(1) Applying for the Research Support Allowance**

An Application for Research Support Allowance (Form 1) needs to be submitted by the Host to JSPS to apply for this allowance. Form 1 must be submitted by May 27, 2016, after the Notice of Acceptance has been submitted.

This allowance may be applied for in an amount of ¥158,500.

As a bank transfer notice is not issued, the Host should verify whether the money has been deposited into the bank account specified on Form 1.

### **(2) Managing the Research Support Allowance**

The Host is to entrust the management of this research-support allowance to the host institution, which manages it as a "deposit" using appropriate accounting rules and entries. The Host may choose to deposit these funds into his/her own bank account if the institution is unable to appropriately manage the allowance.

Please check the below Research Support Allowance Rules and host institution's regulations; then, manage and execute this allowance accordingly.

By September 30, 2016, the Host must submit a report on the allowance expenditures using a Research Support Allowance Expenditure Report (Form 2).

If the allowance remains unspent on August 24, 2016, it must be returned. JSPS will notify the Host and the administrative office of the host institution of the procedure for returning the money after receiving the Form 2.

### **Contact**

Overseas Fellowship Division, International Program Department  
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# **The Research Support Allowance Rules**

## **I General Rules**

- I -1 The Fellow and Host should bear in mind that this allowance is funded with taxpayer money, and use it appropriately for pursuing the stated objectives of the JSPS Summer Program (hereafter referred to as “the program”).
- I -2 Interest accrued in the bank account shall be applied to carrying out the research or transferred to the host institution.

## **II Allowance Usage Parameters**

### **Appropriate and Efficient Manner on Use of Funds**

- II -1 The Fellow and Host shall take care to spend the allowance in an appropriate and efficient manner, and shall not use them for any other purpose or violate any of the allowance usage rules.
- II -2 The following items may be purchased with this allowance.

Consumables: Consumable supplies

Wages, etc.: Remunerations, wages or salaries of persons assisting in the research or fees to agents supplying such manpower (The types of functions they perform include data processing, experiment assistance, translation and editing, specialized knowledge provision, distributing and collecting questionnaires, gathering research materials, etc.)

Domestic travel expenses;

- (1) Transportation and accommodations for a Fellow engaged in domestic travel related to his/her research (In this case, per diem is not paid to the Fellow.)
- (2) Transportation for a Fellow between the airport in Japan and his/her host institution when arriving in or departing from Japan
- (3) Transportation and accommodations for an accompanying researcher when a Fellow goes to domestic travel related to his/her research
- (4) Transportation and accommodations for a Host attending events held in JSPS Summer Program (e.g., meetings and receptions)

Others: Other items needed to carry out the subject joint research (e.g., participating in conferences) (Alcoholic beverages not covered)

### **Restriction on Use of Funds**

II -3 The following items may not be purchased with the allowance:

- (1) Facilities and equipment
- (2) International travel
- (3) Disposal or repair of equipment damaged by an accident or disaster during the implementation of the program.

### **Combined Use of Funds**

II -4 When the research support allowance is used together with other funding for making a research trip or purchasing a unit of consumable supplies, a clear delineation must be made between the use of the allowance vis-à-vis the other funding.

### **Deadline for Deliveries and Payments**

II -5 Project-related delivery of goods and provision of services must be concluded by August 24, 2016. The related payment must be made by September 30, 2016.

## **III Reporting Expenditures**

By September 30, 2016, the Host shall submit an expenditure report to JSPS using a Research Support Allowance Expenditure Report (Form 2).

## **IV Others**

- IV -1 If the allowance remains unspent on August 24, 2016, it must be returned.
- IV -2 A ledger of allowance expenditures shall be kept along with receipts and other supporting documents. The ledger and documents are to be kept by the Host for five years after the Fellow's tenure ends.