

Guidelines for Research Support Allowance

A research-support allowance is available to the host researcher for the purpose of covering expenses incurred in hosting a Fellow under the JSPS Summer Program. JSPS will make reimbursements for actual expenses of up to 100,000 yen based on requests from host researchers.

1. Requesting Reimbursement

Payment will be made based on requests from host researchers.

Host researchers who wish to request reimbursement are to submit the documents listed below:

- Reimbursement Request for Research Related Expenses (Form 1)
- List of Expenses (Form 2)
- Documentary Proof (for details, refer to “3. Documentary Proof of Payment”)

*These forms can be downloaded from the program website:

<http://www.jsps.go.jp/english/e-summer/pro2010/main.html>

Maximum Amount

The maximum amount of reimbursement is 100,000 yen.

Date of Submission

Requests should be submitted along the required documents by September 17, 2010.

Contact

Overseas Fellowship Division, International Program Department
Japan Society for the Promotion of Science
6 Ichibancho, Chiyoda-ku, Tokyo 102-8471
TEL: 03-3263-4098 / FAX: 03-3263-1854

Please note that this research-support allowance only covers expenses incurred during the fellowship period (i.e. between June 15 and August 25, 2010). Expenses for related research activities conducted before or after the fellowship period are not covered by this allowance.

2. Expenses to be covered

The table below lists the kinds of expenses that are (are not) covered by the research-support allowance.

Reimbursement will be made in Japanese currency. If the cost was paid in foreign currency, the exchange rate on the date of payment is to be applied in converting the amount into Japanese yen.

Categories	Items covered	Items not covered
Consumables	Costs of consumables supplies; that is, items that cannot endure long-term use such as chemicals, materials and stationeries	<ul style="list-style-type: none"> × Purchase of books or equipment × Purchase of cash vouchers such as phone cards, prepaid cards or gift coupons × Purchase of mobile phones
Printing	Cost of printing and publishing research results	<ul style="list-style-type: none"> × Cost for printing or publishing research papers not directly related to research conducted under this program
Communication and Mailing	<ul style="list-style-type: none"> -Postage (stamps) -International phone call and facsimile charges -Shipping and delivery of research materials 	<ul style="list-style-type: none"> × Costs for sending baggage between Fellow's host institute and Fellow's home country or the venue of research report presentation meeting (Tokyo). × Charge for mobile telephone service
Meeting Costs	<ul style="list-style-type: none"> -Rental of meeting rooms or equipment -Light refreshments 	<ul style="list-style-type: none"> × Dining expenses such as reception or lunch costs
Wages and Remunerations	<p>Remunerations or wages of persons assisting in Fellow's research activity. Included are the following functions: data processing, experiment assistance, documentation assistance, specialized knowledge provision, distributing and collecting questionnaires, gathering research materials, etc.</p> <p><u>Notes</u></p> <ul style="list-style-type: none"> -The work content is to be explained in advance to the person who performs the assignment. The work is to be done with the person's agreement to the terms. -The amount of wages and terms of the work are to be set as follows. <p><u>Guide for Amount of Wages</u></p> <ul style="list-style-type: none"> - For arranging documents or assisting in experiments: about 7,600 yen per day (based on an estimated 8 hours of work 	<ul style="list-style-type: none"> × Cost of the assisting person's transportation

	per day). For a half-day's work, this amount should be halved. <u>Term of Work</u> - The work is to be performed during the fellowship period (i.e. between June 15 and August 25, 2010). As a rule, work should not be assigned on Saturdays, Sundays and national holidays.	
Miscellaneous Costs	-Cost of photocopying, photographic development -Contract fee with agents (professional translator, etc.)	

3. Documentary Proof of Payment

The documents listed below are required as evidence of payments. If it should be impossible to submit all the required documents, at a minimum receipts must be submitted.

Category	Documentary Proof				
	Estimate	Delivery Slip	Invoice	Receipt	Other material required
Consumables	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Printing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Communication and Mailing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	List of Stamps (Form 4)
Meeting Costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Minutes and participant list of the meeting
Wages and Remunerations	-	-	-	<input type="radio"/> *	*Monthly Work Report and Payment Receipt (Form 5)
Miscellaneous Costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	For cost incurred in attending conference, documents that show the content of the conference. (For air travel, enclose receipts and air ticket stubs.)

- 1) Be sure these documents are dated and stamped with the company's seal.
- 2) A duty stamp is required on receipts of more than 30,000 yen.
- 3) For postage stamps, attach post office's stamped receipt and the "List of Stamps (Form 4)" indicating their usage. In the case of international calls and facsimiles, provide invoices and receipts, noting on them the date of transmission, name and affiliation of other party, and content of call/fax.
- 4) For wages or remunerations, The days and/or hours worked should be verified at the end of the month (i.e. June 30, July 31 or August 25). Also, be sure to prepare a time record that indicates the per-day/hour rate, duration (days/hours), and work contents. The time record must be stamped with the worker's seal so as to confirm the time worked and payment

received.

- 5) Receipts for photocopy costs should indicate the contents of the copied materials. The materials must be related to this program.
- 6) For reimbursement of travel expenses incurred in accompanying a fellow to conferences or on fieldwork, a receipt or other documentary proof of the payment date and amount must be submitted. (For air travel, enclose receipts and stubs of air tickets.) In case of conferences, provide documentation of conference content.
- 7) If only a receipt can be submitted as documentary proof (that is, without an estimate or invoice), indicate the delivery date and items purchased.