



The International Scholarship Section (IS)

Guidelines

Japan – Norway Researcher mobility programme

This programme is administered jointly by the Japan Society for the Promotion of Science (JSPS) and the Research Council of Norway (RCN).

The RCN offers two kinds of individual fellowships:

- Short-term visits of 14 days to 2 months (I)
- Long-term visits of 6 to 12 months (II)

The number of fellowships awarded within each category will be decided annually according to available funding.

Application deadlines and fellowship period FY2012

Japanese researchers must hand in their applications for both short- and long-term research stays to the JSPS by 12 September 2011. The fellowships are valid during the Japanese fiscal year, from 1 April 2012 to 31 March 2013.

I. Short-term visits

General description

The aim of the programme is to increase bilateral research co-operation and mobility between Japan and Norway.

Through this programme Japanese researchers are invited to Norway to participate in cooperative activities with researchers at universities and other research institutions. The purpose of the visits may be to conduct joint research, participate in discussions, attend seminars, give lectures, do field work or perform other similar functions. These visits presuppose the existence of contacts between researchers in Norway and Japan. A jointly agreed professional plan for the stay in Norway must be presented.

Oslo, 21 July 2011.

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The information contained in these guidelines was true and correct on the date given above and may be subject to amendments or changes without further notification.

Host institutions and host researchers in Norway

The programme involves accredited research institutions funded both by the public and private sector, i.e. universities, university colleges, centres of excellence, museums, laboratories, independent research institutes etc.

The Norwegian host researcher must be a full-time employee with the host institution. The Norwegian host institution is obliged to assist the Japanese researcher with practical arrangements in connection with the stay and with finding suitable accommodation.

Fields of research

The programme encompasses the following fields: the humanities, social sciences and natural sciences.

Eligible researchers

Senior researchers who are either Japanese nationals or have been granted permanent residency in Japan are eligible.

Selection criteria

- Scientific excellence of the project
- Mutual advancement of research through the transfer of knowledge and expertise

Application procedure and deadlines

Applications must be submitted to the JSPS which nominates candidates to the RCN.

The application process is as follows:

- Contact must be made between Japanese researchers and their prospective hosts in Norway
- The Japanese researchers submit their application to the JSPS
- The JSPS assesses the application and nominates candidates to the RCN for final procedures and decision

Deadline for submission of applications to the JSPS is 12 September 2011. The JSPS conducts a screening of the applications based on internal review criteria and nominates candidates to the RCN for final procedures and decision.

The RCN will process the applications and all applicants will receive a reply in writing in January or February the starting year of their planned research stay.

Duration

Minimum 14 days, and maximum 60 days.

Materials to be submitted

- A designated application form completed by the candidate
- Project description 1-3 pages (A4)
- CV with a list of publications relevant to the project
- A letter of invitation from the host institution in Norway
- Supplementary documents (if necessary)

All documents must be in English and be originals.

Terms of award

- A return flight (economy class). NB: If the fellow resides in Norway on the date the award letter is issued, the airfare will not be covered
- Running costs. Support for running costs will be awarded by the RCN in each individual case, ranging from NOK 5 000 to 15 000
- Maintenance allowance. The maintenance allowance will be awarded according to the length of the stay. Listed below are three examples:
- For stays of 14 days: Maintenance allowance NOK 11 200 and a lump sum for running costs (internal travels and other expenses)
- For stays of 31 days: Maintenance allowance NOK 23 050 and a lump sum for running costs (internal travels and other expenses).
- For stays of 60 days: Maintenance allowance NOK 41 900 and a lump sum for running costs (internal travels and other expenses).

The grant will be paid directly to the Japanese fellowship holder.

The allowance is normally paid in monthly instalments. Alternatively the allowance is paid as a lump sum.

The Research Council awards grants to mobile researchers and students to cover documented costs of settling-in and other associated extra costs incurred in connection with the mobility period. The grant is intended to cover accommodation, meals, transportation, some academic literature and equipment and possibly some other expenses.

Normally, the grant will not give any surplus. However, Norwegian tax authorities require all grant recipients to fill in a budget form in order to document their expenses.

The form must be sent in two versions:

Version “**Estimated budget form**”: To be filled in, signed and sent the Research Council when *accepting* the grant (before arrival). In the (unlikely) case where the total grant is estimated by the recipient not to be used for items related with mobility, the Research Council is requested by the tax authorities to deduct 50% of each monthly installment.

Version “**Final budget form**”: To be updated, signed and sent immediately *after completion* of the grant period.). In the (unlikely) case where it is not documented that the total grant is used for items related with the mobility, the surplus will be subject to assessment by the tax authorities and the recipient must be prepared to pay back part of the surplus.

NB: Receipts, documenting the expenses, must be enclosed the Final budget form.
You must therefore keep receipts for all relevant costs.

To document daily subsistence two options are available:

- 1) use a standard sum of NOK 182 per day and you shall not collect receipts for food and household items
- 2) base daily subsistence on real costs documented with receipts

For longer stays it is often relevant to opt for option 1) and for shorter stays of 1-3 months it should be considered if option 2) is a better option.

It is not possible to mix option 1) and 2). One option must be selected for the full duration of the mobility period.

On page 8 of the guidelines you will find, as an example, a “Final budget form” filled in for a fellowship period of 60 days.

Residence Permit

Fellows who stay in Norway for three months (90 days) or less need not apply for a residence permit.

Reporting obligations

The Japanese fellowship holder must submit a report to the RCN within one month of completion of the visit in Norway, with a copy to the JSPS.

The names of the fellowship holders as well as their host researchers and research themes and reports, are subject to public disclosure.

II. Long - term visits

General description

The aim of the programme is to increase bilateral research co-operation and mobility between Japan and Norway.

The programme provides opportunities to young postdoctoral researchers from Japan to conduct cooperative research with leading research teams/researchers in universities and other Norwegian institutions of higher learning and research.

Host institutions and host researcher in Norway

The programme involves accredited research institutions funded both by the public and private sector, i.e. universities, university colleges, centres of excellence, museums, laboratories, independent research institutes etc.

The Norwegian host researchers must be a full-time employee with the host institution. A jointly agreed research plan for the stay in Norway must be presented.

The Norwegian host institution is obliged to assist the Japanese researcher with practical arrangements in connection with the stay and with finding suitable accommodation.

Fields of research

The programme encompasses the following fields: the humanities, social sciences and natural sciences.

Eligible researchers

A candidate for the fellowship must be

- Japanese national or hold permanent residency in Japan.
- Have arranged in advance a research plan with his/her Norwegian host.
- Hold a doctoral degree when the fellowship goes into effect. This degree must have been received within six years prior to the annual nomination deadline to the IS.

Selection criteria

- Scientific excellence of the project
- The mutual advancement of research through the transfer of knowledge and expertise

Application procedures and deadline

Applications must be submitted to the JSPS which forwards them to the RCN. Deadline for submission of applications to the JSPS is 12 September 2011. The JSPS conducts a screening of the applications based on internal review criteria and nominated candidates to the RCN for final procedures and decision.

The application process is as follows:

- Contact made between the Japanese researcher and his/her prospective host in Norway.
- The Japanese researcher submits an application to the JSPS.
- The JSPS conducts a screening of the applications based on their own review criteria and nominated candidates to the RCN for final procedure and decision.

The RCN will process the applications and all applicants will receive a reply in writing in January/February the year of their planned research stay.

Duration

Minimum 6 months – maximum 12 months. There is a possibility to apply for an extension of the fellowship. The maximum scholarship period is 24 months.

Materials to be submitted

- A designated application form completed by the candidate
- Project description 1-3 pages (A4)
- CV with a list of publications relevant to the project
- A letter of acceptance/invitation from the host institution in Norway stating that he/she is welcome.
- A letter of reference/recommendation from the candidate's current or previous supervisor (for the doctoral degree).
- A copy of the candidate's doctoral certificate. If the degree has not yet been awarded, an official letter is required from the institution of the candidate, stating that he/she will receive the degree.
- Supplementary documents (if necessary).

All documents must be in English and be originals except for the degree certificate.

Terms of award

- A monthly maintenance allowance of NOK 21 000
- A settling in allowance of NOK 10 000
- A round-trip air ticket (economy class) NB: If the fellow resides in Norway on the date the award letter is issued, the airfare and the settling-in allowance will not be covered
- Support for running costs of NOK 4 000 per month.

The grant will be paid directly to the Japanese fellowship holder.

The allowance is normally paid in monthly instalments. Alternatively the allowance is paid as a lump sum.

The Research Council awards grants to mobile researchers and students to cover documented costs of settling-in and other associated extra costs incurred in connection with the mobility period. The grant is intended to cover accommodation, meals, transportation, some academic literature and equipment and possibly some other expenses.

Normally, the grant will not give any surplus. However, Norwegian tax authorities require all grant recipients to fill in a budget form in order to document their expenses.

The form must be sent in two versions:

Version **“Estimated budget form”**: To be filled in, signed and sent the Research Council when *accepting* the grant (before arrival). In the (unlikely) case where the total grant is estimated by the recipient not to be used for items related with mobility, the Research Council is requested by the tax authorities to deduct 50% of each monthly installment.

Version **“Final budget form”**: To be updated, signed and sent immediately *after completion* of the grant period.). In the (unlikely) case where it is not documented that the total grant is used for items related with the mobility, the surplus will be subject to assessment by the tax authorities and the recipient must be prepared to pay back part of the surplus.

NB: Receipts, documenting the expenses, must be enclosed the Final budget form. *You must therefore keep receipts for all relevant costs.*

To document daily subsistence two options are available:

- 1) use a standard sum of NOK 182 per day and you shall not collect receipts for food and household items
- 2) base daily subsistence on real costs documented with receipts

For longer stays it is often relevant to opt for option 1) and for shorter stays of 1-3 months it should be considered if option 2) is a better option.

It is not possible to mix option 1) and 2). One option must be selected for the full duration of the mobility period.

On page 9 of the guidelines you will find, as an example, a “Final budget form” filled in for a fellowship period of 365 days.

Residence Permit

Fellows who stay in Norway for more than three months must apply for a residence permit at the nearest Norwegian Embassy/Consulate General. They are permitted to enter Norway before they have received an answer from this Norwegian Embassy/Consulate General. Although not recommended, as a researcher it is possible to apply from within Norway to the police in the district in which you are going to live.

You can find more information about residence permits at <http://www.udi.no/Norwegian-Directorate-of-Immigration/> under the heading “Work”.

Health Insurance

Fellows who stay in Norway for more than three months (90 days), must apply for a voluntary membership (free-of-charge) with the Norwegian National Insurance Scheme immediately after arrival in Norway. To apply for membership, you must download, complete, print and sign the form “Application for insurance during stay in Norway”. The form is available at:

<http://www.nav.no/Om+NAV/Skjemaer/Alle+skjemaer/?formLanguage=data/forms/form/original/@key+%3D+64> The form should then be mailed to your local Norwegian Labour and Welfare Organisation (NAV) office. For a list of these offices, see

<http://www.norway.no/styresmakter/kvaliste.asp?id=46121&h=Labour+and+welfare+offices+%28NAV%29> Please also attach a copy of your residence permit and passport to your application. The NAV will not confirm your membership but include you in the scheme from the date your form is received. The Norwegian National Health Insurance Scheme covers hospital treatment in cases of illness that require hospitalisation. It does not cover patient’s payments (“egenandel”) incurred by ordinary doctor consultations, routine appointments or vaccinations. Norwegian and foreign citizens are entitled to the same coverage and benefits under the Norwegian National Insurance Scheme.

Reporting obligations

The Japanese fellowship holder must submit a report to the RCN within one month of the completion of the stay in Norway, with a copy to the JSPS.

The names of the fellowship holders as well as their host researchers and research themes and reports, are subject to public disclosure.