



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 individual fellowship:

- Research stays for young postdoctoral researchers

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

Application deadlines and fellowship period FY2019

Japanese researchers must hand in their applications to the JSPS by 5 September 2018. The fellowship is valid during the Japanese fiscal year, from 1 April 2019 to 31 March 2020.

Research stays for young postdoctoral researchers

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 5 September 2018. 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

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

Terms of award

Month 1: NOK 54000/month

Month 2-12: NOK 30000/month

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.

Guidelines and practical information for stipend recipients

Please read the information below carefully. If you should have any questions that are not covered here please do not hesitate to contact us by email icg@rcn.no or jc@rcn.no, or phone (+47) 22 03 70 00.

Financial terms

The Research Council awards grants to mobile researchers to cover extra costs incurred in connection with the mobility period. The grant is intended to cover project-related costs, like accommodation, transportation, academic literature and an amount for subsistence. Payments to the stipend recipients will be processed by the host institution.

Norwegian tax authorities require all grant recipients to fill in an estimated budget form as well as a financial report at the end of the project period (see example on the last page).

The recipients must take contact with the host institution in order to locate the contact person in the administration. All administrative enquiries must be directed to him/her.

- 1) Estimated budget form: to be filled in, signed and sent to the host institution **before arrival**. The total amount of expected expenses must be equal to or higher than your scholarship.
- 2) Financial report: to be compiled, signed and sent to the host institution, according to their regulations, immediately **after completion** of the grant period. If it is not documented that the total grant has been used for purposes related to the mobility period, the surplus will be subject to assessment by the tax authorities. The recipient must be prepared to pay back part of the surplus.

NB: Original receipts documenting the expenses must be attached to the financial report. *You must therefore collect receipts for all relevant costs during your stay.* In order to document daily subsistence (living expenses e.g. food and household items) two options are available:

- 1) Use a standard sum of NOK 192 per day. Using this option, you do not have to collect receipts for food and household items
- 2) Base your daily subsistence on costs documented with receipts.

Grant recipients coming to Norway *without* a family, might prefer to use option 1) while grant recipients coming *with family*, will most probably want to use option 2) as their daily subsistence normally will be more than NOK 192 per day.

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

Please send your financial report and receipts to the contact person in the administration at the host institution.

Payments of allowance

You must take contact with the host institution in order to locate the contact person in the administration. We advise you to clarify how and where your installments shall be transferred with the administration at the host institution before or as soon as possible after your arrival.

In order to arrange for the first installment of your grant, please inform your host institution in due time if your date of arrival change from the date given in your application for fellowship. Your host institution is responsible for notifying the Research Council if any changes in the project occur.

Installments will be issued on the condition that the total grant period is carried out in accordance with the information given in the application and the terms given in the allocation of funding. If a grant holder discontinues his/her stay in Norway prior to the agreed date, grant installments not yet paid out will be cancelled. Installments will under no circumstances be forwarded after departure from Norway.

D-number

All foreign nationals receiving stipends/remuneration must have a D-number which corresponds to the Norwegian national ID number. In order to help you with the application process, the host institution need a signed document authorizing the them to apply for a D-number on your behalf as well as a completed form "Application for tax deduction cards for foreign nationals" (*attached to allocation of funding*). They also need a copy of your passport. A D-number will enable you to open a bank account in Norway.

Once you have compiled all the documentation, please scan and send the forms with original signatures to your contact person in the administration at the host institution.

Please note that they must have these documents in addition to the estimated budget form to disburse your grant.

Visa/Residence permit

For information and application for visa/residence permit please visit the web site of the Norwegian Directorate of Immigration (UDI) at www.udi.no.

Accommodation

We strongly advise you to contact your host institution in Norway for assistance with housing at the earliest opportunity. Usually different types of accommodation, ranging from university housing units, dormitories/halls of residence to private rented accommodation are available to research fellows.

Health insurance

Please ensure that you have a comprehensive travel and health insurance before coming to Norway. EEA nationals should bring their European Health Insurance Card.

All fellows residing in Norway for three to twelve months can apply for membership of the National Insurance Scheme. See “Application for Insurance during Stay in Norway”,

<https://tjenester.nav.no/nav-sok/?1&language=en&ord=Membership+in+the+national+insurance+scheme>

FAQ about eligible expenses within the allocated grant

The general principle is that costs in relation to the stay in Norway (costs that you would *not* have had, had you not been in Norway) are eligible costs.

Travel expenses to Norway and back:

Return airfare (economy class) is an eligible cost. The journey can be documented with a receipt or bank transcript. Grant recipients who choose not to travel by air (who travel by car or train or other means) can claim the same amount as an eligible cost. The cost of airfare can then be documented with a printout of the travel information.

Hotel during travel:

Long distance travel may require an overnight stay at a hotel. When documented, this is an eligible cost.

Subsistence:

The period from when you can count eligible days of subsistence starts on the day you begin your trip to Norway and ends when you arrive in your home country.

Excess luggage:

Documented costs for excess luggage and luggage sent separately are eligible costs.

Local transportation:

An eligible cost is normally a monthly or weekly season ticket. If you choose to use a bicycle or other means, you can claim the same amount as an eligible cost. In this case the cost of a season ticket can be documented with a printout of the travel information.

Other equipment/academic literature:

Laptops, iPads (with iBook), older books, translations etc. are eligible costs if they are necessary for your research in Norway. A short explanation of why the equipment/literature is required is to be included with the financial report. Equipment/literature not bought in Norway is an eligible cost if it is acquired after the grant has been awarded and not earlier than 3 months before arrival in Norway.

Participation at Conferences:

Participation at national or international conferences is an eligible cost (travel, accommodation, fees).

Useful links

Study in Norway

<https://www.studyinnorway.no/study-in-norway/student-residence-permit>

EURAXESS –Researchers in Motion: Information for researchers on practicalities when relocating to Norway

<http://www.euraxess.no/>

Work in Norway – the official guide: Advice and information on applying for jobs, working life and relocating.

<https://www.workinnorway.no/>

The Norwegian Health Economics Administration (HELFO): Information on health care in Norway

<https://helsenorge.no/foreigners-in-norway>

The Research Council of Norway, International Scholarship Section (IS)			
Name:		Date of birth:	
Home Address:			
Name of scholarship programme:		Project no:	
<input type="checkbox"/> Estimated budget form/		<input type="checkbox"/> Final budget form (cross for relevant version)	
Estimated budget <i>and</i> Final budget forms are required for Personal Mobility Grants by Norwegian tax authorities. (See guidelines for more information).			
This form must be filled in twice:			
1) Estimated budget form: To be filled in, signed, scanned and sent as attachment to an e-mail when accepting the grant			
2) Final budget form: To be filled in, signed and sent by post in immediately <i>after completion</i> of the grant period			
NB: Original receipts, documenting the expenses, must be sent in separately by ordinary mail together with Final budget form			
All amounts below must be given in Norwegian currency (NOK/kr)			
Expenses:	amount	number of days/months	sum
Option 1) Subsistence of NOK 192 per day NB: fixed amount; not to be changed. (Do NOT send in receipts)	kr 192	30	5 760
Option 2) Subsistence based on receipts (Send in receipts)			
Accommodation (only included rent, not deposit)			
Local transportation (between accommodation and place of study/research)			
Travel to and from home country			
Other travel related to the purpose of the project			
Residence permit (fee, if any)			
Travel insurance (if any)			
Academic literature related to the purpose of the project			
Other equipment related to the purpose of the project			
Other expenses related to the purpose of the project			
Estimated expenses/Final expenses during grant period		In total:	
Total grant (see grant acceptance letter)		In total:	
Liable for taxation (total grant minus expenses)		in total:	
If the expenses have been less than the total grant, the surplus is liable for taxation.			
Grant recipients with a surplus must be prepared to pay back part of the surplus to Norwegian (tax) authorities.			
Place:	Date:	Signature:	