

## Notes for Writing the Application

- There are two components of application: “1. Inputting application information on JSPS’s Online Application System” and “2. Entering the information in the application form (application contents file) (Word file).” **If there should be a serious defect in an application, it may be rejected. So, please read carefully the application guidelines and the notes on the application form before filling out your application and applying for the program.** Under no circumstances does JSPS allow an application to be changed after it is submitted.

### 1. The online application system

- ① To start, please log in to the JSPS’s Online Application System (<https://www-shinsei.isps.go.jp/index2.html>) (\*only in Japanese) using your ID and password for JSPS’s international collaboration programs.

→Click the button 申請書新規作成 (Create a new application).

→Click the button 共同研究・セミナー (Joint Research Projects/Seminars).

→For (A) *Bilateral Joint Research Projects/Seminars with JSPS’s*

*Counterpart Institutions*: Upon confirming the counterpart country and institution, apply using the correct name of the bilateral program.

※There are cases of multiple counterpart institutions having a different program name in the same country, or of them using the same abbreviated names in different countries. Please select your program name after confirming with your counterpart researcher the correct country and institution name.

For (B): Please choose between *Open Partnership Joint Research Projects*, *Open Partnership Joint Seminars*, and *Open Partnership Joint Seminars (Interuniversity Cooperation)*.

NOTE: If you select the wrong program and apply for it, it cannot be changed.

- Regarding (A): If your application does not match the one submitted by the counterpart institution, both the Japanese and counterpart country's applications will be excluded from screening. (Ex. You intended to apply for a joint research project with NSFC (China), but you applied for it with CAS (China). )
- If you intended to apply for (A) but applied for (B), it will be reviewed on the Japanese side but not on the counterpart country side.

- ② JSPS’s online application system will be available for inputting and submitting applications from mid-June.
- ③ [Only for (A) Bilateral Joint Research Projects/Seminars with JSPS's Counterpart Institutions] Please consult with your counterpart PI to ensure that you use the same

information when preparing your application as your counterpart, including the PIs' names in both countries, the title of the joint research project or seminar (in English), and the research area (only DST (India) and NRF (Korea)). **If these do not match with the information in the counterpart's application, your application may be excluded from the screening process.**

- ④ Regarding the basic category sections, please select the one included in the document review section that you want your application to be screened. If you select a basic category section that appears in multiple document review sections, please select the document review section and panel review section that you want your application to be screened.

Actual document reviews are not carried out based on the document review sections in the online application system, but on each "Document Review Set." As there are cases where the Document Review Set of each program is established by combining different document review sections and/or basic category sections, please use the Document Review Set for the Bilateral Program's Joint Research Projects/Seminars.

<https://www.jsps.go.jp/english/e-bilat/call.html>

- ⑤ Please be sure to follow the instructions regarding typing in Japanese and English. Character codes and special fonts other than JIS Level 1 and Level 2 cannot be used.
- ⑥ Participants need to meet the requirement described in "4. Other requirements" in the Application Guidelines. However, undergraduate students who will be enrolled in a master's program or higher at the time the project starts should fill in their position as undergraduate student and their education background as undergraduate degree. Then, select 取得見込 (expected) from the pull-down menu.
- ⑦ Researchers affiliated with an institution in a third country are not recognized as "Participants from counterpart countries."
- ⑧ [Only for Joint Research Projects] Please set the end date of your research at the last day of the month, unless there is a clear reason not to do so based on the research's implementation.
- ⑨ [Only for Joint Research Projects] When entering 共同研究の実施計画 (Joint Research Project Implementation Plan) in the application form (application contents file) and 申請経費 (Requested funding) on the application information entry screen, be sure that there are no discrepancy between the research period and the fiscal year. (Ex. In the case of a two-year implementation period from July, three fiscal years should be entered. The first fiscal year is from July to March of the following year, the second from April to March, and the third from April to June.)
- ⑩ For detailed information on filling out the online application system, please see the PDF files of the entry screen of the online application system under 参考：申請書情報 (Reference: Application Information) on the website. (\*only in Japanese)

## 2. Application form (application contents file) (Word file)

① Submissions other than with the application form on the bilateral program website are not permitted. Please make sure to download the form from the below website.

Different application forms are used for Joint Research Projects, Joint Seminars, and Joint Seminars (Interuniversity Cooperation). So, please be sure to use the correct form as shown in the table below. If you use a different form or format, your application will not be accepted. (Ex. You intend to apply for a joint research project but you use the application form for a joint seminar, or you use a completely different format.)

<https://www.jsps.go.jp/english/e-bilat/call.html>

Program types	Application forms (Word)
(A): Joint Research Projects (B): Joint Research Projects	Joint Research Project
(A): Joint Seminars (B): Joint Seminars	Joint Seminar
(B): Open Partnership Joint Seminars (Interuniversity Cooperation)	Joint Seminar (Interuniversity Cooperation)

② The application form (application contents file) is converted to a PDF file for use in the screening process. Characters not included in the JIS character set and special fonts are not correctly converted to PDF files, so be sure to check the contents of the converted PDF file before submitting it. If there are characters or symbols that are not displayed properly, please recreate the file by pasting them on it as images.

③ The application must be written in either Japanese or English. Other languages are not permitted.

④ **The format of the application form cannot be modified. (This includes increasing the number of pages, adding or deleting items, deleting or modifying notes in the frames, etc.)**

⑤ Applications are sent to the reviewers in monochrome (black and white). So, take care to prepare them in a way that their contents will not be unclear when printed.

⑥ Note that you cannot send files larger than 3MB when pasting images.

⑦ It is possible to write URL addresses; however, the contents of web pages will not be considered as a part of the application.

⑧ [Only for (A)] Please note that the application forms and application contents submitted by counterpart researchers to their institutions are different from those of Japanese researchers.