

**Instructions for the application forms of
FY2020 JSPS Postdoctoral Fellowship for Research in Japan
(Standard/Short-term program)**

1. About the application in general

Applicants and candidates must check the deadline set by the host institution as it may be a month or more prior to the submission date to JSPS. The total number of application pages is 12, comprising Form 1 (4 pages), Form 2 (7 pages), and the Letter of Recommendation (1 page). Application forms will be printed in black-and-white when JSPS conducts its application screening.

Host institutions are to confirm whether the applicant (host researcher) is able to accept the fellow and take responsibility for the fellow throughout his/her tenure, especially when the applicant is not employed full-time or employed under a fixed-term contract or receives wages from external sources. The applicant must fulfill the obligation of the host researcher described on page 7 of the Application Guidelines when the candidate is awarded the fellowship. Please refrain from submitting an application if it is known at the time of submission that the applicant (host researcher) will be replaced during the fellow's tenure due to the applicant leaving his/her position in the host institution due to retirement age or other reasons.

2. Filling out Form 1 on the electronic application system

Form is filled out by the applicant (host researcher)

1) Language

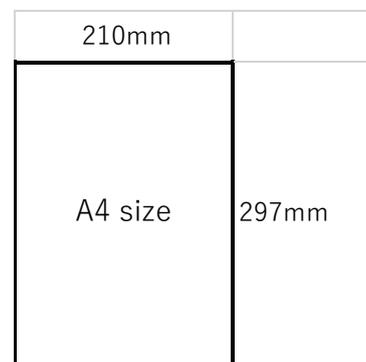
Form 1 is to be written in Japanese or English. Note that some items on the English form require you to make entries in Japanese *furigana*. You may change the screen setting from Japanese to English and prepare the form in English; however, each field name on the PDF file, generated for your confirmation after you finish filling out the form, will appear in Japanese.

2) Restrictions

a) You cannot insert charts and images or draw underlines on Form 1. Nor is a selection of fonts available.

b) Note that the uploaded file size cannot be more than 3 MB. You may not be able to upload each file of Form 2 if the number of pages differs from that specified (7 pages for Form 2 and 1 page for the Letter of Recommendation).

In addition, you should upload files in ISO-standard A4 size (210 mm × 297 mm), setting each page in portrait orientation. Be sure not to edit the file using PDF editor functions once you have converted your file into PDF format.



3) Notes on preparing the form

Save data periodically when preparing the form as a session timeout may occur if you leave the system inactive for a period of time. As the information you are asked to give on the fellow (candidate) and the

recommender are the same as those on the first page (F1) of Form 2 prepared by the candidate (except the codes and *furigana* attached to the name of the recommender), you can input them efficiently by opening the Form 2 file first and copy & pasting the data on Form 1. Carefully check all the documents to confirm that the contents do not differ between Form 1, Form 2, and the Letter of Recommendation, including the name of the recommender, unless the candidate's name contains a mark such as umlaut or other exception.

You should fill out all required fields marked by (*). Though you do not need to fill out fields that are not required, there are some items that require you to make entries in both Japanese and English. When a candidate has no current appointment, please still fill out "Current Appointment or Status" (though it's not a required field) in the manner described in the instruction points on page 3 so that the reviewers will not think that you have mistakenly left the space blank.

If there is an input error in Form 1, you must upload it again together with Form 2 and the Letter of Recommendation, even when you have already uploaded them. Therefore, it is recommended that you upload Form 2 and the Letter of Recommendation after you finish filling in all the fields of Form 1 and have checked it for mistakes.

4) Points on entering each field of Form 1

If you enter information incorrectly or fail to fill out required fields, an error message will be displayed. Correct the error according to the displayed message.

a) About "Basic Section Code," "Basic Section," "Document Review Section," and "Panel Review Section"

When preparing your application, select the review section from the review section table in which you wish your application forms to be reviewed. In some cases, the same "Basic Section" is listed in different "Document Review Section" and/or "Panel Review Section" simultaneously, so be sure to check the review section table:

https://www.jsps.go.jp/english/e-fellow/data/guideline_2020/2020_reviewsectiontable_e.pdf

b) Points requiring particular attention when filling in the fields for the applicant (host researcher)

"Department (English and Japanese)"

Type your official department name in the field "Department (English and Japanese)."

"Position"

Select from Professor, Associate Professor, Lecturer or Others. If you select "Others," type in your official title (this also applies to applicants who write in English).

"e-Rad Number"

** This number is entered if you apply for the standard program.*

Enter an e-Rad number if you have obtained one. The e-Rad number is used for administrative purposes to identify the applicant. Therefore, whether or not you have obtained an e-Rad number does not affect the screening process. If you have not obtained an e-Rad number, please enter "99999999" instead.

"Institution Information"

Enter information about your institution including the address of the department in which you (the applicant) have your position, not that of the institution's headquarters.

“Research Title”

Enter your research title concisely in up to 40 characters in Japanese or 100 characters in English. Each bracket and punctuation mark is counted as one character. The space between words is counted as one character in the case of English (example: ‘research activity’ is counted as 17 characters). Note that research title may not be changed even after the candidate is selected.

“Proposed Fellowship Tenure”

Enter the starting date and fellowship tenure in one month units. It is not necessary to enter the ending date. Application calls for the standard program are issued twice a year and for the short-term program four times a year. Check before applying as the starting dates of the programs vary in each recruitment round. Applicants should fully discuss the fellowship period with the candidate and, to the extent possible, not make changes to it once the fellowship is awarded.

c) Points requiring particular attention when filling in the fields for the fellow (candidate)

“Name”:

Write in full the same name of the fellow (candidate) that appears in his/her passport. Enter the family name in uppercase letters. For the first and middle names, write each first letter in uppercase letter and use lowercase letters for the rest of the name. Type only in alphabetic letters and do not use letters with marks such as umlauts. If the fellow does not have a family name but has a first name, enter his/her first name in the family name field and leave the first name field blank.

“Nationality (Country/Region code)”

Enter the fellow's corresponding country/region code referencing the list of Country/Region code. This also applies when entering the country in which the fellow's affiliated institution and/or the institution where s/he received a doctoral degree is (are) located.

“Current Appointment”

Enter “PhD Student” in “Current Position or Status” if the candidate is a student in a doctoral course. If the candidate has no current affiliation or status, enter “N/A” in “Current Position or Status” and leave the “Institution,” “Department,” and “Country/Region” field blank.

“Academic Degree” (PhD, or an equivalent)

Select either “Obtained” or “Expected.” Enter the anticipated award date (year, month, day,) as close as possible if the candidate has not obtained a doctoral degree yet. If the date is unknown, enter the first day of the anticipated award month. Note that a person who holds a professional degree, such as a Japanese professional degree or a JD or MD in the United States, is not eligible to apply for this fellowship. (If the person also holds PhD degree, s/he is eligible to apply.)

It is recommended that the applicant seek, to the degree possible, confirmation at the time of application as to whether or not the candidate holds a PhD degree. Though a document certifying the candidate's

academic degree is not required when applying for the fellowship program, once candidates who hold a doctoral degree are selected for a fellowship under the Standard or Short-term Program, they must submit either a copy of their PhD diploma or the original of their degree certificate before starting the fellowship.

Short-term fellows who are not scheduled to receive a degree before the fellowship starts (non-PhD holder) must submit one of the following: the original of a document certifying the date that a PhD degree is scheduled to be awarded, the original of a certificate of doctoral course enrollment, or a document written and signed by their supervisor confirming that they are scheduled to obtain a PhD degree within two years from the start of the Fellowship.

Those who fail to submit the above-stated required document before the starting date will not be allowed to start their fellowship. Note that if the fellow does not start the research project by the deadline specified by JSPS, his/her fellowship will be cancelled. Please refer to the “Postdoctoral Fellowships for Research in Japan Program Guidelines” for details on degree certificate requirements.

https://www.jsps.go.jp/english/e-fellow/guideline_03.html

“Names of other Fellowship(s)”

Write within a maximum of 40 characters.

“Candidate Contact Information”

Select either ‘1.Office’ or ‘2.Home’ to send the candidate’s award letter, if s/he is selected. The contact address is for receiving the award letter and other related documents mailed by international courier service. Write the address where the candidate can receive documents sent from JSPS. Do not specify a P.O. Box, otherwise the package will not be delivered to you. Enter all of the candidate’s contact information in Japan and abroad, including in China and Korea, in alphabetic letters using single byte alphanumeric characters. (Do not use umlauts or other marks.) Make sure to provide the candidate’s phone number and e-mail address. If there is no “postal code” in the candidate’s country/region, enter “99999”. If you choose “Office” for the candidate’s mailing address, enter the name of his/her department and institution in the “Mailing Address” field.

“Name of Recommender”

Write the name of the recommender who signs the Letter of Recommendation, who is usually a person such as the candidate’s doctoral supervisor, but not the applicant. The recommender is only one person. If s/he does not have a family name but has a first name, enter the first name into the family name field and leave the first name field blank. If the recommender is Japanese, write his/her name in Japanese.

“Institution of Recommender”

Referring to the institution code list, enter the corresponding code number in the code field. If it is classified as “Others (99999),” type in the official name of the institution. If the recommender is employed at an overseas research institution, select “99999” and type its official name.

“Justification to invite the candidate”

Charts and graphs cannot be inserted on the form nor can underlines be drawn. A selection of fonts is not available. It is recommended that you leave comfortable spacing between letters and lines so as to make your application easy to read during the screening process. It is also recommended that you check the writing and

layout of the PDF file generated for your confirmation after filling out the form. Up to ten line breaks are permitted.

3. About Form 2

Candidates fill out Form 2 in English or Japanese using Word or PDF format. The candidate should him/herself prepare Form 2 and submit it. If the contents of Form 2 is translated, it will not be accepted even if the original text was prepared by the candidate. Form 2 is prescribed by JSPS. Be sure to download the form for the FY2020 program from the JSPS website. Note that you may not make any changes to the format of each field, including enlarging or reducing the frames, creating undesignated new fields, omitting fields or deleting notes, nor may the number of pages be changed. If an application is submitted using a format that differs from that of the specified year or program, or in which the form has been altered in style or format, JSPS will regard the application as defective. Note that you should fill in all the fields except those in colored columns. You may freely choose the letter fonts when filling out Form 2. To make it easy for the document reviewers to read, a letter size of 11 points or larger is recommended. The “Signature” on the final page (F 7) of Form 2 should be your own. It can be substituted with an e-signature or a PDF file of the original signature. The uploaded file size can be no more than 3 MB.

In addition, you should upload the file in ISO-standard A4 size (210 mm × 297 mm), setting each page in portrait orientation. Be sure not to edit the file using PDF editor functions once you have converted your file into PDF format. See the SAMPLE on page 1.

4. Other points requiring particular attention when filling in the fields of Form 2

“Permanent Residency”

** For Short-term Program only*

If applicable, enter the name of the country in which you are a permanent resident. If not, leave the field blank.

“Current Appointment”

Enter “PhD Student” in “Current Position or Status” if you are a student in a doctoral course. If you have no current affiliation or status, enter “N/A” in “Current Position or Status” and leave the “Institution,” “Department,” and “Country/Region” field blank.

“Academic Degree”

Select either “Obtained” or “Expected.” Enter your anticipated award date (year, month, day) as close as possible if you have not been awarded a doctoral degree yet. If the date is unknown, enter the first day of the anticipated award month. Note that a person who holds a professional degree, such as a Japanese professional degree or a JD or MD in the United States, is not eligible to apply for this fellowship. (If the person also holds PhD degree, s/he is eligible to apply.) Select “PhD” or “Other.” If you select “Other,” enter the degree that is equivalent to a PhD in the adjacent space. Fellows may not start their fellowship if they fail to submit either a photocopy of their PhD diploma or the original copy of their degree certificate by the starting date, although it is unnecessary to submit these documents at the time of application.

Note that if the fellow does not start the research project by the deadline specified by JSPS, his/her fellowship will be cancelled. Please refer to the “Postdoctoral Fellowships for Research in Japan Program Guidelines” for details on degree certificate requirements.
https://www.jsp.go.jp/english/e-fellow/guideline_03.html

“E-mail Address 1”

Enter the e-mail address from which you can send and receive messages after you are awarded the fellowship.

“A Letter of Reference/Recommendation”

Check whether the name of the recommender and of his/her institution are the same as those contained in the Letter of Recommendation.

“Higher Education”

A candidate who is currently enrolled in a higher education institution should also fill in this field giving information about the institution.

“Previous Appointments”

A candidate who currently has an appointment should also fill in this field giving information about his/her current appointment.

“Language Ability”

Evaluate yourself on each item with a number from 5 to 1 concerning your language skills in Japanese and English. The larger the number, the higher the evaluation. If you use languages that are necessary for your research other than Japanese and English, you may name up to three of them as well.

“List of Major Publications”

Excluding papers that are currently being peer reviewed or that have not yet been accepted for publication, list only papers that have been printed or accepted for publication.

“Required Conditions for Candidates under this Fellowship”

Please confirm that you meet all the written conditions; otherwise you are not eligible to apply. Moreover, modifying the conditions is not allowed. If any of the conditions are modified on the application form, the application will be deemed falsified and will not be accepted. Also, if it becomes clear that the fellow does not meet the conditions after s/he is awarded the fellowship, his/her fellowship may be cancelled.

5. About the Letter of Recommendation

Only one Letter of Recommendation is to be submitted, written by one person, such as the candidate's doctoral supervisor, on one page. It may be written in either English or Japanese. It is preferable to write it on letterhead paper. The acceptable file format is Word or PDF. The letter of recommendation should be addressed to the applicant (host researcher) or the President of JSPS. The letter is to be signed by the recommender him/herself. It can be substituted by an e-signature or a PDF file of the original signature. The applicant may not write the letter of recommendation. If the applicant is the candidate's doctoral supervisor another person who is closely familiar with the candidate's research, such as a faculty member who has conducted reviews of the candidate's papers, should be asked to write the letter. The uploaded file size can be no more than 3 MB.

In addition, you should upload the file in ISO-standard A4 size (210 mm × 297 mm), setting each page in portrait orientation. Be sure not to edit the file using PDF editor functions once you have converted your file into PDF format. See the SAMPLE on page 1.