令和 2(2020)年度

日本学術振興会
外国人招へい研究者（長期、短期）
外国人研究者再招へい事業
諸手続の手引

JSPS Invitational Fellowships for Research in Japan (Long-term, Short-term)
JSPS BRIDGE Fellowship

PROGRAM GUIDELINES
FY2020

独立行政法人日本学術振興会
外国人研究者招へい事業/外国人研究者再招へい事業

JSPS International Fellowships for Research in Japan
JSPS BRIDGE Fellowship
Japan Society for the Promotion of Science

令和 2(2020)年度
外国人招へい研究者（長期、短期）
外国人研究者再招へい事業
諸手続の手引

Invitational Fellowships for Research in Japan
(Long-term, Short-term)
JSPS BRIDGE Fellowship

PROGRAM GUIDELINES
FY2020

必ず本書を一読の上、お早めに手続を行ってください。
Please read these Guidelines and follow the required procedures right away.

手引き　　:https://www.jsps.go.jp/j-inv/tebiki.html
GUIDELINES :https://www.jsps.go.jp/english/e-inv/guideline.html

様式 FORMS :https://www.jsps.go.jp/j-inv/yoshiki.html

令和元年 12 月発行
Published in December 2019

この手引は、令和 2(2020)年度採用者に適用します。
This "Program Guidelines" was developed for the Fellows who start their Fellowships during FY2020.

連絡先一覧　Contact Information

ご連絡の際は、まずフェローシップ ID をお知らせください。
※フェローシップ ID は以下のアルファベットから始まります。
Corresponding with JSPS, please specify your Fellowship ID.
※the first letter of Fellowship ID will be as follows:

外国人招へい研究者（長期）Long-term：L
外国人招へい研究者（短期）Short-term：S
外国人研究者再招へい事業　BRIDGE：BR

独立行政法人日本学術振興会
Japan Society for the Promotion of Science

〒102-0083　東京都千代田区麹町 5-3-1
5-3-1 Kojimachi, Chiyoda-ku, Tokyo 102-0083
FAX: 03-3234-3700

プログラム Programs	連絡先 Contact	Website
長期 Long-term (L)	国際事業部人物交流課 Overseas Fellowship Division 03-3263-2480 invitation@jsps.go.jp	(JP) https://www.jsps.go.jp/j-inv/index.html (EN) https://www.jsps.go.jp/english/e-inv/index.html
短期 Short-term (S)		
再招へい BRIDGE (BR)	国際統括本部国際企画課 International Policy Planning Division 03-3263-1869 bridge@jsps.go.jp	(JP) https://www.jsps.go.jp/j-plaza/bridge/index.html (EN) https://www.jsps.go.jp/english/e-plaza/bridge/index.html

様式一覧
LIST OF FORMS

これらの様式はホームページからダウンロードできます。
These forms can be downloaded from the JSPS website.
長期(Long-term)、短期(Short-term): https://www jsps.go jp/j-inv/yoshiki.html
再招へい(Bridge): https://www.jsps.go.jp/j-plaza/bridge/youshiki.html

		様式 Form	作成者 Preparer	提出者 Submitter	提出時期 Submission Deadline	提出方法 Methods
採用期間開始前 Pre-Arrival	採用を承諾する Acceptance of fellowship offer	1 受入承諾兼誓約書 Notice of Acceptance and Agreement	受入研究者 Host Researcher 外国人招へい研究者 Fellow 受入研究機関担当者 Host Institution	受入研究機関担当者 Host Institution	採用通知発行日から60日以内。遅くとも採用期間開始日の40日前まで。 Within 60 days after date that Award Letter was issued. At least up to 40 days prior to the starting date of fellowship	原本郵送 By postal mail
	往復航空券を申込む Apply for air ticket	「国際航空券手配に関する説明書」参照 See "Air Ticket Application Information"	外国人招へい研究者 Fellow	外国人招へい研究者 Fellow	採用期間開始日40日前まで 40 days prior to the starting date of fellowship	Web入力 Online data entry
	滞在費を受給する Receive maintenance allowance	2 銀行口座届 Notice of Bank Account	受入研究者 Host Researcher 外国人研究者 Fellow	受入研究機関担当者 Host Institution	採用期間開始日1か月前まで 1 month prior to the starting date of fellowship	原本郵送 By postal mail
	調査研究費を受給する Receive research support allowance	3 調査研究費交付申請書 Application for Research Support Allowance	受入研究者 Host Researcher	受入研究機関担当者 Host Institution	採用期間開始日1か月前まで 1 month prior to the starting date of fellowship	原本郵送 By postal mail
採用期間中 During tenure	採用期間を開始する Start fellowship	4 採用期間開始届 Notice of Fellowship Commencement	受入研究者 Host Researcher	受入研究機関担当者 Host Institution	採用期間開始後速やかに Promptly after the fellowship commences	電子メール By e-mail
	滞在費振込先を変更する Change bank account for maintenance allowance	2 銀行口座届 Notice of Bank Account	受入研究者 Host Researcher 外国人研究者 Fellow	受入研究機関担当者 Host Institution	決定次第速やかに Promptly whenever required	原本郵送 By postal mail
	開始日を変更する Change the starting date of fellowship 終了後日本に滞在する Continuous stay in Japan	5 変更承認申請書 Application for Schedule Change (開始日変更・本邦滞在の場合)	受入研究者 Host Researcher	受入研究機関担当者 Host Institution	決定次第速やかに Promptly whenever required	電子メール By e-mail
	採用期間を短縮する Shorten fellowship tenure 一時出国する Temporary absence	5 変更承認申請書 Application for Schedule Change (期間短縮・一時出国の場合)	受入研究者 Host Researcher 外国人招へい研究者 Fellow	受入研究機関担当者 Host Institution	決定次第速やかに Promptly whenever required	電子メール By e-mail
	受入研究者・研究機関を変更する Change of host researcher/ host institution	12 受入研究者・研究機関変更承認申請書 Application for change of Host Researcher/Host Institution	受入研究者 Host Researcher 受入研究機関の長 Host Institution	受入研究機関担当者 Host Institution	決定次第速やかに Promptly whenever required	電子メール By e-mail
	基本情報を変更する Change basic infromation	13 基本情報変更届	受入研究機関担当者 Host Institution	受入研究機関担当者 Host Institution	決定次第速やかに Promptly whenever required	電子メール By e-mail
採用期間終了後 Post-tenure	採用期間を終了する Completion of fellowship	6 採用期間終了届 Notice of Fellowship Expiration	受入研究者 Host Researcher	受入研究機関担当者 Host Institution	採用期間終了後速やかに Promptly after the expiration of fellowship	電子メール By e-mail
	研究活動を報告する Report research results	7 研究活動報告書 Research Report	受入研究者 Host Researcher 外国人研究者 Fellow	受入研究機関担当者 Host Institution	採用期間終了日から3か月以内 Within 3 months after the expiration of fellowship	電子メール By e-mail
	収支決算を報告する Report research-support allowance expenditures	8 調査研究費収支決算報告書 Research Support Allowance Expenditure Report	受入研究者 Host Researcher	受入研究機関担当者 Host Institution	採用期間終了日から3か月以内 Within 3 months after the expiration of fellowship	原本郵送 By postal mail
	アンケートに回答する Answer questionnaire	9 プログラム評価質問票 Feedback on Fellowship Program	受入研究者 Host Researcher 外国人招へい研究者 Fellow	受入研究者 Host Researcher 外国人招へい研究者 Fellow	採用期間終了日から1か月以内 Within 1 month after the expiration of fellowship	Web入力 Online data entry
	採用証明書を申請する Apply for certificate	11 証明書交付願 Application for Certificate	外国人招へい研究者 Fellow	外国人招へい研究者 Fellow	必要とする日の2週間前まで 2 weeks before needed	電子メール By e-mail
	採用を辞退する Refusal of fellowship offer	10 採用辞退届 Notice of Refusal to Accept Fellowship	受入研究者 Host Researcher 外国人研究者 Fellow 受入研究機関の長 Host Institution	受入研究機関担当者 Host Institution	決定次第速やかに Promptly whenever required	原本郵送 By postal mail

CONTENTS（ENGLISH／英語）

Page

I. BASIC STIPULATIONS

1. Provisions ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・ **E1**
2. Fellowship ID ・・・・・・・・・・・・・・・・・・・・・・・・・・・・ **E1**
3. Term of Fellowships ・・・・・・・・・・・・・・・・・・・・・・・・ **E2**
4. Obligations ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・ **E2**
5. Changing Research Plan ・・・・・・・・・・・・・・・・・・・・・・ **E4**
6. Revocation of the Fellowship and Stopping Allowances ・・・・・・・・ **E5**
7. Preparation (Fellows, Hosts, Institutions) ・・・・・・・・・・・・・・ **E5**
8. Release of Information about Fellows ・・・・・・・・・・・・・・・・・ **E6**
9. Acknowledging Research Results ・・・・・・・・・・・・・・・・・・・ **E6**
10. Outreach Activities Related to Fellows' Research Topics ・・・・・・・・ **E7**
11. Misconduct in Research ・・・・・・・・・・・・・・・・・・・・・・・ **E7**
12. Improper Use of Research Funds ・・・・・・・・・・・・・・・・・・・ **E8**
13. Handling of Personal Information ・・・・・・・・・・・・・・・・・・・ **E8**

II. PROCEDURAL PROVISIONS

1. Award Letter and Related Documents ・・・・・・・・・・・・・・・・・・ **E9**
2. Pre- Arrival Procedures ・・・・・・・・・・・・・・・・・・・・・・・・ **E9**
3. Post- Arrival Procedures ・・・・・・・・・・・・・・・・・・・・・・・ **E12**
4. Post- Departure Procedures ・・・・・・・・・・・・・・・・・・・・・・ **E14**

III. FINANCIAL PROVISIONS

1. Nature of Financial Support ・・・・・・・・・・・・・・・・・・・・・・ **E16**
2. Maintenance Allowance ・・・・・・・・・・・・・・・・・・・・・・・・ **E16**
3. Airfare ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・ **E17**
4. Overseas Travel Insurance ・・・・・・・・・・・・・・・・・・・・・・ **E18**
5. Research Support Allowance ・・・・・・・・・・・・・・・・・・・・・ **E19**
   Rules of the Research Support Allowance ・・・・・・・・・・・・・・・ **E20**
6. Reimbursement ・・・・・・・・・・・・・・・・・・・・・・・・・・・・ **E21**

IV. CHANGES

1. Shortening the Fellowship ・・・・・・・・・・・・・・・・・・・・・・・ **E22**
2. Temporary Absence from Japan ・・・・・・・・・・・・・・・・・・・・・ **E22**
3. Continuous Stay in Japan after Expiration Fellowship ・・・・・・・・・・ **E22**
4. Reduction of Maintenance Allowance ・・・・・・・・・・・・・・・・・・ **E23**
5. Changing Hosts or Institutions ・・・・・・・・ **E24**

APPENDIX A Procedures for Certificate of Eligibility and Visa

APPENDIX B An extract from the JSPS Law

APPENDIX C Sample of Document Certifying the Research Activity, Fellowship Period, and Monthly Maintenance Allowance of Fellows

I. BASIC STIPULATIONS

This booklet consists of two parts, one written in Japanese and the other in English. If any differences in wording or interpretation should occur between the two parts, the Japanese part will take precedence.

1. PROVISIONS

This booklet, "Program Guidelines," provides details of the terms, conditions, and procedures of the JSPS Invitational Fellowships for Research in Japan and the BRIDGE Fellowship program, pursuant to the Award Letter issued by the President of Japan Society for the Promotion of Science (JSPS). You ("Fellows"), host researchers ("Hosts"), and the administrative offices and staffs of host institutions ("Institutions") in Japan are requested to read carefully each item in this booklet. (Hereafter, Fellows, Hosts and Institutions are referred to collectively as "YOU.")

Upon receipt of the Award Letter, Fellows are to submit Form 1 (Notice of Acceptance and Agreement), stating that they will observe all the terms and conditions stipulated in these Guidelines, to their Hosts, who will in turn submit it to JSPS via their Institutions.
The terms and conditions set forth herein are non-negotiable. Fellows and Hosts are expected to observe the regulations, procedures and deadlines stipulated in these Guidelines.
Institutions are to receive inquiries from and provide consultation to Fellows and Hosts so as to ensure that their research activities proceed smoothly and that they submit the required forms and execute the program procedures without omission. If YOU should find anything unclear in these Guidelines, please **contact JSPS for instructions.**
Note that allowances could be stopped and other services suspended if YOU should fail to observe the terms and conditions in these Guidelines or to follow JSPS's instructions.

Hereafter, the titles of the various fellowship programs are referred to as follows:
"Long-term" = Invitational Fellowship for Research in Japan (Long-term)
"Short-term" = Invitational Fellowship for Research in Japan (Short-term)
"BRIDGE" = BRIDGE Fellowship Program

2. FELLOWSHIP ID

JSPS assigns each Fellow a Fellowship ID, which is noted in the Award Letter. All the documents sent to JSPS by YOU should **include the Fellowship ID**.

The Fellowship ID consists of the following prefixes and five or six digits.
Long-term : Lxxxxx
Short-term : Sxxxxx
BRIDGE : BRxxxxxx

3. TERM OF FELLOWSHIPS

Fellows must start their fellowship during the period specified in their Award Letter. If not, the fellowship will be revoked.

◆Starting date of the fellowship: The day of **Fellows' arrival in Japan.**
For those Fellows who were already staying in Japan prior to the start of the fellowship, the starting date must be agreed upon between them and their Hosts in advance, and the "arrival date in Japan" should be understood as the "starting date of the fellowship."

◆Ending date of the fellowship: **The last day of tenure stipulated in the Award Letter.**
If Fellows wish to shorten their fellowship tenure, the "date that the fellowship tenure is shortened" should be understood as the "ending date of the fellowship."

Fellows must reside in Japan continuously over the duration of their fellowships. **The duration of the fellowship may not be divided into multiple stays. An extension of the fellowship tenure will not be authorized under any circumstances.**
Please confirm the procedure started at "IV. CHANGES" in E22 if Fellows must shorten their fellowship tenure or take a temporary leave of absence for an unavoidable reason.

4. OBLIGATIONS

Fellows, Hosts and Institutions should, based on an understanding of the purpose of the fellowship, observe the rules and instructions stipulated in these Guidelines over the duration of the fellowship.

(1) Obligations of Fellows

i. During their tenures, Fellows shall not, either in or outside Institutions, infringe in any way on the human rights of others, including racial or gender discrimination or harassment or other forms of abuse. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported and action taken by Institutions, JSPS and other related organizations to solve the problem.

ii. During their tenure, Fellows must devote full time to their research at their Institutions, and not engage in any other work or research (*).

iii. Fellows are not permitted to receive other fellowships during the tenure of their fellowships because it may interfere with the research performance of on JSPS fellowship program. If Fellows have accepted another fellowship, they must choose one of them and decline the others.

iv. **Fellows are not allowed to receive per diem** even when they are provided funds for transportation and accommodation during domestic trips to execute their research plans. This includes overseas trips for long-term Fellows.

v. Fellows must, as a rule, reside in Japan during the term of their fellowships. If Fellows wish to take a temporary leave of absence from Japan during their tenures, they must follow the rules set forth by JSPS.

vi. Fellows are obligated to follow the rules stipulated in this booklet, and to submit forms to JSPS via their Hosts and Institutions by the prescribed deadline.
vii. When giving a lecture or presentation during the fellowship tenure, please be sure to indicate that Fellows are JSPS fellows.
viii. Fellows must not engage in any kind of research misconduct.
ix. Fellows are obligated to manage appropriately the funds provided under the JSPS fellowship, taking strict care to avoid their improper use or expenditure.
x. Fellows agree to observe all of the provisions in these Guidelines.

(*) Types of activities that are not included in the above-noted “other work or research”
Only the following activities (a)-(c) are allowed to be carried out as a part of the Fellow’s research activities during his/her tenure. However, Fellows must not be hired to conduct these activities.
Before conducting these activities, Fellows must obtain approval from their Hosts, ensuring that the activities will not hinder the performance of the fellowship’s research.

(a) Activities such as research-related teaching to students at Institutions.
(b) Participating in a research project closely related to the Fellow’s research title.
(c) Taking part in outreach activities that are relevant to the Fellow’s research title.
(See ”I-10 Outreach Activities Related to Fellows’ Research Topics” in E7.)

(2) Obligations of Hosts

i. During Fellows’ tenure, neither Hosts nor Fellows shall, either in or outside Institutions, infringe in any way on the human rights of others, including racial or gender discrimination or harassment or other forms of abuse. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported and action taken by Institutions, JSPS and other related organizations to solve the problem.
ii. Hosts shall, in cooperation with their Institutions, promptly provide the lab space, facilities and equipment so that Fellows can begin their research activities uninterrupted. This includes providing the Fellows with a title and/or identification card in accordance with the Institutions’ regulations when necessary.
iii. Hosts shall, in cooperation with their Institutions, provide Fellows with pre-arrival assistance including in visa application and other necessary procedures, securing domicile, and consultation on daily life in Japan.
iv. In liaison with Fellows and the Institutions, Hosts are to submit all of the required forms and documents by the prescribed deadlines.
v. Hosts must not engage in any kind of research misconduct.
vi. Hosts are obligated to manage appropriately the funds provided under the JSPS fellowship, taking strict care to avoid their improper use or expenditure.
vii. Hosts agree to observe all of the provisions in these Guidelines, and to ensure that Fellows also observe them.

viii. Personnel in charge of Fellows' travel expenses at Institutions and staffs at Host labs are to be informed that **Fellows are not allowed to receive per diem even when they are provided funds for transportation and accommodation during domestic trips to execute their research plans. This includes the overseas trips of long-term Fellows.**

(3) Obligations of Institutions

i. Mindful of Fellows' period of stay in Japan including proper entry and departure, Institutions are to ensure the proper execution of all necessary procedures.
ii. Institutions are to support various living aspects of Fellows' stays in Japan, and provide them with a title appropriate for conducting their research activities at the Institution.
iii. When accepting Fellows, Institutions are to carry out security trade control procedures based on the Foreign Exchange and Foreign Control Trade Law (Act No. 228 of December 1, 1949), as they pertain to related government regulations and institutional rules.
iv. Institutions should ascertain how to contact Fellows in the case of an emergency such as disaster.
v. Institutions should provide assistance needed for Fellows and Hosts to conduct their joint research comfortably, and, in the event of problems, try to resolve them from a neutral position.
vi. Institutions shall inform both Fellows and Hosts of the rules that they and JSPS have established to prevent research misconduct and misuse of research funds and of the penalties for violations.
vii. Institutions shall take primary responsibility for Fellows' actions, so they must be proactive in preventing any discrimination, misconduct or misuse of funds by Fellows during their tenure. If any such problems should occur, Institutions will endeavor to resolve them.
viii. Institutions are to acquire an accurate grasp of the procedures related to Fellows' tenure and allowances. Such procedures include the start, end and refusal of the fellowship and temporary leaves of absence from Japan.
ix. Personnel in charge of Fellows' travel expenses at Institutions and staffs at Host labs are to be informed that **Fellows are not allowed to receive per diem even when they are provided funds for transportation and accommodation during domestic trips to execute their research plans. This includes the overseas trips of long-term Fellows.**

5. CHANGING RESEARCH PLAN

Screening was carried out based on the research title and research plan contained in fellows' applications. **Accordingly, fellows are not allowed to change their initial research plan including shortening of the fellowship without inevitable reasons.** However, there may be cases when changing the research plan is allowed due to changes that occur during the course of the research.
（See "IV. CHANGE" in E22.）

6. REVOCATION OF THE FELLOWSHIP AND STOPPING ALLOWANCES

JSPS may take the following measure(s) if it judges any of the circumstances described below to pertain. Accordingly, JSPS may:

(1) Revoke or cancel the fellowship during the Fellow's tenure.
(2) Stop paying allowances (including air tickets).
(3) Require the full or partial return of money (including the research grant) already paid.

The above measure(s) may be taken when JSPS judges the following to occur.

i. The fellowship has been awarded on the basis of false statements in the application form.
ii. Completion of Fellow's research activities as outlined in the application form is deemed to be impossible or clearly difficult to achieve within the duration of the fellowship.
iii. Fellows violate Japanese laws or regulations or are prosecuted for violating them.
iv. Hosts or Institutions judge it difficult for Fellows to continue their research.
v. Fellows submit a request for a leave of absence after the fact or submit a false report.
vi. Fellows fail to fulfill a fellowship's eligibility requirements
vii. Fellows receive the financial provisions by deception or other fraudulent means.
viii. Fellows waste and abuse research funds.
ix. Fellows commit misconduct in research activities.
x. Fellows do not in good faith observe the obligations stipulated in these Guidelines, fail to follow JSPS's instructions, or carry out any actions in a manner unbecoming the high stature expected of JSPS Fellows.

7. PREPARATION (Fellows, Hosts, Institutions)

Fellows are advised to maintain close contact with their Hosts and Institutions. It is the Hosts who submit the fellowship application to JSPS on Fellows' behalf and who will be responsible for carrying out the administrative details of Fellows' visit. Please note that all documents must be submitted to JSPS by the due dates stipulated in "List of Forms." When applicable, the following matters should be thoroughly discussed.

(1) Securing Domicile

House and apartment rental in Japan is expensive, particularly in large cities such as Tokyo, Osaka and Kyoto. Furthermore, when Fellows sign a rental agreement, they may be required to pay the landlord a refundable deposit (shiki-kin) and non-refundable "key money (rei-kin)" equivalent to 4-6 months' rent. In addition, Fellows may need to pay the real estate agency a fee equivalent to one month rent. The amounts of these deposits and key money differ somewhat from place to place. Also note that Japanese houses and apartments normally come unfurnished.

JSPS does not pay these fees nor can it act as Fellows' guarantor for rental agreements. Neither can JSPS act as a mediator in house hunting or provide housing information. It is, therefore, advisable for Fellows and Hosts to secure the Fellows' domicile prior to starting research in Japan.

When negotiating a rental contract, Fellows are advised to ask their Hosts, Institutions or a Japanese colleague to accompany them to the real estate office.

(2) Form of Joint Research

If it is anticipated that a disagreement may occur with regard to intellectual property rights on the outcomes (e.g., patents, software) of the joint research, Fellows, Hosts and Institutions should negotiate and establish a memorandum on their disposition in advance.

It should be confirmed by Hosts in advance that Fellows understand that the cooperative research is to be conducted under the guidance of Hosts. If this should not be the case, Fellows and Hosts should discuss and agree upon the form of collaboration in advance.

When filing a patent application, care should be taken to fully consult patent and other related domestic laws and ordinances as well as the rules and regulations governing the disposition of research outcomes at the Institutions.

(3) Fellow's Working Conditions

As JSPS does not employ Fellows, JSPS is not in a position to dictate their working conditions, such as the number of hours or days per week they work at Institutions. Therefore, Hosts and Institutions should establish Fellows' research hours and other working conditions in advance, and inform Fellows of how summer vacations or other periods of leave are administered. The working rules and practices of Institutions and/or research groups may be applied when establishing Fellow's working conditions.

If a difference of opinion should arise between Fellows and Hosts with regard to the implementation or other aspects of the joint research, a neutral body within Institutions should be asked to mediate.

8. RELEASE OF INFORMATION ABOUT FELLOWS

Fellows' names, their nationality, research title, fellowship tenures, Institutions' name, Hosts' name and their title may be posted on JSPS's website.

9. ACKNOWLEDGING RESEARCH RESULTS

When reporting research results achieved under the JSPS Fellowship Program in scientific journals or other publications, indicate clearly that the Fellows are "JSPS International Research Fellows."

Example: 1. International Research Fellow of Japan Society for the Promotion of Science (Invitational Fellowships for Research in Japan (Long-term))

2. JSPS International Research Fellow (Graduate School of Science, XX University)

Please inform JSPS if research activities conducted under this program or their related outcomes receive high appraisal. (This includes publications of coauthored papers in academic journals, coverage of research activities/results in newspapers or other media, and awards for research achievements.)

10.OUTREACH ACTIVITIES RELATED TO FELLOWS' RESEARCH TOPICS

Fellows are invited to use their research outcomes to benefit society and to give presentations to disseminate them to the public, as the JSPS Fellowship Program is funded by taxpayers.
Accordingly, Fellows may take part in outreach activities related to their research topics by obtaining permission from their Hosts, as long as such activities do not hinder the carrying out of their fellowship's research plans.
Such outreach activities by Fellows are funded by the Research Support Allowance.

*Outreach activities go beyond the mere dissemination of information; they communicate research contents and outcomes to the public using easy-to-understand language; and they create a friendly two-way dialogue between practitioners and recipients of science and technology. "Outreach" means "reach out."
Examples: Symposiums open to the public, children and/or teachers; Open Campus and Open Lab events; lectures given by guest speakers; classroom science experiments; "Science cafes"

11. MISCONDUCT IN RESEARCH

The misconduct in research (*) dishonors science, undermines people's trust in science, and hinders the advancement of science. It must not be committed under any circumstance. Ensuring research integrity is all-the-more imperative when it comes to securing the effective use of public funds at a time when governmental support for research is being increased as an investment in future despite severe financial conditions in Japan. Therefore, YOU should not engage in any kind of research misconduct. Fellows and Hosts should take special care to observe the rules and regulations for research activities specified by Institutions and academic societies.

(*) Misconduct in research activities
"Misconduct committed in carrying out research activities and publishing research outcomes undermines research integrity, distorts the essence and meaning of research, and hinders the normal process of communication within the scientific community. Specifically, misconduct comprises the fabrication and falsification (manipulation) of data and/or results obtained from research activities and the appropriation of research results by others (plagiarism)."
"Guidelines for Responding to Misconduct in Research," issued 26 August 2014 by Ministry of Education, Culture, Sports, Science and Technology (MEXT)

(References) Learning materials on avoiding misconduct in research activities

1. *For the Sound Development of Science—The Attitude of a Conscientious Scientist—* by Editing Committee of Japan Society for the Promotion of Science
2. e-Learning Course on Research Ethics [eL CoRE]
   1 and 2 are available at: http://www.jsps.go.jp/english/e-kousei/ethics html
3. APRIN e-learning program (eAPRIN)
4. Research ethics courses conducted by Institutions based on the "Guidelines for Responding to Misconduct in Research" issued 26 August 2014 by Ministry of Education, Culture, Sports, Science and Technology (MEXT)

12. IMPROPER USE OF RESEARCH FUNDS

Fellows must not misuse research funds. The following are examples of the improper use of research funds.

(1) Impropriety through fictitious honoraria and wages
- Requesting an honoraria/wage not accordant with the actual situation, such as a claim for payment based on a fictitious timesheet.

(2) Impropriety through fictitious purchase of goods
- Requesting payment of funds based on a fictitious transaction and giving the funds paid to a vendor to hold and manage
- Paying a vendor for a fictitious order of consumables to pool money

(3) Impropriety through fictitious travel expenses
- Requesting travel expenses in an amount more than actually expensed.
- Requesting funds for fictitious travel.

In addition to the above, if a Fellow is participant in the misuse of another researcher's research funds, JSPS will judge him/her to also have committed the misuse. When using research funds, Fellows and Hosts must check in advance the usage rules at their Institutions and be sure to use them properly.

13. HANDLING OF PERSONAL INFORMATION

Personal information contained in documents related to this program shall be strictly controlled in accordance with the "Law to Protect Personal Information Held by Independent Administrative Institutions" and JSPS's own regulations for protecting personal information. JSPS will use such information exclusively for implementing its programs. (This may involve the provision of personal information to external companies commissioned to electronically process and manage program-related data.)

Fellows should note that their name, nationality, title, affiliated organization, research theme, fellowship tenure, Institutions, Hosts' name, their title, and research reports may be given public access. Fellows are also asked to participate in surveys aimed at improving JSPS programs.

For Fellows located within the European Economic Area which embodies the EU, their agreement is to be obtained to follow the above-stated "handing of personal information" in line with the "General Data Protection Regulation".

II. PROCEDURAL PROVISIONS

After receiving your award letter, the main points and processes of the procedures to be carried out are as follows. (The persons to carry out each procedure are placed in the brackets [ ].)
When submitting documents, please use the forms listed in these Guidelines. The forms can be downloaded from the JSPS website. Be sure to submit each form by its prescribed deadline.
（https://www.jsps.go.jp/j-inv/yoshiki.html）

1. AWARD LETTER AND RELATED DOCUMENTS

The following documents accompany the Award Letter. Check to confirm that all of them have been received.

i. Award Letter*
ii. Certificate of Financial Support*
iii. Program Guidelines (this booklet)
iv. Air Ticket Application Information (from travel agent)
v. Guide to Insurance Policy for JSPS Fellows (from insurance company)

*** Items i and ii cannot be reissued.**

A copy of the Fellow's Award Letter addressed to Host is sent to the Fellow. JSPS issues one original copy of the Certificate of Financial Support to each the Fellows and Hosts.
Fellows should not use the original of these documents when applying for an entry visa, and Hosts should not use them when applying for the Fellow's "Certificate of Eligibility" (See "II-2-(3) Resident Status" in E11.). A copy should be used.

2. PRE- ARRIVAL PROCEDURES

(1) <Promptly>

Submission of Form 1 (Acceptance of the Fellowship) [Fellows, Hosts, Institutions]

Upon deciding to accept the fellowship, Fellows are to send Form 1 (Notice of Acceptance and Agreement) to their Hosts, who will submit the original document to JSPS via their Institutions. The form should be submitted after Fellows and Hosts have read and agreed to the terms and conditions stipulated in these Guidelines and decided upon a date for Fellows to come to Japan to start their fellowships.
The fellowship cannot start if Form 1 is not submitted (that is, air tickets cannot be booked nor your allowance payments made). Therefore, please submit Form 1 as soon as receiving the award letter. (Submit Form 1 no later than 60 days after the award letter was issued. If the fellowship is scheduled to start within 90 days of the date the award letter was issued, submit Form 1 within 40 days before the fellowship starting date.)

Notes of Caution
Consultations and arrangements to be conducted by Hosts and Host institution when setting Fellows' start date and period of stay in Japan:

a. Overall research plan and activities
b. Documents that Fellows will need when applying for a visa.
c. Fellows' transportation from port of entry to destination in Japan
d. Fellows' travel within Japan
e. Fellows' visits to other research institutes
f. Fellows' accommodations during their stay
g. Bank account to receive Fellows' allowances
h. Use of the research support allowance

※The start date is not the day that Fellows' depart from overseas but the day that **they arrival in Japan.**

※**The start date may be changed from that indicated in the fellowship application** submitted to JSPS.

※If Fellows should not be able to start their Fellowship on the date specified in the Form 1, they and their Hosts must immediately submit Form 5 (Application for Schedule Change) via the Institution. JSPS may delay the payment of allowances without a completed Form 5.

(2) <1 month prior to the starting date of fellowship>

Submission of Form 2 (Notice of Bank Account) [Fellows, Hosts, Institutions]

Fellow and Hosts are to confirm in advance the way in which Fellows will receive their allowances, and submit the original form (Form 2 "Notice of Bank Account") to JSPS via their institutions.

i. When having the allowance deposited into Hosts' bank account ☆Recommended☆ Fellows requested JSPS to remit their allowances into the Hosts' bank account, JSPS will send a RECEIPT to the Hosts by email. This RECEIPT should be signed by Fellows when their Hosts hand them the allowances. Hosts must submit the signed RECEIPT to JSPS. ※For Fellows on short-term visits, as it takes some time to put in place the procedure for transferring money into their own account after they arrival, it is recommended that they use their Host's bank account to receive the transfer of their allowances.
ii. When having the allowance deposited into Fellows' bank account. **(Only into an account opened at a bank in Japan)** If Fellows wish to have their allowances transferred into their own bank account, they must open an account at a bank in Japan. In this case, indicate on Form 2 that you want your allowances deposited into your own bank account.
iii. Change of bank account Long-term Fellows are allowed to receive their initial allowances through their Hosts' bank account, and then switch to their own account (which must be opened at a bank in Japan) to receive their subsequent allowances. In this case, Hosts should resubmit Form 2 when the Fellow's own account is opened. Note that the allowance transferred after Form 2 is submitted may not be immediately deposited into your account, as it may take some time to process the change of bank accounts.

Notes of Caution

Be sure to attach **a copy of the first page of your bankbook (reverse side of front cover) containing the account number**.

If you were not issued a bankbook, please attach a document certifying your bank's branch number, account number, and the name of the account holder. If your allowances will be deposited into a Japanese researcher's account, you do not need to provide this information.

(3) Resident Status [Fellows, Hosts, Institutions]

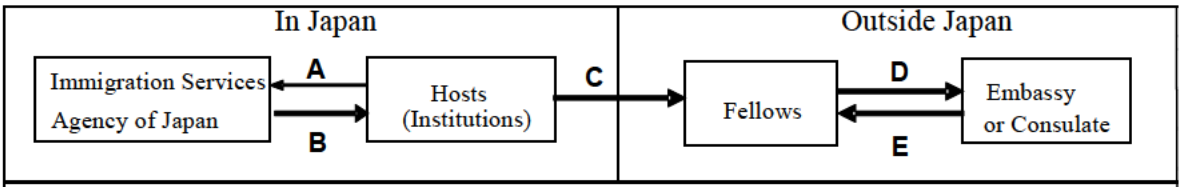
All Fellows must possess a valid passport issued by their country of nationality and a proper visa as necessary. The visa shows that Fellows have permission to enter and stay in Japan. Fellows must go to a Japanese Embassy or Consulate to obtain a visa before leaving for Japan.

Fellows should receive "landing permission" at the immigration window of their port of entry into Japan upon showing their proper visa.

If Fellows submit a Certificate of Eligibility when applying for their visa, the Japanese Embassy or Consulate will be able to process their visa faster than when applying without one.

Before leaving for Japan, Fellows must obtain a visa that coincides with the purpose and length of their stay in Japan. Hosts and Institutions are asked to refer to Appendix A and assist Fellows in applying for and obtaining a proper visa. Please note that JSPS is not in a position to answer inquires or make an arrangement regarding visa applications for Fellows and their family members. Fellows are recommended to obtain a "Professor" or "Researcher" visa status. To check which of these is applicable to you, please consult the nearest Embassy of Japan or the Immigration Bureau's homepage.

The chart below outlines the procedure for obtaining a visa.



A. Hosts apply for Certificate of Eligibility
B. Certificate issued
C. Hosts forward Certificate to Fellows
D. Fellows apply for visa
E. Visa issued

(4) <40 days prior to the starting date of fellowship>
Application for Air Tickets [Fellows]

Fellows are to follow the instructions in the guide "Air Ticket Application Information" issued by JSPS's designated travel agency, and apply to the agent's office for an air ticket **no later than 40 days prior to their intended date of arrival in Japan**. After receiving Fellows' request, the travel agency will contact them when their ticket is ready.

Note that JSPS's regulations prevent us from reimbursing Fellows for tickets that they purchase by themselves.

Read "III-3 Airfare" in E17 before applying for an air ticket.

(5) <1 month prior to the starting date of fellowship >

Applying for Research Support Allowance [Hosts, Institutions]

Hosts are eligible to apply for a Research Support Allowance. For details, see "III-5 Research Support Allowance" in E19 and "Rules of the Research Support Allowance" in E20.

(6) <Promptly whenever required>

Changing the starting date of fellowship after submitting Form1 [Fellows, Hosts, Institutions]

Fellows may change the starting date of their fellowship due to a revision of their research plan after submitting Form 1 (Notice of Acceptance and Agreement). They must, however, start their tenure within the period stipulated in the award letter. The host researchers must agree with the fellows, discuss the change with the staff of their institution, and fill out the necessary items in Form 5, and submit it by email to JSPS via their Institution.

(7) <Promptly whenever required>

Refusal of the Fellowship [Fellows, Hosts, Institutions]

If Fellows must refuse to accept their fellowships for unavoidable reasons, they should immediately submit Form 10 (Refusal to Accept Fellowship) to their Hosts and inform the designated travel agency. Hosts confirm the contents of Form 10 and submit the original document to JSPS via their Institution.

3. POST-ARRIVAL PROCEDURES

(1) <Promptly>

Submission of Form 4 (Notice of Fellowship Commencement) [Hosts, Institutions]

Hosts and Institutions must fill out Form 4 (Notice of Fellowship Commencement) and send it to JSPS via email soon after the fellowship commences. JSPS uses this form to confirm the start of Fellows' insurance coverage. If it is not submitted, the insurance coverage and the payment of the maintenance allowance may be delayed.

If you are already staying in Japan before your fellowship starts, please enter the date that you intend to start your fellowship. Leave the space for the name of the arrival airport blank.

(2) Procedures at Municipal Office [Fellows who will stay in Japan for 3 months or longer]

Fellows should carry out the following three administration procedures at the municipal office of their city (*shi*), ward (*ku*), town (*machi*), or village (*mura*). While there, Fellows should also confirm what procedures they may need to do when leaving Japan to return to their countries. Fellows are advised to ask their Hosts, **Institutions or a Japanese colleague to accompany them when they go to the municipal office, as its staffs may not speak English**.

ⅰ. Resident Card

Japan's residency management system applies to all foreign nationals residing legally in Japan

for a mid- to long-term stay, **including Fellows with a visa status of longer than three months**. The passport of these Fellows is stamped for a landing permission and a "resident card" is issued to them at the immigration inspection window at their port of entry into Japan or will be mailed to their residential address in Japan at a later date. Fellows must take the card to the ward, city or town office where they will reside and notify it of their address within 14 days after their arrival date in Japan.

While in Japan, Fellows are required to carry the resident card with them at all times, in place of a passport. When opening a bank account, Fellows may be asked to show this card as identification. At the end of your tenure, you must return the resident card to the immigration officer at the airport when leaving Japan.

***For more information on this system, please check the Immigration Services Agency of Japan's website.** URL: http://www.immi-moj.go.jp/english/index.html

ⅱ. National Health Insurance

Though Fellows will be covered under the Overseas Travel Insurance provided by JSPS, Japanese law obligates foreign nationals to join the National Health Insurance Program if they will remain in Japan for longer than three months. Under this system, people are required to bear 30% of the cost of medical treatment. Depending on the illness, that 30% may be covered under the JSPS policy.

After registering your resident card with the municipal office, apply for the National Health Insurance at the designated counter of the same municipal office. As the allowances paid under the JSPS fellowship programs are not considered to be salary, Fellows may apply for a reduction in the insurance premiums.

***For more information on National Health Insurance, please inquire at the insurance section of your city, ward, town, or village office**.

ⅲ. National Pension System

Foreign nationals between ages 20 and 60 who have an address in Japan and have a residence status of longer than three months must join the National Pension System, pursuant to the National Pension Act. A pension book is issued when Fellows join the program, and they may be able to receive a basic disability or survivor pension.

After registering your resident card with the municipal office, please apply for the National Pension at the designated counter of the same municipal office. Since the allowances that Fellows receive under the JSPS fellowship are not a pay (income), Fellows can also apply for the insurance premium exemption and payment suspension system due to a lack of income. In addition, there is a lump-sum refund system which people who refusal from the program early (by leaving Japan) can use to redeem a percentage of their paid premiums.

Japan has concluded social-insurance agreements with various countries to prevent overlapping enrollment and to merge pension-enrollment periods. Fellows must decide in advance whether they will use this system, as processing must be carried out by the agency with jurisdiction over the pension system in their home country.

***For details and latest information on this system, please check the website below.**

Japan Pension Service https://www.nenkin.go.jp/international/index.html

(5) Providing Passport Copies [Fellows]

Fellows are to provide a copy of the pages of their passport that contain their name, visas, and Japan entry and departure stamps when JSPS requests them.

(6) Application for Certificate [Institutions]

As a rule, JSPS does not issue documents to certify the fellowship status of former or current Fellows. When Fellows need documentation in such cases as applying for a visa extension or proving that they were awarded a JSPS fellowship or that they received allowances from JSPS, **they should use copies of their Award Letter or Certificate of Financial Support, or ask their Institutions to prepare the necessary documents (See Appendix C for an example of a certificate that may be prepared by Institutions).**

4. POST-DEPARTURE PROCEDURES

(1) <Promptly after the expiration of fellowship>

Submission of Form 6 (Notice of Fellowship Expiration) [Fellows, Hosts]

Hosts are requested to submit Form 6 to JSPS via email through their Institutions soon after Fellows leave Japan upon expiration of their fellowship. If Fellows wish to temporarily extend their stay in Japan for job hunting or other reasons after their tenure ends, the reason should be described in the blank column of Form 6.

If their stay is extended, JSPS will not cover the Fellows' return airfare. If, however, Fellows need to extend their stay in Japan to continue or conclude their research, Hosts should submit Form 5 (Application for Schedule Change) to JSPS via their Institution. See "IV-3 Continuous Stay in Japan after Expiration Fellowship" in E22 for more details.

(2) <Within 3 months after the expiration of fellowship>

Submission of Form 7 (Research Report) [Fellows, Hosts]

Fellows and Hosts are requested to make a research report using Form 7 and submit it to JSPS via email through their Institutions within three months after the end of the fellowship. The report can be written in either English or Japanese. **The research title may not be changed.**

In column "5. Research implementation and results" of the form, please enter a brief description of the Fellow's main activities, his/her impressions, and future research prospects. Please also attach one photograph (800 or more kilobytes) of the fellow conducting research or giving a lecture.

JSPS may later post excellent reports with photos on its website. If Fellows and Hosts would like to avoid publication due to patents etc., please don't describe it. Also, if Fellows do not want their photo posted, they don't have to attach a photo to their report.

When significant results, such as the publication of coauthored papers in academic journals, coverage of the research activities/results in newspapers or other media, or awards for research activities/achievements, are obtained under this fellowship program, please note them in Form 7.

(3) <Within 3 months after the expiration of fellowship>
Submission of Form 8 (Research Support Allowance Expenditure Report) [Hosts, Institutions]

Within 3 months after Fellows' tenure ends, Hosts must prepare and submit a report on the fellowship's allowance expenditures using Form 8 by post. If unspent allowance money remains when Fellows' tenure ends, it must be returned to JSPS.

JSPS will notify Institutions of the procedure for returning the unspent funds after receiving the Form 8.

(4) <Within 1 month after the expiration of fellowship>
Feedback on Fellowship Program [Fellows, Hosts]

Fellows nearing the end of their tenure and their Hosts are asked to fill out a questionnaire used to gauge the performance of services provided and to improve the fellowship program. The English questionnaire can be filled out on the following websites.

Long-term, Short-term: https://www.jsps.go.jp/j-inv/yoshiki/form9.html

BRIDGE: https://www.jsps.go.jp/english/e-plaza/bridge/list.html

(5) Application for Certificate [Fellows]

When Fellows require a certificate to apply for a job **after the completion of their fellowship**, JSPS may issue a certificate.

To apply for a certificate, Fellows should fill out Form 11 (Application for Certificate) stating the reason they need the certificate and where it is to be sent, and submit the form via email to JSPS at least two weeks prior to the date the certificate is needed.

III. FINANCIAL PROVISIONS

JSPS's financial provisions described below are not subject to negotiation.

JSPS does not provide any support for dependents.

If Fellows or Hosts should fail to observe these provisions, JSPS may stop related payments.

Allowances (etc.)	Recipients	Program		
		Invitational Fellowships Program		BRIDGE
		Long-term	Short-term	
Maintenance allowance	Fellows	(monthly) ¥387,600	(daily) ¥18,000	(daily) ¥13,000
Airfare (tickets)		Economy class		
Overseas Travel Insurance		See "III- 4. OVERSEAS TRAVEL INSURANCE"		
Research Support Allowance	Fellows and Hosts	(maximum) ¥150,000		(maximum) ¥100,000

1. NATURE OF FINANCIAL SUPPORT

JSPS provides Fellows with maintenance and other allowances to cover the cost of their stay and travel for the purpose of carrying out research activities in Japan. (These allowances are not compensation for the researcher's activities (work).)

The National Tax Agency recognizes this tax-exempt status as follows:

> As the maintenance and other allowances provided by JSPS to researchers are not employment-based wages, they are not subject to withholding tax. In addition, as these allowances take the form of travel expenses required to support the researchers' stays in Japan and are limited to covering actual expenses, they are exempted from taxation.

2. MAINTENANCE ALLOWANCE

JSPS provides the maintenance allowances to cover living expenses and domicile costs related to Fellows' stay in Japan for the purpose of carrying out research activities in collaboration with their Hosts. Note that double funding is prohibited.

(1) Details

Based on the above table, the total amount of maintenance allowances paid during the Fellows' tenure will be a fixed amount per month (day) (varying by program) x number of months (days) of tenure. This may not apply, however, if Fellows shorten their tenure or take leaves of absence from Japan during their tenure. (See "IV-4 Reduction of Maintenance Allowance" in E23.)

(2) Allowance Payment and Date of Remittance

ⅰ. For Long-term Fellows

As a rule, monthly maintenance allowances are remitted at the end of the previous month. If Fellows requested JSPS to remit their allowances into the Hosts' bank account, JSPS will send a RECEIPT to the Hosts by email. This RECEIPT should be signed by Fellows when their Hosts hand them the allowances. Hosts must submit the signed RECEIPT to JSPS by post. When, the second time (and onwards) allowance is to be transferred into Hosts' account, or the initial allowance is to be transferred into Fellows' own account (at a bank in Japan), the remittance will be made after their submission of Form 4 has been received.

Fellows arriving in Japan **on or before the 15th** of the month	JSPS provides their full allowance for the first month but none for the last month.
Fellows arriving in Japan **on or after the 16th** of the month	JSPS provides half of the monthly allowance in the first month and half in the last month.

ⅱ. For Short-term Fellows

As a rule, the total amount of maintenance allowance (daily amount x number of days of tenure) will be deposited in one lump sum in the Host's account the day before Fellows' arrival in Japan. Otherwise, it will be transferred into Fellows' account (at a bank in Japan) after submissions of Form 4 have been received.

ⅲ. For BRIDGE Fellows

As a rule, the total amount of maintenance allowance (daily amount x number of days of tenure) will be deposited in one lump sum in the Host's account the day before Fellows' arrival in Japan.
*Note: The above provision does not apply in April, the first month of each fiscal year.
Set by JSPS, the dates for remitting daily allowances fall around the 10th, 20th and 30th of each month.
Due to changes in JSPS's budgetary or accounting system, the above-stipulated remittance dates and amounts may be changed without prior notice.

3. AIRFARE

To cover their travel to and from Japan, Fellows are provided air tickets. The type of ticket depends on each program. For details, see the above allowance table and refer to the "Air Ticket Application Information" guide for a specific program.

(1) Conditions for Payment

JSPS provides a roundtrip air ticket via the most economical route between the nearest international airport to the institution to which Fellows are affiliated and the nearest airport to their host institution in Japan. Fellows are not given a choice of the airlines they will use.
Fellows who are already residing in Japan when their fellowship starts will only be eligible to receive a return ticket.
***If Fellows do not use the most economical flight (including ports of takeoff/landing, route, stopovers) or makes changes in their flight schedule (including the ticket after it has been**

issued), they will be required to pay any additional cost incurred.

*JSPS does not cover the cost of Fellows' excess baggage.

(2) Method of Ticket Provision

Fellows are issued tickets using a prepaid ticket advice (PTA) method. JSPS's travel agency prepays the ticket which Fellows will receive later. Fellows wishing to have their ticket prepared should submit an application to the travel agency **no later than 40 days prior to the starting date of fellowship**.

If Fellows should wish to change or cancel their travel itinerary after receiving the air ticket, they should contact JSPS's designed travel agency directly. Fellows must pay any extra charge incurred by changing or canceling their flights.

(3) Notes of Caution

JSPS does not provide air tickets if it judges any of the following conditions to exist, with the exception of circumstances such as a natural disaster that cannot be avoided.

i. If Fellows do not use the ticket provided. (In case the ticket is cancelled by Fellows, they are required to pay the cancellation fee.)
ii. If Fellows do not submit an air ticket application to JSPS's designated travel agency by 40 days before the scheduled start of their fellowship tenure in Japan.
iii. **If Fellows purchase their own ticket.**
iv. If another organization provides Fellows' ticket or pays their airfare.
v. If for study, employment or other reason, Fellows are judged by JSPS to have been residing in Japan after the date that their Award Letter was issued. (To Japan)
vi. If Fellows arrive in Japan before their tenure. (To Japan)
vii. If after their fellowship ends, Fellows continue to stay in Japan without observing the provisions in Chapter IV-3 "Continuous Stay in Japan after Expiration of Fellowships." (From Japan)
viii. Other cases when JSPS judges the provision of the air ticket to be inappropriate.

4. OVERSEAS TRAVEL INSURANCE

JSPS provides Fellows with pre-paid overseas travel insurance, which covers medical costs for injury or sickness during their tenure. For details of the policy and procedures, refer to the enclosed insurance description "A Guide to the Insurance Policy for JSPS Fellows" provided by the insurance company.

This insurance will become invalid during the period of Fellows' extended stay in Japan after the end of their tenure.

For more detailed information on this insurance program, please contact the designated insurance agency directly.

5. RESEARCH SUPPORT ALLOWANCE

This allowance is to be used by the Host and Fellow to carry out their research activities during the period of Fellows' tenure. Application for the allowance is made by the Host. Adequate consultation should be carried out between the Host and Fellow as to the use of the allowance for conducting research activities or surveys.

For details, see "Rules of the Research Support Allowance" in E20.

(1) Applying for the Allowance

To apply for this allowance, Hosts submit Form 3 (Application for Research Support Allowance) to JSPS by post **at least 1 month prior to the starting date of fellowship**.

This allowance may be applied for in **an amount of up to ¥150,000.** (up to ¥100,000 for BRIDGE Program) **In principle, a bank transfer notice is not issued**, so Hosts should verify whether the amount of money deposited into their bank account is that specified in Form 3.

(2) Managing the Allowance

Hosts are to entrust their research support allowance to their Institutions, which manages it as a "deposit" using appropriate accounting rules and entries.

Note that **this allowance may not be handled in the same account used for a Grants-in-Aid for Scientific Research in order to avoid confusion.** Please check the "Rules of the Research Support Allowance" on the next page and related regulations of your Institution, and manage and execute this allowance accordingly.

Within 3 months after Fellows' tenure ends, Hosts must prepare and submit a report on the fellowship's allowance expenditures using Form 8 by post. If unspent allowance money remains when Fellows' tenure ends, it must be returned to JSPS. JSPS will notify Institutions of the procedure for returning the unspent funds after receiving the Form 8.

(3) Processing Change of Host Institution

i. Submission of Form 8 (Research Support Allowance Expenditure Report)

As a rule, the receiving institution is to submit Form 8 when a Fellow changes host institution. If, however, all of the Fellow's Research Support Allowance has been spent before moving to the new host institution, the sending institution is to submit the Form 8 before the Fellow leaves.

ii. Handling unused Research Support Allowance and related documents

When there is still unused Research Support Allowance, the sending institution is to transfer it to the receiving institution along with copies of the related documents. The originals are to be maintained by the sending institution.

Rules of the Research Support Allowance

Ⅰ GENERAL RULES

[Aim of the Research Support Allowance]

I-1 The allowance is to be used to cover costs directly related to the implementation of the joint research/surveys and compiling/reporting the results.

[Responsibilities of Fellows and Hosts]

I-2 Fellows and Hosts should bear in mind that this allowance is funded by taxpayer money and use it appropriately for pursuing the stated objectives of the JSPS Postdoctoral Fellowships.

I-3 Interest accrued in the bank account shall be applied to carrying out the research or transferred to the Institutions.

Ⅱ USAGE PARAMETERS

[Fair and Efficient Usage of Research Support Allowance]

II-1 Fellows and Hosts shall take care to spend these funds in an appropriate and efficient manner, shall not use them for any other purpose, or violate any of the allowance usage rules.

II-2 The following items may be purchased with this allowance.

(1) Consumables: Consumable supplies

(2) Wages, etc.: Remunerations, wages or salaries of persons assisting in the research (The types of functions they perform include data processing, experiment assistance, translation and editing, specialized knowledge provision, distributing and collecting questionnaires, gathering research materials, etc.)

(3) Travel expenses:

ⅰ Transportation and accommodations for Fellows and Hosts engaged in travel related to the research (Per diem for domestic trip (including overseas trips for long-term) to Fellows)

ⅱ Transportation for Fellows between the airport in Japan and Institutions when arriving in or leaving Japan, and for Hosts when accompanying Fellows.

(4) Other items needed to carry out the joint research (e.g., Outreach activities related to Fellows' research topics, participating in conferences

[Restrictions on Use of Funds]

II-3 The following items may not be covered by the allowance:

(1) Facilities and equipment

(2) Expenses related handling accidents and disasters that may occur during research

(3) Remunerations, wages or salaries to Fellows and Hosts

(4) Per diem for domestic trip (including overseas trips for long-term) to Fellows

(5) Meal and beverage costs

[Combined Use of Funds]

II-4 When the research support allowance is used together with other funding for making a research trip or purchasing a unit of consumable supplies, a clear delineation must be made between the use of the allowance vis-à-vis the other funding.

[Deadline for Deliveries and Payments]

II-5 Project-related delivery of goods and provision of services must be concluded by the end of Fellows' tenure. Related payments must be made by the due date of Form 8 (Research Support Allowance Expenditure Report) as stipulated in III-1 below.

Ⅲ REPORTING EXPENDITURES

[Deadline for Reporting Expenditures]

III-1 Within three months after the Fellows' tenure ends, Hosts shall report to JSPS using Form 8.

Ⅳ OTHERS

[Reimbursement of Unspent Funds]

IV-1 If grant funds remain unspent when the Fellows' tenure ends, they must be returned to JSPS.

[Keeping Related Documents]

IV-2 A ledger of allowance expenditures shall be kept along with receipts and other supporting documents. The ledger and documents are to be kept by Hosts and Institutions for five years after the Fellows' tenure ends. The ledger and documents must be submitted for inspection by JSPS upon request.

6. REIMBURSEMENT

If JSPS judges that it has overpaid Fellows' allowances due to a shortening of their tenure or other reason, Fellows will be required to reimburse the overpaid amount to JSPS. In this case, JSPS will send Hosts a "Request for Reimbursement."

Reimbursement must be made by the prescribed deadline. Hosts and Institutions are responsible to see that Fellows make their reimbursement.

So as to prevent the need to make reimbursement, Hosts and Institutions should maintain daily contact with Fellows, particularly with regard to their fellowship tenure and allowances.

When making a reimbursement, Fellows must pay all of the transfer fees (both domestic and international handling charges). If Fellows wait to make the reimbursement until returning home, these fees will be larger (more than ¥2,500).

IV. CHANGES

If Fellows should need to shorten their fellowship tenure or take a temporary leave of absence for an unavoidable reason, they must inform their Hosts in advance. After that, Hosts must fill out Form 5 (Application for Schedule Change) and submit it to JSPS **via their Institutions** by email.
Irrespective of the reason, the period of fellowship tenure stipulated in the Award Letter cannot be extended. The total period of stay may not be reduced to less than the minimum stipulated by each fellowship program.

1. SHORTENING THE FELLOWSHIP

(1) Shortening the fellowship tenure should not radically change Fellows' carrying out the research plan stated in their application form and submitted to JSPS.
(2) Once the fellowship tenure is shortened, it cannot be extended nor returned to the initial period.
(3) When the fellowship tenure is shortened, Fellows' maintenance allowance will be reduced by the number of days shortened.
(4) Regarding the Fellows' return air ticket provided by JSPS when shortening the fellowship, any cost incurred in rearranging the ticket must be paid by the Fellows. When Fellows are required to give back their return ticket, JSPS will contact them with regard to the procedure.
(5) Fellows' own signature is required on Form 5.
(6) Form 5 must be submitted to JSPS **via their Institutions** by email.

2. TEMPORARY ABSENCE FROM JAPAN

(1) A temporary leave of absence will be permitted only if JSPS recognizes its purpose or reason as being necessary.
(2) A temporary absence should not radically change Fellows' carrying out the research plan stated in their application form and submitted to JSPS.
(3) **The period of a temporary absence will begin on the day of departure from Japan and end on the day of re-entry.**
(4) The ending date of the fellowship will not be extended as a result of temporary absence.
(5) JSPS will not cover any travel expenses incurred during Fellows' temporary absence.
(6) The insurance provided under the fellowship will not cover the period of temporary absence.
(7) There are cases when Fellows may be required to obtain a re-entry permit before departing in order to get back into Japan. Fellows should, therefore, check with their Regional Immigration Office regarding the need for a re-entry permit and its application procedure.
(8) Fellows' own signature is required on Form 5.
(9) Form 5 must be submitted to JSPS **via their Institutions** by email.

3. CONTINUOUS STAY IN JAPAN AFTER EXPIRATION OF FELLOWSHIP

To receive a return ticket, **Fellows are obligated to leave Japan on the last day of their tenure.** If, however, Fellows wish to extend their stay in Japan to continue or conclude their research after the expiration date of their fellowship, Hosts must submit Form 5 to JSPS via their Institutions to obtain approval. A return ticket will be provided upon approval from JSPS.

***Any cost incurred in rearranging a return ticket must be paid by the Fellows.**

As a rule, JSPS will approve an extension of a Fellow's stay up to:

(1) Half the number of days of tenure (maximum: two months) for Long-term Fellows
(2) Half the number of days of tenure for Short-term and BRIDGE Fellows.

If Fellows wish to extend their stay for this research purpose after their fellowship expires, they and their Hosts will need to take responsibility. Except for providing a return ticket, JSPS will take NO responsibility for Fellows including providing insurance coverage during the extended period. In this case, please pay careful attention to your visa status and the period of your insurance coverage.

Note that if an extended stay is made for other that the above-stated research purpose, JSPS will take NO responsibility for Fellows, including the provision of their return ticket and insurance coverage. **In this case, the return ticket, if already issued, cannot be used, and the Fellow will be required to reimburse JSPS for the airfare.**

4. REDUCTION OF MAINTENANCE ALLOWANCE

Irrespective of reason, the amount of maintenance allowance reduction is calculated in the ways described below when Fellows shorten their fellowship tenure or take a temporary leave of absence.

(1) For Long-term Fellows

When a Fellows' cumulative time away from Japan due to the shortening of fellowship tenure and/or taking temporary leave(s) of absence exceeds 15 days, the maintenance allowance will be reduced by half month units starting from the following month. Thereafter, another half month of allowances will be reduced for each ensuing 15 days away from Japan. If a Fellow is away from Japan throughout a month due to taking a leave of absence or completing a shortened tenure, the allowance for that month will not be paid.

Cumulative leave	Amount reduced
16 – 30 days	0.5 months
31 – 45 days	1 month
46 – 60 days	1.5 months

※Maintenance allowance will be reduced by 0.5 months for every 15 days.

Example:

In the case of a 6-month fellowship from 1 June to 30 July, when both a leave of absence is taken and the fellowship tenure is shortened, with the leave of absence being 10 days from 1 July (departing date) to 10 July（returning date）and the tenure shortened by 6 days to 24 September, 0.5 months will be subtracted from the maintenance allowance as the number of days away from Japan adds up to 16.

(2) For Short-term and BRIDGE Fellows

The amount reduced will be calculated by multiplying the daily amount of maintenance allowance stipulated for each program by the cumulative number of days away from Japan due to shortened tenure and/or temporary absence. If JSPS judges that it has overpaid Fellows' allowances due to the shortening of their tenure, taking temporary leave(s) of absence, or other reason, Fellows will be requested to reimburse the overpaid amount to JSPS. (Please refer to "III-6 REIMBURSEMENT" in E21.)

5. CHANGING HOSTS OR INSTITUTIONS [Fellows, Hosts, Institutions]

(1) Purpose of Changing Hosts or Institutions

Fellows are awarded fellowships based upon the joint research plan with their Hosts, the prospects of achieving the plan's objectives, and an inspection of the Institutions' setup for receiving Fellows. As changing Hosts or Institutions are deemed to alter the basis for approving the joint research, such requests are not granted as a rule. If JSPS deems it impossible or extremely difficult to achieve the objectives of the initial research plan stated in the fellowship application form, the fellowship will be canceled.

This policy notwithstanding, there are times when JSPS may judge a change of Hosts and/or Institutions not to impede the progress of the joint research and grant permission for Fellows to make the change. Such permission may be given for the following reasons:

(a) When Hosts become sick, die or are otherwise unable to continue the joint research.

(b) When Hosts transfer to another institution and Fellows transfer to the same institution.

(c) When continuing the fellowship under Hosts and/or Institutions would render it impossible or extremely difficult to achieve the objectives of the initial research plan and changing one or both of them would make it possible to achieve those objectives.

(2) Procedure for Changing Hosts

ⅰ. Procedures that current Hosts should carry out before changing Hosts

When Hosts consider it necessary for Fellows to change Hosts, they should first contact JSPS via their Institution, and then send Form 12 (Application for Change of Host Researcher/Host Institution) to JSPS via the head of the Institution by email. In the case of a change in the Host's Institution, this form should be submitted to JSPS via the head of the new Host's Institution.

ⅱ. Procedures that new Hosts should implement

New Hosts are to submit Form 1 (Notice of Acceptance and Agreement) to JSPS via their Institutions before changing Hosts.

(3) Changing Institutions

When Hosts transfer to other Institutions, they should contact JSPS and submit Form 12 to JSPS via the head of the new Institution by email.

Please refer to "III-5 (3) Processing Change of Host Institution" in E19 for the handling of research support allowance.

(4) Procedure for Changing Basic Information

Host Institutions are to submit Form 13 (Notice of Change in Basic Information) to JSPS by email when changes such as the full awing occur:

- The Host's department, positon or contact information
- The Fellow's affiliation, department, position or contact information
- The Institution's information.

在留資格認定証明書の申請、査証（ビザ）の取得手続
Procedures for Certificate of Eligibility and Visa

＊以下は、必ず「Ⅱ-2-(3)在留手続」も参照した上でお読みください。
＊各手続は、完了までに約1～3か月程度要しますので、十分な余裕をもって開始してください。
＊様式その他の詳細及び最新情報については、最寄りの日本国大使館や出入国在留管理庁のHP等で確認してください。
＊学振は被招へい研究者及びその家族の査証の取得手続には一切関与しません。

1.「在留資格認定証明書」の取得

「在留資格認定証明書」とは、入管法第7条第1項第2号に掲げる入国のための条件に適合していることの証明となる文書です。被招へい研究者が「在留資格認定証明書」を用いて現地の日本大使館又は領事館に査証（ビザ）発給の申請を行った場合は、在留資格の該当性及び上陸許可基準の適合性に係る審査が既に終了しているとみなされ、短期間のうちに査証が発給されます。ただし、「在留資格認定証明書」は、査証の自動的な発給を保証するものではありません。

受入研究者は、まず、「在留資格認定証明書」の必要の有無について、受入研究機関及び最寄りの出入国在留管理庁に確認してください。必要となった場合、交付申請に必要な書類については、すべて受入研究者又は受入研究機関が用意した上で、最寄りの出入国在留管理庁に提出してください。また、取得後は、必ず被招へい研究者に送付してください。必要な書類は概ね以下のとおりです。なお、手数料はかかりません。

(1) 「在留資格認定証明書交付申請書」・「所属機関等作成用」のシートは、受入研究機関に記入及び押印を依頼してください。）
(2) 被招へい研究者の写真1枚（縦4㎝×横3㎝）
(3) 採用通知（Award Letter）及び経費負担証明書(Certificate of Financial Support)の写し
(4) 被招へい研究者が申請時に学振へ提出した申請書の写し又は被招へい研究者の履歴書
(5) 独立行政法人日本学術振興会法（抜粋）（APPENDIX Bをコピー）
(6) 本手引（本事業を説明するための必要書類として持参してください。）
(7) 切手（簡易書留用）を貼付した返信用封筒
※ 返信用封筒には、あらかじめ宛先を記載してください。

2.査証（ビザ）の取得

査証の発給後、定められた期間内に入国しない場合、その査証が無効となることもありますので、十分に注意してください。取得に際しての必要書類については、被招へい研究者の最寄りの日本大使館又は総領事館に必ず問い合わせて確認してください。必要な書類は概ね以下のとおりです。

(1) 有効な旅券（パスポート）
(2) 採用通知（Award Letter）及び経費負担証明書(Certificate of Financial Support)の写し
(3) 被招へい研究者が申請時に学振へ提出した申請書の写し
(4) 被招へい研究者の写真2枚（縦4㎝×横3㎝）
(5) 独立行政法人日本学術振興会法（抜粋）（APPENDIX Bをコピー）
(6) 在留資格認定証明書

なお、採用通知及び経費負担証明書については、後々も使用することが考えられますので、提出する際は**必ず写しを使用してください**。ただし、手続を行う際には原本も持参してください。

*** Make sure to go through "II-2-(3) Resident Status" before reading the following instructions.**

*** As both of these documents may take 1-3 months to be issued, be sure to apply as early as possible.**

*** For the required forms, details and updated information, please consult the nearest Embassy of Japan or the Immigration Bureau's webpage.**

***Note that JSPS is not in a position to answer inquiries or make an arrangement regarding visa applications for Fellows and family members.**

1. Obtaining a Certificate of Eligibility

This certificate is issued to show that the bearer satisfies the conditions of entry into Japan prescribed by Japanese Immigration Law. Having a Certificate of Eligibility when applying for a visa speeds up its processing. This is because it certifies that the applicant has already been screened and satisfies the government's requirements for obtaining his/her visa status and for landing in Japan. However, just having a Certificate of Eligibility does not guarantee that the applicant will be issued a visa.

Hosts should first ascertain whether or not Fellows need to obtain a Certificate of Eligibility by inquiring at their Institution or an Immigration Office. If required, the documents needed to apply for the Certificate of Eligibility must be prepared by Hosts and Institutions and submitted to the nearest Immigration Office. After receiving the certificate, they must be sure to forward it to Fellows. The following documents are needed to apply for the Certificate of Eligibility. No fees are charged.

(1) Application for Certificate of Eligibility (The application sheet should be filled out and stamped by Institutions)
(2) An ID photograph (H4cm×W3cm)
(3) A copy of the Award Letter and Certificate of Financial Support from JSPS
(4) A copy of the Fellow's CV accompanying his/her fellowship application
(5) An extract from the JSPS Law (copy Appendix B)
(6) Program Guidelines (this booklet is necessary to explain the fellowship.)
(7) A self-addressed stamped envelope (standard size)

2. Obtaining a Visa

Fellows must enter Japan within the period specified in the visa, otherwise the visa issued will become invalid. Generally, Fellows will need to bring the following documents when applying for a visa;

(1) A valid passport
(2) A copy of the Award Letter and Certificate of Financial Support from JSPS
(3) A copy of the Fellow's CV accompanying his/her fellowship application
(4) Two ID photographs (H4cm×W3cm)
(5) An extract from the JSPS Law (copy Appendix B)
(6) A Certificate of Eligibility (Hosts will prepare it)

Submit copies, not originals, of the Award Letter and Certificate of Financial Support, as you may need to use them again. However, take the originals with you just in case when applying for the visa.

○**独立行政法人日本学術振興会法抜粋**（最終改正：平成三十年十二月一四日法律第九四号）

第一章　総則

（名称）

第二条　この法律及び独立行政法人通則法（平成十一年法律第百三号。以下「通則法」という。）の定めるところにより設立される通則法第二条第一項に規定する独立行政法人の名称は、独立行政法人日本学術振興会とする。

（振興会の目的）

第三条　独立行政法人日本学術振興会（以下「振興会」という。）は、学術研究の助成、研究者の養成のための資金の支給、学術に関する国際交流の促進、学術の応用に関する研究等を行うことにより、学術の振興を図ることを目的とする。

第四章　業務等

（業務の範囲）

第十五条　振興会は、第三条の目的を達成するため、次の業務を行う。

一　学術の研究に関し、必要な助成を行うこと。

二　優秀な学術の研究者を養成するため、研究者に研究を奨励するための資金を支給すること。

三　海外への研究者の派遣、外国人研究者の受入れその他学術に関する国際交流を促進するための業務を行うこと。

四　学術の応用に関する研究を行うこと。

五　学術の応用に関する研究に関し、学界と産業界との協力を促進するために必要な援助を行うこと。

六　学術の振興のための方策に関する調査及び研究を行うこと。

七　第四号及び前号に掲げる業務に係る成果を普及し、及びその活用を促進すること。

八　学術の振興のために国が行う助成に必要な審査及び評価を行うこと。

九　前各号の業務に附帯する業務を行うこと。

○ **An Extract from Law concerning Japan Society for the Promotion of Science as an Independent Administrative Institution** (Law No.94 of December 14, 2018)

Chapter I General Provisions

(Name)

Article 2 The name of the independent administrative institution, which is established according to the provisions of this law and the Law on the General Rules of Independent Administrative Institutions (Law No.103 of 1999, hereinafter referred to as the "Law on General Rules") and stipulated in Article 2, Section 1 of the Law on General Rules, shall be Japan Society for the Promotion of Science.

(Purpose of JSPS)

Article 3 The purpose of Japan Society for the Promotion of Science (hereinafter referred to as the "JSPS") is to promote science through the issuance of grants in support of scientific research, providing funds for training researchers, promoting international scientific exchange and carrying out research that contributes to the application of science.

Chapter IV Activities, etc.

(Scope of Activities)

Article 15 In order to attain the purpose prescribed in Article 3, JSPS shall perform the following activities:

1) JSPS shall provide necessary assistance toward scientific research.

2) In order to provide training for high quality scientific researchers, JSPS shall provide younger researchers with funds to encourage their research work.

3) JSPS shall perform activities to encourage the dispatch of Japanese researchers abroad, the reception of foreign researchers in Japan, and other forms of international scientific exchange.

4) JSPS shall conduct research on the application of science.

5) In connection with research on the application of science, JSPS shall provide necessary assistance to encourage cooperation between academic and industrial circles.

6) JSPS shall conduct studies and research on policies for the promotion of science.

7) JSPS shall disseminate the fruits of the activities described in 4) and 6) above and encourage their utilization.

8) JSPS shall perform inspections and evaluations as necessary for assistance provided by the Government for the promotion of science.

9) JSPS shall perform other activities ancillary to the activities listed in the preceding items.

受入研究者が作成する被招へい研究者の研究内容、採用期間、滞在費等を証する文書のサンプル
Sample of Document Certifying the Research Activity, Fellowship Period, and Monthly Maintenance Allowance of Fellows

在留資格の更新手続等、被招へい研究者が外国人研究者招へい事業に採用されている旨を証明する書類が必要となった場合、依頼を受けた受入研究機関は、下記のサンプルを参照の上、作成してください。

If a certificate is required, during the Fellows' tenure, to verify their status under the JSPS fellowship for such purposes as applying for a visa extension, Institutions may issue a certificate in a format such as this.

平成　　年　　月　　日

殿

受入研究機関
所属機関・部局長
職・氏名　　印

申　請　人
氏　　名：（被招へい研究者氏名）
生年月日：
国　　籍：

上記申請人は、日本学術振興会の外国人研究者招へい事業の採用者として、下記により日本に滞在し、（受入研究機関）において受け入れ、研究を行っております。
なお、申請人の本国との渡航費及び日本国内での滞在費及び海外旅行保険については、日本学術振興会が負担しております。

記

滞在期間：令和　　年　　月　　日　～　令和　　年　　月　　日（　　か月/日間）

研究課題：

受入研究機関：

備　　考：海外旅行保険に加入済み

[redacted]

本会事業により今後の研究継続を御検討されている場合は、次の URL「事業の御案内」より、該当する事業をご確認ください。
https://www.jsps.go.jp/programs/

[redacted]

If you are considering continuing this research under another JSPS program, please check the following URL for a listing of corresponding programs.
https://www.jsps.go.jp/english/programs/index.html

[redacted]

外国人研究者が採用期間を終了し、母国に帰国した後も JSPS 事業経験者間及び JSPS とのネットワークを継続できるよう、研究者コミュニティ（同窓会）の形成を支援しています。

[redacted]

JSPS supports 20 researcher communities (alumni associations) established by former JSPS fellows in countries around the world, allowing them to maintain and expand their networks among themselves and with Japanese colleagues after completing their tenures and returning to their countries.
https://www.jsps.go.jp/english/e-plaza/20_alumni.html

[redacted]について

JSPS 事業経験者を中心とする研究者向けソーシャルネットワークサービスを運用しております。是非ご登録ください。
JSPS Researchers Network (JSPS-Net) is the social networking service that supports researchers networking and encourages knowledge sharing. Please check the following URL for registration.
https://www-jsps-net.jsps.go.jp/

[redacted]

JSPS Monthly（学振便り）の配信を希望される方は、以下の URL から登録してください。
https://www.jsps.go.jp/j-mailmagazine/subscription.html