

# Terms and Conditions for JSPS Summer Program 2017

## 1. Program Schedule

June 13 (Arrival) -August 23 (Departure), 2017

Date	Schedule	Accommodation
13 June	Arrival in Japan at Narita International Airport	International Garden Hotel
14 June - 19 June	Opening Ceremony Reception Orientation Session* & Homestay	Shonan Village Center (SVC) & Host family's house(2 nights) **
20 June - 21 August	Move to host institutions Research experience at host institutions	Accommodation arranged by the host institutions
22 August	Move to Tokyo Research Report Presentation Farewell Party	Hotel in Tokyo
23 August	Departure from Japan	

In principle, Fellows must stay in Japan for the entire period of the program. If for an inevitable reason, a Fellow has to leave Japan or be absent from the orientation session and research report presentation coordinated by SOKENDAI, s/he is required to ask the nominating authority, JSPS and the host researcher for permission. The duration of stay outside Japan must be within one week, regardless of the reason for absence. When you leave Japan, you must reimburse a portion of your maintenance allowance equivalent to the absence. The procedure of reimbursement is undertaken by your host researcher.

If a Fellow wishes to arrive in Japan before the program starts, or extend his/her stay in Japan after it ends, s/he must receive approval from the host researcher, and inform the nominating authority and JSPS of such by e-mail. Bear in mind, however, that the maintenance allowance is not paid during the extended period either before or after the fellowship tenure. If the period of a Fellow's stay in Japan is for more than 90 days inclusive of the program period, JSPS provides him/her with only one-way ticket.

\* Details of the orientation session are going to be posted on the JSPS website at the following address:

<http://www.jps.go.jp/english/e-summer/pro2017/main.html>

\*\* During the orientation period, Fellows are scheduled to stay at the “Shonan Village Center (SVC)”, except for 17, 18 June, during which time they are scheduled to stay at host families' houses.

## 2. Financial Support

### 1) International Travel (Round-trip Airfare in kind)

JSPS provides round-trip airfare (a discounted economy ticket) between the international airport nearest either the institution to which you are currently affiliated or the home address stated in your application, and Narita Airport in Japan. Please note that regardless of your arrival/departure dates or your inbound/outbound Japanese airports, during the program period from 13 June to 23 August, you are to follow the established schedule: to stay at the specified hotel in Narita on 13 June, at SVC between 14 - 19 June, and at the specified hotel in Tokyo on 22 August.

Flight bookings are made by JSPS's designated travel agency, KNT (Kintetsu International), based on JSPS regulations. To arrange your air tickets, please refer to the enclosed instructions, “Registration for JSPS Summer Program air ticket and individual data” from the agency. Please note that JSPS cannot reimburse you for an air ticket you purchase by yourself nor can JSPS provide airfare in the form of a cash payment.

### 2) Maintenance Allowance (534,000 yen\*)

A maintenance allowance will be paid immediately upon the commencement of the fellowship by remittance to a bank account which your host researcher designates\*\*. The allowance can be deposited directly into the Fellow's own bank account only when s/he has a bank account in Japan. JSPS does NOT deposit the allowance into overseas bank accounts. JSPS covers the following expenses separately from the allowance: hotel room charges at Narita and Tokyo, and meals and accommodation charges at the SVC.

\* For U.S. researchers, the National Science Foundation, the nominating authority in the U.S. for this program, covers one-fourth of the stated amount of your maintenance allowance.

\*\* As you attend about a week-long orientation session before you move to your host institution, you need to bring at least 50,000 yen with you to cover incidental expense during the session and to pay for your domestic travel from Tokyo to your host institution.

### 3) Insurance

Under the Overseas Travel Insurance Policy in force between JSPS and its designated insurance company, Sompo Japan Nipponkoa Insurance Inc., all Fellows under the program are insured collectively to cover medical costs for injury or sickness during the tenure. Details concerning the insurance policy can be found in the enclosed insurance description, “A Guide to the Insurance Policy for JSPS Fellows,” provided by the insurance company.

#### 4) Research Support Allowance at the Host Institution (Up to 158,500 yen)

A research support allowance of up to 158,500 yen is available to the host researcher for the purpose of covering research-related expenses. This allowance may be deposited into a bank account of the host institution.

### 3. Lodging Arrangements

JSPS does not arrange lodging for Fellows at their respective host institutions. It leaves these arrangements entirely to the host researchers and host institutions. Please, therefore, check with your host researcher about your lodging well in advance of your arrival.

Please be reminded that apartment rental in Japan can be expensive, particularly in large cities such as Tokyo, Osaka, Kobe and Kyoto. As the allowance provided to Fellows under the program is to cover their subsistence and lodging costs over the entire 2-month period, Fellows are strongly advised to ask their hosts to arrange public domicile, e.g. at international students' lodges or dormitories of the host institution, for them.

If you should make lodging arrangements by yourself, you must notify the host of such as soon as possible.

### 4. Transportation

After you arrive at Narita Airport, please visit KNT (Kintetsu International) counter in the airport. The location of the counter is shown in the map attached to "Registration for JSPS Summer Program air ticket and individual data." You can take a shuttle bus from Narita Airport and a hotel near the airport.

If you wish to send your baggage to the host institution, you can use a baggage delivery service offered by JSPS and KNT. In this case, Fellows are advised to divide their luggage into two: one for use during the orientation period and the other for use at the host institution, and the second one is going to be sent directly to the host institution from your hotel in Narita at their own expenses. You can choose whether to use this service or not after you get to the hotel. Please note Fellows who arrive before 13 June can not use this service. The baggage weight limit depends on the airline; see its website for detail. If you should exceed these limits, you will be charged an extra fee.

All Fellows will move from Narita to SVC by buses chartered by JSPS on 14 June.

As for transportation between the SVC and either to Tokyo Station or Haneda Airport, you can take the chartered buses arranged by JSPS.

JSPS does not arrange meeting services to escort you from the Tokyo station or Haneda airport to your host institution. You, therefore, are advised to seek instructions in advance from your host researcher on such transfers as from Tokyo Station/ Haneda Airport to the nearest local station/airport to your host institution and from the local

station/ airport to your host institution. Particularly, if you want someone to meet you at the local station/airport, you should ask your host researcher to arrange it for you. (If you should need any assistance in arranging train/air tickets, please contact KNT (Kintetsu International), the travel agency.)

## **5. Form of Joint Research**

If it is thought that a disagreement may occur with regard to intellectual property rights on outcomes (e.g., patents, software) of the joint research, the Fellow, his/her host researcher and host institution should negotiate and establish an agreement on their disposition in advance.

That the Fellow understands the collaborative research is to be conducted under the guidance of the host researcher should be confirmed by the host researcher in advance. If this should not be the case, the Fellow and host researcher should discuss and agree upon the form of collaboration in advance.

When applying for patents or other intellectual property rights, you should first notify your host institution's administrative office of (1) that you intend to make such application and (2) that the subject research was conducted under this JSPS Fellowship Program. You are advised to confirm in advance the rules and regulations governing patents and other intellectual property rights on research results obtained in Japan or during your fellowship tenure.

## **6. Report**

Fellows are to submit a report on the research work s/he carried out during the program. The form is enclosed and can also be downloaded from <http://www.jsp.go.jp/english/e-summer/pro2017/main.html>

\* The names of Fellows and their host researchers as well as their research themes and reports are subject to public disclosure.

## **7. Obligation**

During your tenure, you are to concentrate on your research related to this program.

JSPS may withdraw the fellowship, stop allowances (including that for air tickets), or request the return of money already paid the Fellow if it judges that any of the following circumstances pertain:

- a. The fellowship has been awarded on the basis of false statements in the application form;
- b. The Fellow has, without obtaining the prior consent of JSPS, made some alteration in the duration of his/her stay in Japan;
- c. The Fellow is being prosecuted for, or has been convicted of, a violation of Japanese laws or regulations; or
- d. When JSPS determines it necessary to cancel a Fellow's invitation or withdraw his/her fellowship.

## 8. Others

- 1) You are also advised to give your host researcher your email address and bring your personal computer to SVC so that you can keep in close touch with him/her via email during the orientation session. Connection points are available for free of charge in the premises of SVC.
  - \* Wired LAN in your room
  - \* Wireless LAN in your room and the lobby of SVC
- 2) There are not enough single rooms for everyone at the SVC, so please be prepared to share a twin room with another participant.
- 3) To introduce the program to potential candidates in subsequent years and others interested in conducting research in Japan, we would like to use some pictures and videos taken during the term of fellowship, the pre-departure seminar (in the U.S., the U. K., France, Germany and Sweden), the orientation session and the research report presentation in JSPS's and SOKENDAI's brochures and/or on their websites.

Your individual photograph may, therefore, appear in these media, but please be assured that your personal information, such as your phone number and address, will not be disclosed. Your understanding and cooperation will be appreciated.

- 4) If someone accompanies you to this program, you should tell JSPS and a travel agency about it. You are required to submit the pledge that you are responsible for, and cover all the expenses for your company.
- 5) The secretariat for the program is JSPS's Overseas Fellowship Division. The orientation session and the research report presentation are coordinated by SOKENDAI.