

## Notes for Writing the Application

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

### 1. The online application system

- ① To start, please log in to the JSPS’s Online Application System (<https://www-shinsei.jsps.go.jp/index2.html>) (\*only in Japanese) using your ID and password for JSPS’s international collaboration programs.
- Click the button 申請書新規作成 (Create a new application).
  - Click the button 二国間交流事業 (共同研究・セミナー) (Bilateral Programs (Joint Research Projects/Seminars)).
  - For (A) *Bilateral Joint Research Projects/Seminars with JSPS’s Counterpart Agencies*: Upon confirming the counterpart country and agency, apply using the correct name of the bilateral program.
- \* There are cases of multiple counterpart agencies having a different program in the same country, or of them using the same abbreviated names in different countries. Please select your program name after confirming with your counterpart researcher the correct country and counterpart agency name.
- For (B) *Open Partnership Joint Research Projects/Seminars*: Please choose between Joint Research Projects and Joint Seminars.

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

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

- ② JSPS’s online application system will be available for inputting and submitting applications from mid-June.

- ③ [Only for (A) Bilateral Joint Research Projects/Seminars with JSPS's Counterpart Agencies] If the names of the project/seminar PIs do not match on the applications submitted from both sides, the application will be excluded from screening. In addition, if the titles of the research project/seminar (English) do not match, the application may also be omitted from screening. Therefore, please be sure to verify the content of your counterpart's application.
- ④ Regarding the basic category sections, please select the one included in the document review section that you want your application to be screened. If you select a basic category section that appears in multiple document review sections, please select the document review section and panel review section that you want your application to be screened.
- Actual document reviews are not carried out based on the document review sections in the online application system, but on each "Document Review Set." As there are cases where the Document Review Set of each program is established by combining different document review sections and/or basic category sections, please use the Document Review Set for the Bilateral Program's Joint Research Projects/Seminars. <https://www.jspso.go.jp/english/e-bilat/call.html>
- ⑤ Please be sure to follow the instructions regarding typing in Japanese and/or English. Character codes and special fonts other than JIS Level 1 and Level 2 cannot be used.
- ⑥ Participants need to meet the requirements described in "4. Other requirements" in the Application Guidelines. However, undergraduate students who will be enrolled in a master's program or higher at the time the project starts can be registered. In this case, please fill in their position as undergraduate student and their education background as undergraduate degree. Then, select 取得見込 (expected) from the pull-down menu.
- ⑦ Researchers affiliated with an institution in a third country will not, as a rule, be recognized as participants from Japan and counterpart countries.
- ⑧ [Only for Joint Research Projects] Please set the end date of your research at the last day of the month, unless there is a clear reason not to do so based on the research's implementation.
- ⑨ [Only for Joint Research Projects] When entering implementation plan in the application form (application contents file) and 申請経費 (Requested funding) on the application information entry screen, be sure that there is no discrepancy between the research period and the fiscal years. (Ex. In the case of a two-year implementation period from July, three fiscal years should be entered. The first fiscal year is from July to March of the following year, the second from April to March, and the third from April to June.)
- ⑩ For detailed information on filling out the online application system, please see the PDF file of the entry screen of the online application system on the following website.

[https://www.jsps.go.jp/j-bilat/semina/shinsei\\_bosyu.html](https://www.jsps.go.jp/j-bilat/semina/shinsei_bosyu.html) (\*only in Japanese)

## 2. Application form (application contents file)

- ① Submissions that are not used the application form on the bilateral program website are not permitted. Please make sure to download the form from the website below.  
<https://www.jsps.go.jp/english/e-bilat/call.html>
- ② Different application forms are used for Joint Research Projects and Joint Seminars. Therefore, please be sure to use the correct form.
- ③ Please upload your application content file as a PDF with embedded fonts. Although it is possible to upload documents in Word format, it is recommended to use PDF with embedded fonts due to potential issues with the incorrect conversion of the JIS character set and special fonts. For guidance on how to create a PDF file with embedded fonts, refer to page 12 of the 申請者向け操作手引（詳細版）(\*only in Japanese).
- ④ The application must be written in either Japanese or English. Other languages are not permitted.
- ⑤ **The format of the application form cannot be modified. (This includes adding pages, adding or deleting items, deleting or modifying notes in the frames, etc.)**
- ⑥ When pasting images, note that you cannot send files larger than 3 MB.
- ⑦ It is possible to write URLs; however, the contents of web pages will not be subject to review.
- ⑧ [Only for (A)] Please note that the application forms and application contents submitted by counterpart researchers to their counterpart agencies are different from those of researchers in Japan.
- ⑨ Using generative AI when preparing your application risks an unintentional infringement of copyrights and leakage of personal or confidential information. It is the applicant's responsibility to consider this risk when deciding whether to use generative AI.