

**令和 6（2024）年度  
日本学術振興会  
外国人特別研究員  
諸手続の手引**

**Postdoctoral Fellowships  
for Research in Japan**

**PROGRAM GUIDELINES  
FY2024**

**独立行政法人日本学術振興会  
外国人研究者招へい事業**

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



JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE  
**日本学術振興会**

**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 : [https://www.jsps.go.jp/j-fellow/j-fellow\\_14/09\\_tebiki.html](https://www.jsps.go.jp/j-fellow/j-fellow_14/09_tebiki.html)**

**GUIDELINES : [https://www.jsps.go.jp/english/e-fellow/guideline\\_03.html](https://www.jsps.go.jp/english/e-fellow/guideline_03.html)**

**様式 FORMS : <https://www.jsps.go.jp/j-fellow/yoshiki.html>**

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**この手引は、令和 6(2024)年度採用者に適用します。**

**This “Program Guidelines” was developed for the Fellows who start their Fellowships during FY2024.**

## 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:

外特（一般） Standard : P  
外特（欧米短期） Short-term : PE

独立行政法人日本学術振興会 国際統括本部国際企画部人物交流課  
Overseas Fellowship Division, JSPS

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

外特プログラム	Programs	TEL	e-mail
一般	Standard (P)	03-3263-3810	gaitoku@jsps.go.jp
欧米短期	Short-term (PE)		

Website:

(JP)<https://www.jsps.go.jp/j-fellow/index.html>

(EN)<https://www.jsps.go.jp/english/e-fellow/index.html>

様式一覧  
LIST OF FORMS

これらの様式はHPからダウンロードできます。採用年度に関わらず最新の様式をご利用ください。  
These forms can be downloaded from the JSPS website.  
Use the latest forms irrespective of fiscal year.  
<https://www.jsps.go.jp/j-fellow/yoshiki.html>

「提出日」とは、受入研究者又は受入研究機関の事務担当部署を通じて、学振に差し出される日を意味します。  
"Submission date" means the date on which the documents are submitted to JSPS through the Host Researcher or administrative office of the Host Institution.

		様式 Form	提出時期 Submission Deadline	ページ Pages	
採用期間開始前 Pre-arrival	採用を承諾する Accepting the fellowship offer	A 受入承諾兼誓約書 Notice of Acceptance and Pledge	速やかに As early as possible	J12 E12	
	申請資格の確認 Verification of the eligibility	学位記等/Doctoral Degree Certificate or other academic certificate ※学振指定のDegree Confirmationでも可 A JSPS-specified Degree Confirmation may also be submitted. 欧米諸国の永住権が確認できる書類（該当者のみ） A copy of permanent residency card of eligible countries (Only for the Short-term fellows applicable)	本手引きの該当ページをご覧ください Please refer to the relevant pages of the Guidelines.	J12 E12	
	往路航空券の申込み Applying for air ticket	「国際航空券手配に関する説明」をご覧ください。申し込みをする研究員は別途指定された旅行代理店に直接申し込みを行ってください。 See the "Air Ticket Application Information" of the travel agency. Fellows who would apply should contact the travel agency designated by JSPS to book their air ticket.	-	J16/35 E16/E35	
	滞在費その他経費の支給を受ける Receiving allowances and other expenses	1 採用期間開始等予定届 Notice of the Schedule for Fellowship Commencement	来日1か月前まで 1 month prior to the Fellow's arrival	本手引きの該当ページをご覧ください Please refer to the relevant pages of the Guidelines.	J16 E16
		2 銀行口座届 Notice of Bank Account			
	特別研究員奨励費に応募する（一般） Applying for KAKENHI (JSPS Grant-in-Aid) (for Standard fellows)	該当年度の「科研費募集要領」をご覧ください。 See the grant application procedures for instructions.		J37 E37	
	調査研究費を申請する（欧米短期） Applying for Research Support Allowance (for Short-term fellows)	3 調査研究費交付申請書 Application for Research Support Allowance	採用開始日の3週間前まで 3 weeks prior to the starting date of their fellowship	J38 E38	
	来日期限を延長する Extending the periods for arrival in Japan	4 来日期限延長願 Application for the Extension of Periods for Arrival in Japan	決定次第速やかに As early as possible when it is determined	J18 E18	
	採用を辞退する Refusing to accept the fellowship	5 採用辞退届 Notice of Refusal to Accept Fellowship	決定次第速やかに As early as possible when it is determined	J18 E18	

		様式 Form	提出時期 Submission Deadline	ページ Pages
研究を開始する Starting the fellowship	6	採用期間開始届 Notice of Fellowship Commencement	採用開始後1週間以内 Within 1 week after the starting date of the fellowship	J19 E19
2回目の滞在費の支給を受ける (該当者のみ) Receiving the second installment of allowance (For the fellows applicable)	2	銀行口座届 Notice of Bank Account	来日後速やかに As early as possible after the Fellow's arrival in Japan	J19 E19
採用期間開始後に学位を取得した (欧米短期・該当者のみ) Having earned a doctoral degree after starting the fellowship (For Short-term Fellows)		学位記・学位取得証明書 Doctoral Degree Certificate or other academic certificate; A JSPS-prescribed Degree Confirmation may also be submitted.	取得後速やかに As soon as possible after earning the degree	J13/34 E13/34
日本から一時出国する Taking a temporary leave of absence from Japan	7	一時出国届・報告書 Notice and Report of Temporary Leave of Absence from Japan	(出国前) 出国の2週間前まで (Before the departure) 2 weeks prior to departing (再入国後) 再入国後1週間以内 (After the re-entry) Within 1 week after getting back into Japan	J25 E25
受入研究者又は受入研究機関を変更したい Changing the host researcher or host institution	8	受入研究者・研究機関変更願 Application for the Change of Host Researcher/Host Institution	変更の決定後速やかに As early as possible when it is determined	J31 E31
受入研究者情報を変更したい Changing the host researcher's information	9	受入研究者及び外国人特別研究員に係る情報修正届 Notice of the Change of Host's / Fellow's Information	変更の決定後速やかに As early as possible when it is determined	J32 E32
出産・育児・傷病で研究を中断する／中断期間を変更する Suspension of research or changing period of research suspension for childbirth, childcare, or illness/injury	10	採用期間中断願/中断期間変更願 Application for the Fellowship Suspension/Change in Period	(新規申請) 中断開始1か月前まで First-time application: 1 month prior to suspension (期間変更) 変更開始1か月前まで Changing the suspension period: 1 month prior to the first date of change	J28 E28
出産・育児・傷病の治療を終え、研究に復帰する Recommencing research after childbirth, childcare, or medical treatment	11	採用期間再開届 Notice of Fellowship Recommencement	再開開始1か月前まで 1 month prior to restarting their fellowship	J29/30 E29/30
採用期間を延長する Extending the fellowship tenure	12	採用期間延長申請書 Application for the Fellowship Extension	当初の採用期間終了日の3か月前まで 3 months prior to the expiration of the Fellow's current fellowship	J24 E24
採用期間後日本に滞在する Extending their stay in Japan after the expiration of the fellowship	13	採用期間終了後の本邦滞在願 Application for Continuous Stay in Japan after the Expiration of the Fellowship	決定後速やかに、採用期間終了日まで By the fellowship expiration date in the shortest possible time when it is determined	J23 E23

	様式 Form	提出時期 Submission Deadline	ページ Pages
採用期間中 During tenure	復路航空券の申込み Applying for air ticket	「国際航空券手配に関する説明」をご覧ください。申し込みをする研究員は別途指定された旅行代理店に直接申し込みを行ってください。 See the "Air Ticket Application Information" of the travel agency. Fellows who would apply should contact the travel agency designated by JSPS to book their air ticket.	- J23/35 E23/35
	採用期間を短縮する 採用期間が終了した Shortening their fellowship tenure Having completed their fellowship	14 採用期間終了（期間の短縮）届 Notice of Fellowship Completion (Incl. Shortening of Tenure)	(短縮)短縮の決定後速やかに（遅くとも短縮の2週間前までに） (終了)採用期間終了後2週間以内 Shortening their tenure: As quickly as possible (by two weeks at the very latest before the completion of shortened tenure) Completion of their tenure: Within 2 weeks after the fellowship completion J22/24 E22/24
採用期間終了後 Post-departure	研究報告書を提出する Submitting their research report	15 研究報告書 Research Report of the Fellowship	採用期間終了後1か月以内 Within 1 month after the expiration of the fellowship J22 E22
	調査研究費の収支を報告する（欧米短期） Reporting the research support allowance expenditures (Short-term Programs)	16 調査研究費収支決算報告書 Research Support Allowance Expenditure Report	採用期間終了後1か月以内 Within 1 month after the expiration of the fellowship J38 E38
	アンケートを提出する Submitting a questionnaire	プログラム評価質問票 A questionnaire on the Fellowship Program	採用期間終了後1か月以内 Within 1 month after the expiration of the fellowship J23 E23
	証明書が欲しい Applying for the issuance of certificate	17 証明書交付願 Application for the Issuance of Certificate	証明書を使用する2週間前まで At least 2 weeks before the presentation of the certificate is required J23 E23

※採用期間中に研究員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、本冊子末尾に掲載されたAppendix Cを参考に受入研究機関が書類を作成してください。

If during their tenure it should be necessary for Fellows to obtain a document certifying that they have been selected for a JSPS International Fellowships for Research in Japan, they should ask their host institution to prepare the document using as reference Appendix C found at the end of this booklet.

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# I. OUTLINE OF FELLOWSHIPS AND 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. OUTLINE OF FELLOWSHIPS

Japan Society for the Promotion of Science (JSPS) carries out programs that provide excellent researchers from other countries an opportunity to conduct collaborative research, discussions, and opinion exchanges with researchers in Japan. These programs are intended to help advance the overseas researchers' research activities while advancing science and promoting internationalization in Japan.

## 2. ABOUT THESE GUIDELINES

This booklet, "Program Guidelines," provides details on the terms, conditions and procedures of the JSPS Postdoctoral Fellowships for Research in Japan. The postdoctoral fellows ("Fellows"), host researchers ("Hosts") and administrative offices or staffs of the 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 A (Notice of Acceptance and Pledge), stating that they will understand the contents of the Guidelines and will observe all the terms and conditions therein, 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 shall 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.

Please note that the term "submission" in the Guidelines refers to the fact of receipt by JSPS. Fellows and Hosts merely providing the required documents to their Institutions cannot be recognized as "submission" as stipulated in the procedures of the Guidelines.

If YOU should find anything unclear in these Guidelines, please contact JSPS for instructions.

**Note that if YOU should fail to observe the terms and conditions in these Guidelines or to follow JSPS's instructions, your allowances could be stopped and other services suspended and you could be required to reimburse JSPS all or part of the allowances you have already received.**

These Guidelines and the forms can be downloaded from the JSPS webpage. Please use the version of the Guidelines issued for the fiscal year that you were selected. Use the latest forms irrespective of fiscal year.



## I. OUTLINE OF FELLOWSHIPS AND BASIC STIPULATIONS

Hereafter, the titles of the various fellowship programs are referred to as follows:

“**Standard**” = Postdoctoral Fellowship for Research in Japan (Standard)

“**Short-term**” = Postdoctoral Fellowship for Research in Japan (Short-term)

### 3. FELLOWSHIP ID

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

The Fellowship ID consists of the following prefixes and five digits.

Standard: Pxxxxx

Short-term: PExxxxx

### 4. TERM OF THE FELLOWSHIPS

Fellows must, as a rule, start their fellowship during the period specified in the Award Letter. If doing so should become difficult, please consult with JSPS immediately. If JSPS is not contacted and the fellowship is not started within the specified period, the fellowship will be cancelled.

◆ Starting date of the fellowship: The day that Fellows arrive in Japan.

For those Fellows who were already residing 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 day that Fellows depart from Japan.

The date after the number of months specified in the Award Letter from the starting date of the Fellowship. 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”. In this case, Hosts must fill out Form 14 (Notice of Fellowship Completion (Incl. Shortening of Tenure)) and submit it to JSPS via their Institution.

<Examples>

Example of when Fellows’ 24-month period of tenure starts on 1 April 2024:

Period starts on 1 April 2024, ends on 31 March 2026 (24 months)

Example of when Fellows’ 24-month period of tenure starts on 15 October 2024:

Period starts on 15 October 2024, ends on 14 October 2026 (24 months)

This fellowship is provided in full month units.

Fellows must reside in Japan continuously over the duration of their fellowships. The duration of the fellowship may not be divided into multiple stays.

As for temporary leaves of absence from Japan, please refer to the pages from E25 onwards.

**5. BASIC STIPULATIONS FOR FELLOWS, HOSTS AND INSTITUTIONS**

Fellows, Hosts and Institutions must comply with the below-stipulated obligations during the period of the fellowship. Based on an understanding of the purpose of the fellowship, they are obligated to follow the rules and instructions stipulated in these Guidelines when carrying out joint research.

**(1) Obligations of Fellows**

- ① During their tenure, Fellows shall not, either in or outside their Institutions, infringe in any way on the human rights of others, including racial or gender discrimination, sexual, academic and power harassment, abuse of authority and neglect. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported and action taken by the Institutions, JSPS and other related organizations to solve the problem.
- ② Fellows are not permitted to receive other fellowships or compensation (hereafter called “compensation, etc.”) for work or duties, irrespective of their title or form, during the tenure of their fellowships. If Fellows have accepted another fellowship, including another JSPS postdoctoral fellowship, they shall choose one of them and decline the other.
- ③ **Fellows are not allowed to receive per diem** even when they are provided funds for transportation and accommodation during trips to execute their research plans, because the allowance provided to Fellows includes a per diem equivalent.
- ④ During their tenure, Fellows must devote full time to their research exclusively related to the JSPS fellowship program at their Institutions, and not engage in any other work (including without compensation, etc.) or research (\*).
- ⑤ Fellows must, as a rule, reside in Japan during the term of their fellowships, and leave Japan on the ending date of their tenure. If Fellows wish to take a temporary leave of absence from Japan during their tenure, they must follow the rules set forth by JSPS.
- ⑥ Within one month after the completion of their tenure, Fellows must submit Form 15 (Research Report of the Fellowship) to JSPS via their Hosts and Institutions.
- ⑦ If Fellows publish research results obtained under the JSPS fellowship program in scientific journals or other publications, annotation of such should be provided.
- ⑧ Fellows must not engage in any kind of research misconduct.
- ⑨ Fellows are obligated to manage appropriately the funds provided them under the JSPS fellowship and research grants (Grant-in-Aid for JSPS Fellows (KAKENHI)) (for Standard Fellows only), taking strict care to avoid their improper use or expenditure.
- ⑩ Fellows agree to observe all of the provisions in these Guidelines.

(\*) Types of activities not included in the above-noted “other work or research”

Only the following activities ①-④ are allowed to be carried out as a part of the Fellows’ research activities during their tenure. However, Fellows must not be hired or receive remuneration for conducting these activities.

Before conducting these activities, Fellows must obtain approval from their Hosts, ensuring that the activities will not hinder the performance of their research.

- ① Activities such as research-related teaching to students at Institutions.
- ② Participating in a research project closely related to the Fellow’s research title.
- ③ Taking part in outreach activities that are relevant to the Fellow’s research title (see “11. OUTREACH ACTIVITIES RELATED TO FELLOWS’ RESEARCH TOPICS”).
- ④ Taking part in events organized by JSPS for Fellows.

## I. OUTLINE OF FELLOWSHIPS AND BASIC STIPULATIONS

### (2) Obligations of Hosts

- ① During Fellows' tenure, neither Hosts nor Fellows shall, either in or outside their Institutions, infringe in any way on the human rights of others, including racial or gender discrimination, sexual, academic and power harassment, abuse of authority and neglect. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported and action taken by the Institutions, JSPS and other related organizations to solve the problems.
- ② Hosts shall, in cooperation with their Institutions, promptly provide the lab space, facilities and equipment that Fellows will need to begin their research activities. This includes providing Fellows with a title and/or identification card.
- ③ To enable Fellows to seamlessly execute joint research at their Institutions, hosts shall, in cooperation with their Institutions, provide Fellows with pre-arrival assistance including in visa application and other necessary processing, securing domicile, and consultation on daily life in Japan.
- ④ Within one month of the completion of Fellows' tenure, Hosts must submit Form 15 (Research Report of the Fellowship) to JSPS via Institutions.
- ⑤ Hosts must not engage in any kind of research misconduct.
- ⑥ Hosts are obligated to manage appropriately the research grant (Grant-in-Aid for JSPS Fellows (KAKENHI)) (for Standard Fellows only) and the funds provided under the JSPS fellowship, taking strict care to avoid their improper use or expenditure.
- ⑦ Hosts are to acquire an accurate grasp of the procedures closely related to Fellows' tenure and allowances and to ensure that all the prescribed forms are submitted to JSPS via their Institutions by the prescribed deadline. Such procedures include the start, end, suspension, recommencement and extension of fellowships and temporary leaves of absence from Japan.
- ⑧ Hosts agree to observe all of the provisions in these Guidelines and to ensure that Fellows also observe them.
- ⑨ 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 trips to execute their research plans.**

## I. OUTLINE OF FELLOWSHIPS AND BASIC STIPULATIONS

### (3) Obligations of Institutions

- ① Institutions take primary responsibility for hosting Fellows and proactively prevent any human rights abuses, misconduct, or misuse of funds by Fellows during their tenure. If any such problems should occur, Institutions will endeavor to resolve them. If requested by JSPS, they are to report such problems.
- ② Mindful of Fellows' period of stay in Japan including proper entry and departure, Institutions are to ensure the proper execution of all necessary procedures.
- ③ Institutions are to support various living-related aspects of Fellow's and their families' stays in Japan, and provide Fellows with a title appropriate for conducting their research activities at the Institution.
- ④ 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 1 December 1949), as they pertain to related government regulations and institutional rules.
- ⑤ To enable Fellows to smoothly start joint research at their Institutions, Institutions shall provide Fellows with pre-arrival assistance including in visa application and other necessary processing, securing domicile, and consultation on daily life in Japan.
- ⑥ Institutions should ascertain how to contact Fellows so as to always be able to confirm their safety and well-being.
- ⑦ 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.
- ⑧ To prevent research misconduct (e.g. fabrication or falsification of research results) and misuse of research funds (e.g. private use or use for other purposes), Institutions shall inform both Fellows and Hosts of the rules (including penalties for misconduct and misuse of research funds) established by JSPS and the Institutions individually and shall ensure that they comply with the rules.
- ⑨ 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 trips to execute their research plans.**
- ⑩ Institutions are to acquire an accurate grasp of the procedures closely related to Fellows' tenure and allowances. Such procedures include the start, end, suspension, recommencement and extension of the fellowship and temporary leaves of absence from Japan.

## 6. CHANGING RESEARCH PLAN

Applications are judged based on the research theme and research plan contained in them.

**Accordingly, these items cannot be readily changed.** If, however, the reason for changing the research plan is progress made after the application in the proposed research, the change may be approved.

## 7. REVOCATION OF THE FELLOWSHIP AND STOPPING ALLOWANCES

JSPS may take one or more of the following (1)~(3) measure(s) if it judges any of the circumstances described below ①~⑩ 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 Grant-in-Aid) already paid.

- ① The fellowship has been awarded on the basis of false statements in the application form.
- ② Completion of the Fellow's research activities stated in their application form is deemed impossible or clearly difficult to achieve within the duration of the fellowship.
- ③ Fellows violate Japanese laws or regulations or are prosecuted for violating them.
- ④ Hosts or Institutions judge it difficult for Fellows to continue their research.
- ⑤ Fellows submit a request for a leave of absence after the fact or submit a false report.
- ⑥ Fellows fail to fulfill a fellowship's eligibility requirements (such as acquiring Japanese citizenship or permanent residency).
- ⑦ Fellows and/or Hosts receive financial provisions by deception or other fraudulent means.
- ⑧ Fellows and/or Hosts waste and/or abuse research funds.
- ⑨ Fellows and/or Hosts commit misconduct in their research activities.
- ⑩ Fellows and/or Hosts 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 and Hosts.

## 8. PREPARATION ON THE PART OF FELLOWS, HOSTS, AND INSTITUTIONS

It is the Hosts and Host Institutions who will be responsible for carrying out the administrative details of Fellows' visit. Hosts and Institutions shall maintain close contact with Fellows regarding their research plans and life in Japan. In particular, the following issues should be discussed in detail.

### (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 brokerage fee equivalent to one month rent. The amounts of these deposits and key money vary by location and lender. 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 their fellowship in Japan.

When Fellows negotiate rent or other rental matters, we ask that a Japanese person, such as their host, a lab colleague, or an administrative staff member at the institutions, accompany the Fellow to the real estate agency and act as a guarantor if necessary.

### (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 is also recommended that, when conducting joint research, Hosts and Fellows agree that the research activities of the JSPS fellowship program will, in principle, be conducted under the guidance of the 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 administer 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.

## 9. RELEASING INFORMATION ABOUT FELLOWS

Fellows' and Hosts' names, fields of specialization, fellowship tenures, research themes, research abstracts, and research reports may be posted on JSPS's website.

## 10. ACKNOWLEDGING RESEARCH RESULTS

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

Example: 1. International Research Fellow of Japan Society for the Promotion of Science (Postdoctoral Fellowships for Research in Japan (Standard))  
2. JSPS International Research Fellow (Graduate School of Science, XX University)  
3. Graduate School of Science, XX University JSPS International Research Fellow  
4. JSPS Postdoctoral Fellowships for Research in Japan  
5. JSPS International Research Fellow

Should research activities conducted under this program or their related outcomes receive high appraisal, please inform JSPS and include them in the Research Report of the Fellowship (Form 15). (This includes publications of coauthored papers in academic journals, coverage of research activities/results in newspapers or other media, and awards for joint research achievements.)

## 11. OUTREACH ACTIVITIES RELATED TO FELLOWS' RESEARCH TOPICS

Fellows are invited to use their research outcomes to benefit society and 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 research plans.

### Outreach activities

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 of outreach activities:

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"

Such outreach activities related to Fellow's research topic can be funded by the Grant-in-Aid for JSPS Research Fellow or the Research Support Allowance.

"Science Dialogue" is one of the outreach programs designed for Fellows who come to Japan under this JSPS Fellowship Program. In it, Fellows give lectures in English at mainly high schools on their research activities and on the society and culture of their home countries. Please visit the following website for the details.

Science Dialogue Program: <https://www.jsp.go.jp/english/e-plaza/e-sdialogue/index.html>

## 12. MISCONDUCT IN RESEARCH

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 the 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 & 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)

## 13. IMPROPER USE OF RESEARCH FUNDS

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

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



## I. OUTLINE OF FELLOWSHIPS AND BASIC STIPULATIONS

- Requests for travel funding in an amount more than actually expended
- Requests for funding 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 them to also have committed the misuse. When using research funds, Fellows must check in advance the usage rules at their Institutions and be sure to use them properly.

### **14. HANDLING OF PERSONAL INFORMATION**

Personal information contained in documents related to this program shall be strictly controlled in accordance with the "Act on the Protection of Personal Information" 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 and affiliated organization; research theme, fellowship tenure, host institution, host researcher's name and title; and research reports may be given public access. Fellows are also asked to participate in surveys aimed at improving JSPS programs.

For researchers located within the European Economic Area, which includes the EU, and those within the UK, their agreement is to be obtained to follow the above-stated "handling of personal information" in line with the "General Data Protection Regulation".

### **15. ENSURING RESEARCH INTEGRITY AGAINST NEW RISKS AS A CONSEQUENCE OF THE GLOBALIZATION AND OPENNESS OF RESEARCH ACTIVITIES**

In order to promote the augment of science, technology, and innovation in Japan, we must continue to enhance overseas joint research with various partners based on the principle of open science. Concurrently, the new risks as a consequence of the globalization and openness of research activities have been possible to impair the basis of research environment such as openness and transparency, and to unknowingly involve researchers to take risk of a conflict of interest or a conflict of responsibilities. In such climate, it is vital for our country to build a globally reliable research environment to protect the values that constitute the basis of research environment while encouraging necessary global collaboration and international exchanges.

Institutions are required to establish regulations/rules and control management related to the conflicts of interest and the conflicts of responsibility based on "Policy on Measures to Ensure Research Integrity Against New Risks as a Consequence of the Globalization and Openness of Research Activities (April 27, 2021, Decision of Council for Science, Technology and Innovation)." It is significantly essential for Fellows, Hosts and Institutions to proactively ensure the research integrity in each research activity.

## II. PROCEDURAL PROVISIONS

The following outlines the important points and procedures to be carried out after being selected for a fellowship. **These procedures are to be carried out based on mutual understanding among the Fellow, Host, and Host Institution.** A list of the forms to be submitted, including their submittal instructions, is provided in these Guidelines. The forms should be downloaded from the JSPS website and submitted **via the Institution to JSPS.**

JSPS website for downloading forms: <https://www.jsps.go.jp/j-fellow/yoshiki.html>

### 1. AWARD LETTER AND RELATED DOCUMENTS

The following documents accompany the Award Letter. Note that an identification card is not issued by JSPS.

- ① Award Letter\*
- ② Certificate of Financial Support\*
- ③ Program Guidelines (this booklet)
- ④ Air Ticket Application Information (from travel agency)
- ⑤ A Guide to Insurance Policy for JSPS Fellows (from insurance company)

\* **Items ① and ② cannot be reissued.**

## 2. PRE-ARRIVAL PROCEDURES

< Do promptly upon receipt of Award Letter >

### (1) Submit Form A (Notice of Acceptance and Pledge)

Upon deciding to accept the fellowship, Fellows are to send Form A (Notice of Acceptance and Pledge) to their Host, who will submit them to JSPS via their Institution.

These forms are to be submitted after the Fellow and Host have read and agreed to the terms and conditions stipulated in these Guidelines and decided upon a date for the Fellow to come to Japan to start the fellowship.

**The fellowship cannot start if Form A is not submitted (that is, air tickets cannot be booked nor your allowance payments made). Therefore, please submit Form A as soon as receiving the award letter.**

### (2) Special attention should be paid to setting the fellowship starting date on the Notice of Acceptance and Pledge (Form A).

- ① The starting date is not the day that Fellows depart from overseas but the day that they **arrive** in Japan.
- ② The starting date may be changed from that stated in the fellowship application submitted to JSPS.

Hosts and Institutions should consider the following points and discuss them with Fellows when determining the start date of the fellowship period:

- ① Overall research plan and activities
- ② Documents that the Fellow will need when applying for a visa
- ③ Fellow's transportation from port of entry to destination in Japan
- ④ Fellow's accommodations during stay in Japan
- ⑤ Bank account for receiving Fellow's allowances
- ⑥ Use of Research Support Allowance or Grant-in-Aid (KAKENHI) for JSPS Research Fellows

### (3) Submit PhD diploma, other documentation (to certify the date of PhD award)

#### ① Standard Fellows

Fellows under the Standard Fellowship must hold a doctoral degree at the time their fellowship starts. To certify your timely receipt of a PhD degree, your diploma must be submitted right away via the admin office of your host institution to JSPS. If you are unable to submit a diploma by the prescribed deadline, you may submit a certificate issued by your university certifying that you have received a doctoral degree or submit the JSPS-prescribed **Form 18 (Degree Confirmation)** prepared in coordination with your university.

If you are expected to receive a doctoral degree by the deadline but are unable to submit your diploma or other documentation giving evidence that you have received a doctoral degree, you may submit a certificate issued by your university certifying that you are scheduled to be awarded a doctoral degree before the starting date of your fellowship. Then, submit your PhD diploma as soon as you receive your doctoral degree.

Fellows who are nominated by a JSPS overseas counterpart organization and have submitted a PhD diploma at the time they applied for the fellowship do not need to submit the diploma to JSPS.

**Even when a document is submitted certifying that your PhD is scheduled to be awarded, if a document certifying that you have actually received your PhD degree is not submitted by**

## II. PROCEDURAL PROVISIONS

### **the deadline, the fellowship will be cancelled or withdrawn.**

JSPS will begin the process of issuing onward airline tickets and providing the first installment of allowance after a document certifying that you have actually received your PhD degree is submitted.

### **② Short-term Fellows**

#### **(i) Diploma/Degree certificate**

Fellows under the Short-term Fellowship must either hold a doctoral degree at the time their fellowship starts or be scheduled to receive one within two years from the date that the fellowship starts. Please submit the documents specified in either items a) or b) below, whichever applies. **If these documents are not submitted, your fellowship will be cancelled or withdrawn.**

As stipulated in Chapter “IV. ALLOWANCES”, the amount of monthly allowance will differ based on whether Fellows have received a doctoral degree (PhD holder) or have not received one (non-PhD holder).

#### **a) Persons holding a PhD degree or expecting to receive a PhD by the time their Fellowship starts**

Diploma or other documentation certifying your award of a doctoral degree: The procedure for submitting these documents is the same as for above ① Standard Fellows.

#### **b) Persons not expected to receive a PhD by the time their fellowship is scheduled to start**

Certificate from the university stating that you will be awarded a doctoral degree:

Promptly submit one of the following documents **specifying the expected date of the award.**

- A document from the university certifying the date a PhD degree is scheduled to be awarded
- Certificate of doctoral course enrollment
- Document written and signed by the Fellow’s academic advisor stating that you are scheduled to receive a PhD degree within two years from the fellowship starting date

A monthly allowance of ¥362,000 is paid to the fellows who submitted a PhD diploma or doctoral degree certificate before the starting date of their fellowship. If none of the aforementioned documents are submitted, the monthly allowance is ¥200,000.

**In the event that a PhD diploma or doctoral degree certificate is submitted after the starting date of the fellowship, the amount of the monthly allowance will be increased for the first payment from the following month after the date of submission of the documents to JSPS. However, the amount already paid will not be increased retroactively.**

#### **(ii) A document that confirms the Fellow’s permanent residence in a European or North American country [For relevant Fellows Only]**

Fellows who are citizens of a country other than the European or North American countries listed in the Application Guidelines and who were required to have permanent resident status in a European or North American country at the time of their fellowship application shall submit a copy of their permanent resident card or equivalent document issued by the eligible country to JSPS immediately upon receipt of their Award Letter.

**The Fellowship will be cancelled if the Fellow’s eligibility is not verified** due to failure to submit the requested document.

### ③ Notes

- **JSPS will not award the Fellowship to persons who fail to submit a PhD diploma or other documentation to certify the date of their PhD receipt.**
- JSPS begins processing the issuing of Fellows' roundtrip air tickets and the payment of their initial allowances after verifying their PhD acquisition status from their diploma or other documents.
- Under the JSPS program, the date of degree award is the date that the issuing university awarded the degree. It is not the date that Fellows orally defended their dissertation (*viva voce*) or completed a doctoral course.
- If the documents Fellows submit are written in a language other than Japanese or English, they are to be accompanied by a Japanese or English translation.
- Contact JSPS if you have a question as to whether or not the documents in your possession are recognized as the required ones.
- For Standard Fellows only: If you find that the date of your PhD award will fall after the starting date of the fellowship, you should notify JSPS right away through your Institution, as your fellowship will not be allowed to start.

< If applicable, contact JSPS right away >

**(4) Changing Fellowship Starting Date**

Fellows must start their tenure during the 30-day period before and after the date stated in Form A. If, however, due to an unavoidable reason, you should want to start your tenure outside this period, please contact JSPS right away via the admin office of your host institution.

**(5) Resident Status**

All Fellows must possess a valid passport issued by their country of nationality and a proper visa, when required. The visa shows that the Fellow has permission to enter and stay in Japan. Fellows who require a visa must go to a Japanese Embassy or Consulate to obtain one before leaving for Japan.

Fellows will receive “landing permission” at the immigration window of their port of entry into Japan when they show their proper visa.

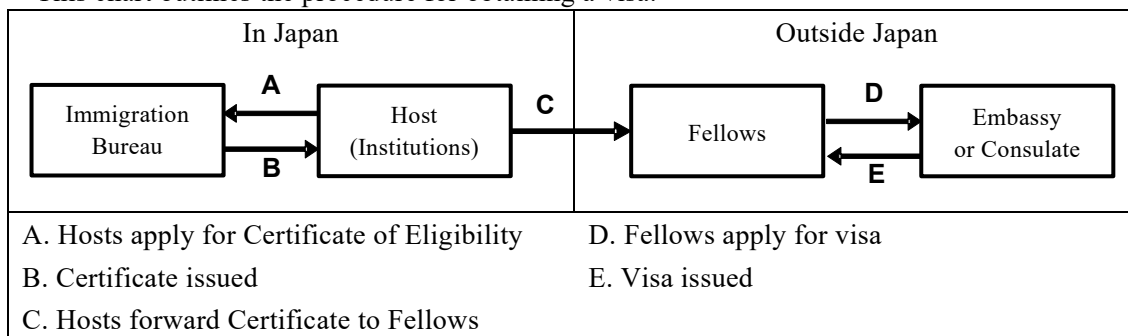
If Fellows submit a Certificate of Eligibility issued by Immigration Services Agency of Japan when applying for their visa, the Japanese Embassy or Consulate will be able to process the visa faster than when applying without one.

**Fellows are recommended to obtain a “Professor” or “Researcher” visa status.** To check which of these statuses is applicable to you, please consult the Immigration Bureau’s homepage.

Before leaving for Japan, Fellows shall, on their own responsibility, obtain a visa that coincides with the purpose and length of their stays 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 inquiries or make arrangements regarding visa applications for Fellows and their family members.**

This chart outlines the procedure for obtaining a visa.



<Submit 40 days prior to starting date of the fellowship period >

**(6) Application for Air Tickets by Fellows**

Fellows are to follow the instruction of Chapter IV “4. AIRFARE” and “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.** Fellow’s ticket will not be issued if you do not follow this procedure.

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

<Submit at least one month prior to start date of fellowship period >

**(7) Submission of Form 1 (Notice of the Schedule for Fellowship Commencement) and Form 2 (Notice of Bank Account)**

Fellows and Hosts are to confirm in advance the way in which Fellows will receive their initial allowances, which include their allowances for the first 2.5 or 3 months and their settling-in allowance. (Note that the settling-in allowance is paid only to the applicable Fellows.)

Form 1 must be submitted by at least one month prior to the starting date of your fellowship via your host institutions.

Regarding Form 2, depending on whether or not the Fellow already has a Japanese bank account, different documents are to be submitted. Before submitting this form, please check whether you come under item ① or ② below.

If these forms are not submitted on time, the payment of your initial allowances may be delayed by one month or longer. Please take care to submit them by the deadlines.

**① When Fellows already have a Japanese bank account**

If Fellows wish to have their initial allowances remitted into a bank account they have already opened in Japan, indicate so in Form 1 (Notice of the Schedule for Fellowship Commencement) and submit it along with Form 2 (Notice of Bank Account) via the Institution so that it reaches JSPS at least one month prior to the fellowship starting date. On Form 1, indicate the Japanese bank account into which the Fellow wants their allowances to be deposited. As to how to enter the Fellow’s name on Form 2, please refer to Chapter II 3(2), “Submission of Form 2 (Notice of Bank Account)” in these Guidelines.

② **When Fellows do not have a Japanese bank account**

If Fellows do not have a Japanese bank account, they will need to open one upon their arrival in Japan. For receiving the initial allowance, please choose (i) or (ii).

(i) **Having the initial allowance payment remitted into the Host's account**

**★Recommended★**

Fellows may ask to have their initial allowance deposited into their Host's bank account prior to their arrival in Japan. In this case, indicate so on Form 1 and submit it along with Form 2 in the Host's name so that it reaches JSPS at least one month prior to the fellowship starting date.

Fellows will receive their initial allowance from their Host along with a RECEIPT. After checking the amount of money deposited against the amount in the RECEIPT, send the RECEIPT to JSPS.

**The second and ensuing allowances will be remitted to Fellow's bank account after JSPS has received the RECEIPT for the initial remittance.**

For Short-term Fellows only, the second and subsequent installments of allowance may be paid into the Host's bank account. If you want to do so, please consult us. When receiving payment in this case, you will need to submit a notice of remittance along an attached RECEIPT to JSPS.

(ii) **Having the initial allowance remitted into Fellow's own bank account in Japan**

If Fellows want to have their initial allowance remitted into their own bank account, indicate so in Form 1 and submit it to JSPS at least one month prior to the fellowship starting date. Then, Fellows should open their own bank account in Japan right away upon arrival in Japan and submit Form 2 in their own name. As to how to enter the Fellow's name on Form 2, please refer to Chapter II 3(2), "Submission of Form 2 (Notice of Bank Account)" in these Guidelines.

It will take at least 2-3 weeks to open the Fellow's own bank account after arriving in Japan. It will take about three more weeks after JSPS receives Form 2 to remit the allowance into the account. Therefore, if Fellows are not going to bring sufficient funds with them to cover their initial expenses, **it is recommended that they have their initial allowance remitted into their Host's bank account prior to their arrival in Japan (i).** If you wish to have your allowances remitted into a bank account other than your own or your host researcher's, please consult with JSPS via the admin office of your host institution.

Note: As the allowances that JSPS provides are not considered to be salary or remuneration, it can be difficult for JSPS Fellows to obtain a credit card in Japan. Fellows who may need a credit card during their tenure are recommended to bring an internationally recognized one with them to Japan.

(8) **Research Grant**

① **For Standard Fellows only**

Hosts may apply for a Grant-in-Aid (KAKENHI). At the time of application, Fellows and Hosts should discuss in detail the research funding required on the basis of the research plan submitted in



## II. PROCEDURAL PROVISIONS

the application for the fellowship program for which they have been selected.

For the Grant-in-Aid program's outline and procedures, see Chapter "V. KAKENHI (GRANT-IN-AID FOR JSPS RESEARCH FELLOWS)".

### ② For Short-term Fellows only

Hosts are eligible to apply for a research support allowance. For the program's outline and procedures, see Chapter "VI. RESEARCH SUPPORT ALLOWANCE".

### (9) Postponement of Arrival in Japan (\*Standard Fellows Only)

If it should be difficult for Fellows to arrive in Japan within the fellowship period specified in their Award Letter and other documents for unavoidable reasons, they may postpone their arrival within the fiscal year (up to 31 March of the following year) of their specified fellowship period. Fellows wishing to do this should promptly submit Form 4 (Application for the Extension of Periods for Arrival in Japan) to their Host, who after confirming the postponement is asked to submit the form to JSPS via the Institution.

A postponement of Fellows' period of arrival in Japan may be granted within the same fiscal year (up to 31 March of next year). If a Fellow arrives after the end of the fiscal year, they shall not be eligible for the fellowship for any reason.

If a Fellow arrives after November 30(1 December - 31 March), having completed the postponement procedure, their Host will not be eligible to apply for a Grant-in Aid for JSPS Research Fellows for the current fiscal year.

The Host may, however, apply for the Grant starting from the next fiscal year. For details, please see Chapter "V. KAKENHI (GRANT-IN-AID FOR JSPS RESEARCH FELLOWS)".

### (10) Prior Notice of Shortening the Fellowship Tenure

If Fellows must shorten their fellowship tenures before their fellowships start for unavoidable reasons, Host institution should notify JSPS in advance.

### (11) Refusal of the Fellowship

If Fellows must refuse to accept their fellowships, Institutions should immediately submit Form 5 (Notice of Refusal to Accept Fellowship) to JSPS based on consent among the Fellow, Host, and Host institution.

If Fellows, who applied through overseas nominating authorities, must refuse to accept their fellowships, they should also immediately notify their nominating authority.

### 3. POST-ARRIVAL PROCEDURES

#### (1) Submission of Form 6 (Notice of Fellowship Commencement)

Fellows and Hosts should submit Form 6 (Notice of Fellowship Commencement) along with a clean copy of the Fellow's passport that clearly shows their name (etc.) in the entry fields, visa stamp, and landing permission stating visa status and the date of entry.

Fellows who have been in Japan prior to the start date of the fellowship tenure shall submit a copy of their passport (with the page for their name and other personal details) and resident permit.

The form must be submitted within one week after the Fellows' arrival in Japan. **If this form is not received on time, JSPS will not be able to make the second allowance remittance,** nor will it be able to enroll the Fellow in the Overseas Travel Insurance Policy. Therefore, be sure that Form 6 is submitted on time.

#### (2) Submission of Form 2 (Notice of Bank Account)

JSPS remits the second and subsequent allowances into Fellows' own bank account. (If the first instalment of allowances is set to be remitted to the Fellow's account, allowances from the first instalment onwards will be remitted to the Fellow's account.) Therefore, those Fellows who do not yet have a bank account in Japan are requested to open one as soon as they get settled in. Japanese Residence Card is required when you open a bank account in Japan.

Form 2 containing the Fellows' bank account information should be submitted via host institution. **Be sure to attach a copy of the first page of the Fellow's bankbook (reverse side of the front cover) containing the account holder's name. In the case of an Internet bank account, provide a copy of the computer screen showing the branch number, account number, and account holder's name.**

Take care to avoid an error in the spelling of the account holder's name, as it could interrupt the payment of your allowances.

#### (3) Procedures at Municipal Office

Fellows should carry out the following three administration procedures at the municipal office of their city (*shi*), ward (*ku*), town (*machi*) or village (*mura*). Fellows should also inquire at the municipal office as to whether there are any procedures required before they leave Japan.

Fellows are advised to ask their Host, Institution or a Japanese colleague to accompany them when they go to the municipal office, as its staff may not speak English.

##### ① Residence Card

Japan's residency management system applies to all foreign nationals residing legally in Japan for a mid- to long-term period. **Fellows with visa status of longer than three months come under this system. (Stays of three or fewer months are excluded.)**

A "residence card" will be issued to Fellows at the immigration inspection window of their port of entry. Fellows who have received a residence card shall notify the Minister of Justice of their place of residence. Fellows must take the card to the ward, city or town office where they will reside and notify the office of the address of their residence within 14 days from the day that their residence is decided.

While in Japan, Fellows are required to carry the residence 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 the Fellows' tenure, their residence card must be returned to the immigration officer at the

airport when leaving Japan.

For more information on this system, please check the Immigration Bureau's website.

URL: <http://www.immi-moj.go.jp/english/index.html>

### ② National Health Insurance

On top of the overseas travel insurance provided by JSPS, Fellows are required to enroll in the National Health Insurance Program of Japan. People who come from other countries and will remain in Japan for more than three months are required to join this program. Under this national system, people are required to bear 30% of the cost of medical treatment. Depending on the illness, that 30% may be covered by the overseas travel insurance provided by JSPS.

**After registering your residence card at the municipal office, apply for the National Health Insurance at the designated counter of the same municipal office.** As the allowances paid under 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 the city, ward, town or village office where you reside.

### ③ 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 residence card at the municipal office, 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 pay (income), Fellows may apply for the insurance premium exemption and payment suspension system based on a lack of income. In addition, there is a lump-sum payment system that allows you to redeem a percentage of your paid premiums when you withdraw from the program early (when you leave Japan).

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 below website.

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

## (4) Residence Status Extension and Application Documents

### ① Residence status extension

The authorized period of Fellows' stay and their assigned visa status are entered in their passport by the Immigration Officer when they arrive at the airport in Japan. If their fellowship tenure should go beyond the date of the authorized period of stay, Fellows must apply for an extension at a local Immigration Office.

Fellows should make their application for extension no later than the expiration date of their authorized period of stay. Applications are normally accepted from about three months prior to the expiration date. Fellows are advised to ask their Host, Institution or a Japanese colleague to accompany them when they go to the Immigration Office. **Fellows must take personal responsibility for processing the extension.** Ask the Immigration Office for instructions about the

## II. PROCEDURAL PROVISIONS

extension procedure in advance so as to be prepared to apply.

### ② Application documents for extension

Generally, Fellows will need to take the following documents with them to the Immigration Office when they apply for an extension:

- (a) A copy of the Award Letter and Certificate of Financial Support from JSPS
- (b) Their bankbook of the bank account to which JSPS remits allowances
- (c) A document written by their Host stating the Fellow's fellowship period, Institution, and research theme (See example in Appendix C.)
- (d) Their passport and residence card, and the Program Guidelines (this booklet)

The Award Letter and Certificate of Financial Support **cannot be reissued. If asked for the Award Letter and Certificate of Financial Support, submit copies of them.** Take the originals with you just in case.

#### 4. NECESSARY PROCEDURES AT END OF FELLOWSHIP PERIOD

##### (1) Applying for Air Ticket by Fellows

Fellows should apply for their return ticket at least 40 days in advance of their scheduled departure date. After reading Chapter IV-4 “AIRFARE” and the booklet “Air Ticket Application Information”, apply to JSPS’s designated travel agent for your return tickets. If this procedure is not completed, the return ticket will not be issued.

**Note that JSPS cannot pay for an air ticket applied for after Fellows’ tenure has expired.**

If Fellows should decide to leave Japan before their fellowship expires (see Chapter III “1. SHORTENING THE FELLOWSHIP TENURE”) or to remain in Japan for such reasons as wrapping up their research after it expires (see II-4-(4) “Remaining in Japan after the Fellowship period ends”), they shall obtain the consent of their Hosts and inform JSPS of the period shortening/extension through their Institutions.

##### (2) Submission of Form 14 (Notice of Fellowship Completion (Incl. Shortening of Tenure) )

Hosts are requested to submit Form 14 (Notice of Fellowship Completion (Incl. Shortening of Tenure)) to JSPS via their Institutions no later than two weeks after the expiration of the fellowship.

In the case of tenure shortening, submit the form as early as possible. (Refer to Chapter III “1. SHORTENING THE FELLOWSHIP TENURE”.)

##### (3) Submission of Form 15 (Research Report of the Fellowship)

The Fellow and Host are to cooperate in preparing a Research Report of the Fellowship (Form 15), which must be submitted to JSPS via the Host Institution within one month of the end of the fellowship period. Form 15 may be written in either English or Japanese. **The Fellow’s research title may not be changed from that stated when they were selected for the fellowship.**

JSPS may later post some reports with photos on its website. If Fellows do not want their photo posted, they don’t have to attach a photo to their report.

##### Attention

- As much as possible, describe the contents and results of your research in a manner that is easily understandable to a non-specialist in your field, avoiding the use of jargon, mathematical formulae and signs.
- Please prepare the Research Report in Japanese or English within three pages for the Host’s, and within ten pages for the Fellow’s.
- You may expand the column as appropriate.

If the outcomes of research related to JSPS fellowship programs are highly appraised, please inform JSPS. (This includes publications of coauthored papers in academic journals, coverage of research activities/results in newspapers or other media, and awards for research activities/achievements.) If similar outcomes occur after the Fellowship Research Report has been submitted, please also report these to JSPS and submit the deliverables (e.g. reprints of papers, copies of newspaper or journal articles).

### **(4) Remaining in Japan after the Fellowship period ends**

As a rule, Fellows are obligated to leave Japan at the end of their fellowship period. If, however, Fellows meet the following conditions ①-④, they may continue to reside in Japan after the end of their fellowships with JSPS paying for their return flight tickets.

Fellows wishing to remain in Japan should submit in advance a Form13 (Application for Continuous Stay in Japan after the Expiration of the Fellowship) via the admin office of their Host Institution.

#### **Requests will not be accepted after the fellowship period has ended.**

- ① That the Fellow needs to temporarily stay in Japan (up to two months) for such purposes as compiling their research results.
- ② That the Fellow will receive no income during the extended stay.
- ③ That another institution will not pay for the Fellow's return flight ticket.
- ④ That during the extended stay JSPS will bear no financial or other responsibility for the Fellow (other than providing them with a return flight ticket).

If not having applied under this procedure, Fellows remain in Japan after their fellowship tenure ends, JSPS will bear no financial or other responsibility for their extended stay (including their overseas travelers insurance and return flight ticket). JSPS will not bear any responsibility for the Fellow's stay in Japan after the end of the fellowship tenure, nor will it cover any expenses, including but not limited to overseas travel insurance, except for airfare for the Fellow's return trip. Please pay close attention to your visa eligibility, insurance coverage period, and other relevant matters.

### **(5) Submission of Feedback on Fellowship Program [only Fellows, Hosts]**

Fellows nearing the end of their tenure and their Hosts are asked to fill out an online questionnaire, which will be used to gauge the performance of services provided and to improve the JSPS fellowship programs.

The questionnaire is divided into two parts, one for Fellows and the other for Hosts to fill out. Please choose the appropriate webpage and answer the questions.

for Hosts (Japanese and English): [https://www.jsps.go.jp/j-fellow/j-fellow\\_14/peq.html](https://www.jsps.go.jp/j-fellow/j-fellow_14/peq.html)

for Fellows (English): <https://www.jsps.go.jp/english/e-fellow/peq.html>

### **(6) Application for Certificate [Fellows]**

As a rule, JSPS does not issue documents to certify the fellowship status of former or current Fellows. When, during their fellowship period, 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 Institution to prepare the necessary documents. (See Appendix C for an example of a certificate that may be prepared by Institutions.)**

The only exception to this rule is when Fellows require a certificate to apply for a job after the completion of their fellowship. If deemed appropriate, JSPS may issue a certificate.

To apply for a certificate, Fellows should fill out Form 17 (Application for the Issuance of Certificate) stating the reason they need the certificate and where it is to be sent, and submit it to JSPS by e-mail at least two weeks prior to the date the certificate is needed.

Certificates are sent via e-mail, not by postal mail. **JSPS will not issue certificates in cases when research reports haven't yet been received or requested reimbursements haven't yet been made.**

## III. CHANGES DURING FELLOWSHIP TENURE

When changes shown below are made in the period of the Fellow's tenure, Host or Host Institution, there are cases when it is necessary to follow procedures prescribed in separate documents. In such cases, be sure to consult with the admin office of the Host Institution.

### 1. SHORTENING THE FELLOWSHIP TENURE

If Fellows must shorten their fellowship tenure for an unavoidable reason, they must inform their Host, Host Institution, and JSPS in advance and submit Form 14 (Notice of Fellowship Completion (Incl. Shortening of Tenure)) to JSPS **as quickly as possible (by two weeks at the very latest before the completion of shortened tenure)**.

If Fellows shorten their tenure for the purpose of starting new employment or accepting another fellowship, they will be asked to provide a document issued by their employer stating when their employment/fellowship will start and whether money equivalent to the price of a return ticket will be provided.

If Fellows' allowance or other financial support is overpaid, **they must promptly reimburse JSPS the overpaid amount no later than 7 days before departing Japan.** (See Chapter IV "6. REIMBURSEMENT TO JSPS".) If Fellows are required to reimburse JSPS for already-paid allowances but haven't done so, they will NOT be issued a return ticket until the reimbursement is made.

**Moreover, Fellows are not allowed to shorten or end their fellowship tenure while they are still taking a temporary leave of absence.** A request to shorten fellowship tenure can only be made **one time**. Once shortened, the fellowship period cannot be extended. If for reasons related to your research, you wish to remain in Japan after your fellowship period ends, please submit an "Application for Continuous Stay in Japan after the Expiration of the Fellowship."

### 2. EXTENDING THE FELLOWSHIP TENURE [For Standard Fellows]

In cases when the initial tenure is less than 24 months, an extension of up to a total of 24 months may be approved, following the necessary verification procedure, in one-month units if JSPS deems it necessary for carrying out the Fellow's research.

Fellows who wish to extend the period of their fellowship must submit a Form 12 (Application for the Fellowship Extension) and other required documents at least **3 months prior** to their original fellowship ending date. Later submission is not accepted.

Extensions should be for the minimum period required to complete the research. JSPS may shorten the requested period of extension due to budget constraints. An extension may only be applied **for ONCE**.

Fellows who were awarded their fellowship through a nominating authority and wish to extend their tenure also need to notify the nominating authority in advance for permission to do so.

Short-term Fellows cannot extend their fellowships beyond the initially approved tenure period.

### 3. TEMPORARY LEAVE OF ABSENCE FROM JAPAN

**JSPS covers the costs required for Fellows to carry out their research activities in the form of allowances. As a rule, Fellows are obligated to stay in Japan continuously during their tenures.**

However, a temporary leave of absence from Japan may be approved under the following five conditions (1)-(5). In such cases, JSPS does not negotiate any change in the conditions or number of allowed days of temporary absence (cumulative number of days).

When Fellows wish to take a temporary leave of absence, **they must submit a Form 7 (Notice and Report of Temporary Leave of Absence from Japan) to JSPS in advance.**

**Note carefully that if a request for leave of absence is not submitted or if it is postdated or otherwise falsified, the Fellow's fellowship may be cancelled, allowances stopped, and/or other stern measures taken.**

**Moreover, Fellows are not allowed to shorten or end their fellowship tenure while they are still taking a temporary leave of absence.**

#### (1) Reasons for Temporary Leave of Absence

Fellows may be permitted to take a temporary leave of absence under the following ①,② reasons.

- ① **Temporary leave of absence for the purpose of conducting research:** When it is necessary for Fellows to be temporarily out of Japan for such purposes as conducting surveys used in their research or presenting the research results at conference. In addition, the permission may be granted if there is a statement of such necessities in the research plan of their initial fellowship application.
- ② **Temporary leave of absence for the fellow's own purposes:** For other reasons deemed necessary though not being applicable to the above-stated reason.

Given the reason or period of the requested leave, there may be cases when JSPS requests a written explanation as to whether or not the leave will impede the execution of the Fellows' research plan. When leave is urgently needed due to sickness or other unavoidable reasons, Institutions should consult with JSPS right away. Suspending the fellowship should also be considered when appropriate. (See section 4. SUSPENDING THE FELLOWSHIP for reference.)

#### (2) Submission of Form 7 (Notice and Report of Temporary Leave of Absence from Japan)

(Before departure from Japan)

Fellows wishing to take temporary leave must first obtain their Host's permission. Upon confirming the Fellow's intention, the Host fills out the column of "Fill in before the departure" of Form 7 (Notice and Report of Temporary Leave of Absence from Japan) and submits it via the Institution to JSPS at least two weeks in advance of the Fellow's departure.

(After re-entry)

Within one week after the Fellow returns to Japan, the Host is to submit Form 7 (Notice and Report of Temporary Leave of Absence from Japan / Fill in after the re-entry section) and a copy of the Fellow's passport (with stamps showing the dates of departure from Japan and re-entry into Japan) via the Institutions to JSPS. **Institutions are to always check the reasons for a temporary leave of absence taken by Fellows. They also must keep count of the number of cumulative days of leave a Fellow takes.**

\*In calculating the number of leave days, note that the days of departure and arrival in Japan are also included. (Example: 1 July 20XX (leave Japan) – 10 July 20XX (arrive back in Japan): 10 days)

\*Fellows should be sure to ask for an immigration officer to stamp their passport if they use



### III. CHANGES DURING FELLOWSHIP TENURE

automated gates at the airport.

#### (3) Limitations of Leaves of Absence

**To facilitate JSPS's processing of final allowances and other severance arrangements, Fellows are, as a rule, NOT allowed to take leave during last 30 days of their tenure. If you have any compelling reasons, please consult with us in advance. Moreover, Fellows are not allowed to shorten or end their fellowship tenure while they are still taking a temporary leave of absence.**

#### (4) Maximum Length of Leave of Absence

The maximum number of cumulative leave days allowed for Fellows is shown below.

If the total number of days that a Fellow takes temporary leave from Japan exceeds the upper limit specified in the table below, **JSPS will judge the last day of departure from Japan to be the ending date of the Fellowship.**

Tenure	Maximum leave days
13 or more months	150 days
From 9 up to 12 months	75 days
From 5 up to 8 months	30 days
Up to 4 months	15 days

Example:

The Fellow's tenure is 4 months (the tenure starts from 1 April 20XX and ends on 31 July 20XX) and the total number of days in the first period of temporary leave is 7 days. The next period of temporary leave was scheduled to be 8 days (from 15 June to 22 June), but due to circumstances (including delays due to any cause beyond reasonable control such as bad weather) the return date is actually 23 June. In this case, JSPS judges 15 June to be the ending date of the Fellowship because the total number of days of the temporary leave exceeds the upper limit of 15 days. **Therefore, the Fellow must reimburse the overpaid allowances that they had been provided for the period of 1/2 month, that is, 16-30 June.**

### III. CHANGES DURING FELLOWSHIP TENURE

**(5) Reduction of allowances** based on the cumulative number of days of temporary leaves of absence

Allowances are paid to cover the costs of Fellows' stays in Japan for the purpose of carrying out research activities **in Japan** during their tenures. For this reason, the Fellow's allowance will be reduced based on the cumulative number of days of temporary leaves of absence.

If temporary leave is taken for purposes stated in (1)① above, it will, as an exception, be treated the same as the Fellow being engaged in research in Japan. The Fellow's allowance will not be reduced. If, however, **the leave is taken for the purpose stated in (1)②, the commensurate amount of reduction will be subtracted from the following month of the Fellow's allowance or they will be requested to reimburse the amount.**

Tenure	Cumulative number of days of temporary leaves of absence for reasons in para (1)②	Allowance reduced
<b>13 or more months</b>	1-40 days	none
	41-56 days	0.5 months
	57-72 days	1 month
	73-88 days	1.5 months
	89-104 days	2 months
	105-120 days	2.5 months
	121-136 days	3 months
<b>9-12 months</b>	137-150 days	3.5 months
	1-20 days	none
	21-36 days	0.5 months
	37-52 days	1 month
	53-68 days	1.5 months
<b>5-8 months</b>	69-75 days	2 months
	1-15 days	none
<b>4 months</b>	16-30 days	0.5 months
	1-15 days	none

#### 4. SUSPENDING THE FELLOWSHIP

As a rule, Fellows are to devote themselves to their research during the period of their fellowships. However, JSPS allows them to suspend their tenure when childbirth, infant nursing or injury/illness would make it difficult for Fellows to concentrate on their research, they may by applying in advance be allowed to suspend their tenure for the affected period. That period will then be deferred to the end of their fellowship.

When a suspension of fellowship tenure is desired for the purpose of taking a leave of absence from Japan, Fellows must before departure obtain JSPS's approval for the leave. If application for the leave is not made or if there is falsification in the application, strict measures, including fellowship cancellation and allowance suspension, may be taken. If you should want to suspend your fellowship from the start of your tenure or are considering suspending it for reasons other than those stated above, you must consult JSPS via your Institution.

If certificates and documents supporting your reasons for a suspension of your fellowship are not written in Japanese or English, please attached Japanese or English translations to them.

##### (1) Suspending Fellowship for Childbirth and Childcare

###### 1) Eligible Fellows

Female Fellows who give birth during their tenure are eligible for this leave, as are male Fellows whose spouse gives birth. If desired, the fellowship may be suspended to nurse an infant up to the age of one year.

###### 2) Duration and Frequency of Fellowship Suspensions

The fellowship may be suspended from six weeks prior to the date of expected delivery to one year after childbirth. This makes the maximum period of leave 15 months. **Fellows' leave is approved in one-month units.** In principle, this leave will only be granted once per child.

Example: Initial fellowship tenure is from 1 September 20AA to 31 August 20CC

Period of maternity leave is from 1 September 20BB to 30 November 20CC, with research restarting on 1 December 20DD. The ending date of fellowship tenure will be 30 November 20DD. (It is extended for a number of days equal to the leave period.)

	4	5	6	7	8	9	10	11	12	1	2	3	(month)
FY20AA													
FY20BB													
FY20CC													
FY20DD													

###### 3) Release from Research Obligation

During the leave period, Fellows maintain their status but are released from the obligation to concentrate on their research. However, remuneration may not be received for work during the period of suspension.

### III. CHANGES DURING FELLOWSHIP TENURE

#### 4) Suspending Maintenance and Other Allowances

The Fellows' maintenance and other allowances (Refer to Chapter "IV. ALLOWANCES") will not be paid during the leave period.

#### 5) Suspending Overseas Travel Insurance

As a rule, Fellows will NOT be covered by this insurance during the leave period.

#### 6) Application Procedures

##### ① Applying for Parental Leave

Fellows should consult with their Hosts about suspending their fellowships for child bearing and/or infant nursing. If the Hosts judge that the suspension will not impede the execution of the Fellow's research plan, they may submit Form 10 (Application for the Fellowship Suspension /Change in Period) to JSPS via the head of the Institution. When applying prior to childbirth, Form 10 should be submitted one month before the start of maternity leave. Then, a birth certificate or other evidence of childbirth (a copy is permissible) must be submitted soon after the child is born.

##### ② Changing in Period of Parental Leave

If Fellows request a change in the period of maternity leave and Hosts judge that it will not impede the execution of the research plan, Hosts may submit Form 10 (Application for the Fellowship Suspension/Change in Period) to JSPS via the head of the Institution. It should be submitted one month before the first day of the extended leave period or one month before the last day of the shortened leave period.

##### ③ Recommencing the Fellowship

When the period of leave ends, Fellows are to restart their fellowships. At that time, Hosts should submit Form 11 (Notice of Fellowship Recommencement) to JSPS via the head of the Institution. It should be submitted one month before the end of the leave period.

#### (2) Suspension of Fellowship for Injury/Illness Reasons

##### 1) Eligible Fellows

Fellows who have been diagnosed with an injury or illness that would make it difficult for them to concentrate on their research for a period of one month or longer.

##### 2) Duration and Frequency of Suspension

The period of the suspension is to be determined based on the recovery period specified in a medical certificate, and **approval for the suspension will be granted in monthly increments**. During the Fellow's tenure, a total of 12 months is allowed for this type of suspension. There is no limit on the number of times that the fellowship may be suspended as long as the total does not exceed the maximum of 12 months.

Example: Initial fellowship tenure is from 1 September 20AA to 31 August 20CC, and the suspended periods are from 1 November 20BB to 13 May 20CC and from 1 September 20CC to 31 December 20CC, the ending date of the fellowship will be 31 July 20DD (extended by the number of months suspended).

### III. CHANGES DURING FELLOWSHIP TENURE

	4	5	6	7	8	9	10	11	12	1	2	3	(month)
FY20AA						Do research							
FY20BB	Do research						Suspend research						
FY20CC			Do research			Suspend research							
FY20DD	Do research												

#### 3) Release from Research Obligation

During the suspended period, Fellows maintain their status but are released from the obligation to concentrate on their research. However, remuneration may not be received for work during the period of suspension.

#### 4) Suspending Maintenance and Other Allowances

The Fellows' maintenance and other allowances (Refer to Chapter "IV. ALLOWANCES") will not be paid during the suspended period.

#### 5) Suspending Overseas Travel Insurance

As a rule, Fellows will NOT be covered by this insurance during the suspended period.

#### 6) Application Procedures

##### ① Applying for Suspension of Fellowship

Fellows must consult with their Hosts and obtain their approval to suspending their fellowship. If the Hosts judge that the suspension will not impede the execution of the Fellow's research plan, they should promptly submit Form 10 (Application for the Fellowship Suspension/Change in Period), and attach to it a certificate by a doctor stating how long the period of medical treatment will be.

##### ② Changing in Period

If Fellows request a change in the period of suspension and Hosts judge that it will not impede the execution of the research plan, Hosts may submit Form 10 (Application for the Fellowship Suspension/Change in Period). It should be submitted one month before the first day of the extended period of suspension or one month before the last day of that period. At that time, the Host should submit an amended diagnosis certificate issued by a doctor showing that the period of time the Fellow would not be able to concentrate on his/her research has changed.

##### ③ Recommencing the Fellowship

When the period of suspension ends, Fellows are to restart their fellowships. At that time, Hosts should submit Form 11 (Notice of Fellowship Recommencement). It should be submitted one month before the end of the suspended period. A certificate by a doctor must also be submitted as a document showing that medical treatment for the injury or illness has been done.

## 5. CHANGING HOSTS/INSTITUTIONS OR AMENDING INFORMATION

### (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 Institution's setup for receiving the Fellows. As changing Hosts or Institutions is 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, 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 stipulated in the initial research plan 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

#### ① Procedures that current Hosts should carry out before changing Hosts

When a change of Hosts is desired, JSPS should be contacted in advance via the Host Institution.

A written explanation for the change is to be provided to include the following items. (Free format)

- Why changing Hosts will not impede the execution of the research plan.
- New Hosts' familiarity with the subject research and suitability to carry it out.
- A profile of new Hosts and a list of their research results.
- A statement from new Hosts stating that they are willing to accept the Fellows.

#### ② Procedure to be taken by new Hosts

New Hosts are to submit Form A (Notice of Acceptance and Pledge) and Form 8 (Application for the Change of Host Researcher/Host Institution) in the name of the head of the Institutions after the change to JSPS via their Institutions before changing Hosts.

### (3) Changing Institutions

Hosts should contact JSPS in advance via their current Institution. Then, submit Form 8 to JSPS via the new Institution.

### (4) Changing of Institutions' Information

JSPS should also be contacted using Form 8 if the name of an Institution changes due to its conversion or other reasons. If a Host is hosting (or will be hosting) more than one Fellow, their Fellowship IDs, names and details of the changes can be submitted jointly on a separate sheet of paper.

### III. CHANGES DURING FELLOWSHIP TENURE

#### (5) Procedure for amending other basic items

When the below-listed items apply, submit Form 9 (Notice of the Change of Host's/Fellow's Information). If, at that time, the Host is hosting multiple Fellows, they may use a separate sheet to list the Fellows currently being hosted (and scheduled to be hosted), including their fellowship IDs, names, and details of the changes, and submit it to JSPS.

- When the Host **transfers within the same Institution** (due to a promotion or other reasons, their division name, position title, contact address or other information changes while remaining in the same Institution)
- When the name the Host uses in the course of their duties changes or when their information changes from that stated in the fellowship application
- When the Fellow's name, current appointment or other information changes from what it was at the time of their fellowship application

## IV. ALLOWANCES

JSPS's financial provisions described below are not subject to negotiation. JSPS does not provide any support for dependents.

**If the forms designed in these Guidelines are not submitted by the deadlines or in accordance with the stipulated procedures, allowance payments may be delayed or cancelled.**

Recipients Allowances	Postdoctoral Fellowships for Research in Japan	
	Standard *2	Short-term *2
Monthly allowance	¥362,000	¥362,000 for PhD ¥200,000 for non-PhD
Settling-in allowance*1	¥200,000	
Airfare*1 (Air tickets)	Ticket	
Overseas Travel Insurance	See IV "5. OVERSEAS TRAVEL INSURANCE"	

\*1 These allowances are paid only to those Fellows meeting the eligibility requirements.

For reference, see "3. SETTLING-IN ALLOWANCE" and "4. AIRFARE".

\*2 Separate from the above, JSPS will cover Fellows' travel expenses to attend its orientation for newly arriving Fellows and other official JSPS meetings. The amount to be paid is as stipulated in JSPS rules.

### 1. NATURE OF FINANCIAL SUPPORT

No employment relationship exists between Fellows and JSPS. 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 paid in the form of 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 ALLOWANCES

JSPS provides 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.

Fellows are not allowed to receive *per diem* from other funders while JSPS provides them maintenance allowances.

### (1) Amount of Maintenance Allowances

Based on "IV. ALLOWANCES", the total amount of maintenance allowances paid during the fellowship period is the fixed amount paid per month (varying by program) × number of months of tenure. (See the diagram as the top of this chapter.) This may not apply, however, if Fellows shorten their tenure or take a temporary leave of absence.

For Short-term Fellows, the amount of the monthly maintenance allowance differs between PhD holders and non-PhD holders. Before issuance of their flight ticket to Japan, all Fellows are to submit documents on whether or not they have received a PhD degree. If not, documents on when they are scheduled to receive the degree. See Chapter II-2 "(3) Submission of PhD Diploma or Other Documentation (to certify the date of PhD award)".

**In the event that a PhD diploma or doctoral degree certificate is submitted after the starting date of the fellowship, the amount of the monthly allowance will be increased for the first payment from the following month after the date of submission of the documents to JSPS. However, the amount already paid will not be increased retroactively.**

### (2) Payment of Maintenance Allowance and Date of Remittance

As a rule, allowances are remitted monthly at the end of the preceding month.

The initial allowance will be compiled into a 2.5- or 3-month payment remittance after JSPS receives Form 1 (Notice of the Schedule for Fellowship Commencement) and Form 2 (Notice of Bank Account). If these forms are not submitted on time, the payment of your allowance may be delayed. Detailed information is contained in an email sent by JSPS to the admin office of the Host Institutions and Hosts prior to remitting your payment.

The second and subsequent allowances are remitted into the Fellow's own bank account after JSPS receives Form 6 (Notice of Fellowship Commencement) and Form 2 (Notice of Bank Account (Fellow's account)). JSPS does not inform Fellows of the date or content of remittances.

The Fellows' allowances for the first and last months of their tenure are remitted **based on whether they arrived in Japan on or before the 15<sup>th</sup> or on or after the 16<sup>th</sup> of the month.** (See the following examples.)

<Examples >

\*Fellows arriving in Japan on or before the 15<sup>th</sup> of the month: JSPS provides the full allowance for the first month but none for the last month.

\*Fellows arriving in Japan on or after the 16<sup>th</sup> of the month: JSPS provides half of the monthly allowance in the first month and half in the last month.

<Notes, Cautions>

\* The above-stated method may not be used for the payment of allowances in the first month of the fiscal year (April).

\* The date of remittance is scheduled by JSPS (before or after the 10<sup>th</sup>, 20<sup>th</sup>, or 30<sup>th</sup> of each month).

\* **Changes in JSPS's budgetary and accounting systems may cause the above-noted dates and amounts of allowances to be altered without prior notice.**

\*Fellows are responsible for managing the funds remitted into their account. Even if Fellows should run

## IV. ALLOWANCES

out of money, JSPS will NOT entertain requests for an advance on their next allowance.

### 3. SETTLING-IN ALLOWANCE

The settling-in allowance is paid upon Fellows' arrival in Japan to cover costs of shipping personal belongings.

This allowance is made in a single payment. It is paid along with the initial monthly allowance. However, it is not paid in the following cases.

- ① If JSPS judges that Fellows were already residing in Japan for such purposes as study, work or other personal reasons before the fellowship's starting date.
- ② If the Fellow's tenure is less than three months (for Short-term Fellows).

※For the Fellows who possess a valid residence card at the start of fellowship, they are in principle considered to correspond to (1) above.

### 4. AIRFARE

To cover their travel to and from Japan, JSPS provides Fellows with air tickets through its travel agency. For details, see the above allowance payment table and refer to the "Air Ticket Application Information" guide for a specific program.

#### (1) Conditions for Payment

The air ticket provided by JSPS will be, as a general rule, an international air ticket on the most common and economical route from a major international airport in the country where one of the following places is located to the nearest airport of the Host Institution in Japan. Fellows are not given a choice of the airline to be used. When booking roundtrip tickets, the departure point to Japan and the return point are, as a rule, the same both ways.

- (a) The institution to which Fellows were affiliated at the time of application
- (b) The home address stated in Fellows' fellowship application
- (c) A major city within the Fellows' country of nationality
- (d) The institution where Fellows are scheduled to work after their tenure ends (However, only the return route can be changed.)

※If after receiving your roundtrip ticket to Japan you should want to change it, you must do so through JSPS's designated travel agency. If any charges are added due to the change, Fellows must pay the charges themselves.

**An air ticket to Japan will not be provided for Fellows residing in Japan before the starting date of their fellowship. (corresponding to the above IV-3-①)**

#### (2) Method of Ticket Provision

Fellows wishing to have their ticket prepared should submit an application to the travel agency **before the deadline stipulated in the "Air Ticket Application Information" guide.**

**If Fellows should wish to change or cancel their travel itinerary after receiving their air ticket, they must do so through JSPS's designated travel agency. Fellows must pay any extra charge incurred by changing or canceling their flights.**

#### (3) Notes

**JSPS does NOT cover airfare if it judges any of the following conditions to exist, with the**

**exception of circumstances such as a natural calamity that cannot be avoided.**

- ① If Fellows do not use the ticket provided. (If the ticket is cancelled by Fellows, they are required to pay the cancellation fee.)
- ② If the cost of the ticket increases because Fellows changed the route from that specified in Paragraph (1) above, they will be required to pay the additional charge.
- ③ If Fellows do not submit an air ticket application to JSPS's designated travel agency by the deadline specified in Paragraph (2) above.
- ④ If Fellows purchase their own ticket.
- ⑤ If another organization provides the Fellows' ticket or pays their airfare.
- ⑥ Fellows are judged by JSPS to have been residing in Japan before the fellowship starting date. (Please refer to the above IV-3-①) (Ticket to Japan)
- ⑦ If Fellows arrive in Japan before their tenure starts. (Ticket to Japan)
- ⑧ If Fellows remain in Japan after their fellowship tenure ends (Ticket from Japan). (Exception can be made for reasons approved by JSPS to extend the Fellow's stay, such as extra time to wrap up the Fellow's research.)
- ⑨ If Fellows secure employment in Japan after their tenure ends (Ticket from Japan).
- ⑩ If Fellows have an unpaid reimbursement due to JSPS (Ticket from Japan).
- ⑪ Other cases when JSPS judges the provision of the air ticket to be inappropriate.

## 5. 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 concerning the insurance policy and the procedures, please refer to the enclosed insurance description "A Guide to the Insurance Policy for JSPS Fellows". Then, contact the designated insurance company or insurance agent noted in the Guide directly.

This insurance will become invalid if Fellows remain in Japan after the end of their tenure. As a rule, Fellows will NOT be covered by this insurance during their leave of absence.

## 6. REIMBURSEMENT TO JSPS

If JSPS judges that it has overpaid a Fellow's allowances due to the shortening of their tenure, fellowship suspension, leave of absence, or other reasons, the Fellow will be required to reimburse the overpaid amount. A "Request for Reimbursement" will be sent to the Host via email.

**When making a reimbursement, Hosts and Institutions are responsible to see that Fellows make their reimbursements before leaving Japan.**

If a Fellow's allowance or other financial support is overpaid due to the shortening of their fellowship tenure, **the Fellow must promptly reimburse JSPS the overpaid amount by no later than 7 days before departing Japan.** If Fellows are required to reimburse JSPS for already-paid allowances but haven't done so, **they will NOT be issued a return ticket until the reimbursement is made.**

**So as to prevent the need to make reimbursements, Hosts and Institutions should maintain close contact with Fellows regarding the shortening of their tenures, fellowship suspensions, and leaves of absence.**

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 after leaving Japan, these fees will be larger (more than ¥2,500). Therefore, remittance should be made before leaving Japan. If Fellows having an unpaid reimbursement due to JSPS submit an "Application for Certificate" (Form17) after completing their fellowship, the certificate will not be issued.

## V. KAKENHI (GRANT-IN-AID FOR JSPS RESEARCH FELLOWS)

**\*For Standard Fellows Only**

The “Grant-in-Aid for JSPS Research Fellow (*Tokubetsu Kenkyuin Shorei-hi*)” is for use by Fellows and their Hosts to carry out joint research during the period of the Fellow’s tenure. Application for this grant is made by Hosts.

### 1. APPLYING FOR A GRANT-IN-AID

JSPS issues application guidelines for the program “Grant-in-Aid for JSPS Research Fellows” at the end of January of each year. Hosts, who are the research representative under this program, submit their applications via the host institution to JSPS.

Application submittal periods are provided within the fiscal year based on the starting date of their fellowship. If a delay in the date of arrival in Japan is known after the application has been made, notification of such is to be quickly given JSPS via the host institution.

The maximum amount of the grant differs by Panel Review Section and length of fellow tenure as shown in the chart below.

Please note that the maximum amount is subject to change due to budgetary constraints.

Funding Categories	Maximum amount of grant	
	Fellowship tenure: 24 months	Fellowship tenure: 12-23 months
Lab research	¥2.4 million (Up to ¥1.2 million per fiscal year)	¥1.2 million
Non-lab research	¥1.6 million (Up to ¥0.8 million per each fiscal year)	¥0.8 million
Special research*	¥3.0 million (Up to ¥1.5 million per fiscal year)	¥1.5 million

\* The special category is for cases where a proposal submitted in the Lab research category requires additional research funding that exceeds the maximum grant amount. Only a small number will be funded.

For more details about the Grant-in-Aid for JSPS Research Fellow (*Tokubetsu Kenkyuin Shorei-hi*), please see the Application Procedures for the subject fiscal year.

URL: [https://www.jsp.go.jp/j-grantsinaid/20\\_tokushourei/download.html](https://www.jsp.go.jp/j-grantsinaid/20_tokushourei/download.html)

### 2. ELIGIBILITY FOR GRANT-IN-AID FOR JSPS RESEARCH FELLOWS

To apply for a Grant-in-Aid for JSPS Research Fellows, more than four months of the Fellow’s tenure must be in the first fiscal year. If the Fellow’s research continues into the next fiscal year, more than two months of tenure are required in that fiscal year. When a Fellow’s tenure is four months or less in the first fiscal year or two months or less in the next fiscal year, the Host will be required to cancel the Grant-in-Aid after receiving the official grant-disbursal decision.

If anything should be uncertain about the application or funding procedures for this Grant-in-Aid, please check with the below-noted JSPS offices **via the administrative office of your host institution**.

**【For inquiries about the application or funding procedures of Grant-in-Aid for JSPS Research Fellows】**

Research Aid Division I, Japan Society for the Promotion of Science  
Phone: 03-3263-0976, 0980

## **VI. RESEARCH SUPPORT ALLOWANCE**

### **\*For Short-term Fellows Only**

This allowance is for use by Fellows and Hosts in carrying out their joint research during the period of the Fellows' tenure. Application for the allowance is made by Hosts. Adequate consultation should be carried out between Fellows and Hosts as to the use of the allowance in conducting research or surveys. The allowance is to be used to cover costs directly related to the implementation of the joint research/surveys and compiling/reporting the results.

### **1. APPLYING FOR THE RESEARCH SUPPORT ALLOWANCE**

Form 3 (Application for Research Support Allowance) needs to be submitted by Hosts to JSPS to apply for this allowance. **Form 3 must be submitted at least three weeks prior to the start of the Fellows' tenure.** JSPS does not accept this form after the start of Fellows' tenure.

This allowance may be applied for in an amount of up to ¥70,000 × number of months of tenure. **As a bank transfer notice is not issued,** Institutions should verify whether the money has been remitted into the bank account specified in Form 3.

### **2. MANAGING THE RESEARCH SUPPORT ALLOWANCE**

Hosts are to entrust the management of this research support allowance to their Institutions, which manage it as a "deposit" using appropriate accounting rules and entries.

**Note that the allowance cannot be transferred to the same account used for Grants-in-Aid for Scientific Research.**

Check the "Rules of the Research Support Allowance Usage" on the next page and the Institution's regulations; then, manage and execute this allowance accordingly.

Within one month after the Fellows' tenure ends, Hosts must submit Form 16 (Research Support Allowance Expenditure Report).

In addition, if there is unused allowance at the end of the Fellow's tenure, it must be returned to JSPS. Regarding the procedure for returning of the allowance, JSPS will contact the Institutions after receiving Form 16.

### **3. PROCESSING CHANGE OF HOST INSTITUTION**

#### **(1) Submitting Research Support Allowance Expenditure Report (Form 16)**

As a rule, the new Institution is to submit Form 16 when a Fellow changes the Institution. If, however, all of the Fellow's Research Support Allowance has been spent before moving to the new Institution, the former Institution is to submit the Form 16 before the Fellow leaves.

#### **(2) Handling unused Research Support Allowance and related documents**

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

## VI. RESEARCH SUPPORT ALLOWANCE \*For Short-term Fellows Only

### Rules of the Research Support Allowance Usage

#### I. GENERAL RULES

##### Responsibilities of Fellows and Hosts

I-1 Fellows and Hosts should bear in mind that the research support allowance is funded by taxpayer money and use it appropriately for pursuing the objectives of the allowance grant of the JSPS Postdoctoral Fellowships.

I-2 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:
  - ① Travel expenses (including accommodation) for Fellows and for Hosts or persons acting on behalf of Hosts for business trips or travel in the course of carrying out research activities. (However, *per diem* may not be paid to Fellows).
  - ② Transportation for Fellows between the airport in Japan and Institutions when arriving in or leaving from Japan, and for Hosts or persons acting on their behalf when accompanying Fellows.
- (4) Other items needed to carry out the joint research (e.g. Outreach activities related to Fellows' research topics, participation in conferences (Alcoholic beverages are NOT covered), communication and other expenses that are indispensable for research activities)

##### Restrictions on Use of Funds

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

- (1) Facilities and equipment, (2) Expenses for handling accidents and disasters that may occur during research, (3) Remunerations, wages or salaries for Fellows and Hosts, (4) *Per diem* for Fellows

##### Combined Use of Funds

II-4 When the research support allowance is used for a business trip or purchase of a unit of consumable supplies in conjunction with other purposes, a clear delineation must be made between the use of this allowance and the use of the other expenses.

##### 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 stated in Form 16 (Research Support Allowance Expenditure Report) as stipulated in III-1 below.

#### III. REPORTING EXPENDITURES

##### Deadline for Reporting Expenditures

III-1 Within one month after the Fellows' tenure ends, Hosts shall report to JSPS using Form 16.

#### 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 is to 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.

**\* Make sure to go through Chapter II-2-(5) “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, inquire at your nearest Immigration Services Agency of Japan.**

**\*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 their 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 Services Agency. If required, the documents needed to apply for the Certificate of Eligibility must be prepared by the Host and Host Institution and submitted to the nearest Immigration Services Agency. 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 their 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 their 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.

## ○ 独立行政法人日本学術振興会法抜粋（平成十四年十二月十三日法律第百五十九号）

**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.159 of December 13, 2002)**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.



受入研究機関が作成する研究員の研究内容、採用期間、滞在費等を証する文書のサンプル

Sample of Document to Be Prepared by Institutions Certifying the Research Activity, Fellowship Period and Monthly Maintenance Allowance of Fellows

在留資格の更新手続、保育園入園手続等、研究員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 Fellow's tenure, to verify their status under the JSPS fellowship for such purposes as applying for a visa extension, nursery school enrollment procedures, etc., the Host Institutions may issue a certificate in a format such as this.

令和    年    月    日
殿
受入研究機関 所属機関・部局長 職・氏名
申 請 人 氏 名：（外国人特別研究員氏名） 生年月日： 国 籍：
上記申請人は、日本学術振興会の外国人特別研究員として、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）
研究課題：
受入研究機関：
備 考：海外旅行保険に加入済み