

UK-Japan FoS Symposium (FY2025)
Guidelines for Preparing Application Forms

1. Points common to all forms

- Make entries after checking the “points to note” in each form.
- Do not alter the format of the forms. Altering the size of the entry columns such as changing the height or width of the cells is not allowed nor is increasing the number of pages. Adjusting the font size is permissible; however, it may be seen as unfavorable during the screening process.
- Submit only specified documents.
- Be sure to write names in exactly the same way on all forms. When using alphabetic letters, write first and last name in a way that distinguishes which is which, by for example writing the last name in capital letters. To help the reviewers properly grasp last names, please put Japanese *hiragana* in “Name spelled in *hiragana*”.
- Make sure that all text is included in the PDF data before submitting it to JSPS.

2. About Form 1 【filled out by applicant’s institution】

- Make entries in Japanese.
- For institution codes, please refer to the Institution Code List at <https://www.kokusai.jps.go.jp/jps1/kikanList.do> (*this site is in Japanese only*)
- In the “機関長職・氏名” space, the university head indicates the university president, not the president of the university corporation.

3. About Form 2 【filled out by applicant】

- Please follow the instruction on the form.
- For institution codes, please refer to the Institution Code List at <https://www.kokusai.jps.go.jp/jps1/kikanList.do> (*this site is in Japanese only*)

4. About Form 3 【filled out by applicant】

- In principle, make entries in Japanese. ③ to ⑤ may be written in English.
- Example for entering “③ Short CV 3.”
March 2010, Doctorate (Engineering) Received from XX University
- Filling in “③ Short CV 4.” Enter your employment chronology.
More steps may be added on the form.
Applicants who have interrupted their research activities for a total of three months or more due to childbirth or childcare can fill in the leave period notified to their institution.
Example for entering “③ Short CV 4.”
April 2013, XX University, XX research department, assistant professor
(May - August 2014, Interrupted research due to childcare)
April 2020, XX University, XX research department, associate professor (current)

5. About Form 4 【filled out by recommender】

- The form can be filled out in English.