

FY2025

Overseas Fellowship Division, International Program Department

Japan Society for the Promotion of Science (JSPS)

As of December, 2024

Guidelines for the JSPS Science Dialogue <For Fellows>

The Japan Society for the Promotion of Science (hereinafter referred to as “JSPS”) requests that Fellows carry out the procedures contained in the following Guidelines when implementing the JSPS Science Dialogue (hereinafter referred to as “the Program”).

I. Program Objectives

The program aims to stimulate Japanese students' interest in research and deepen their understanding from a global perspective through lectures given in English by and interaction with JSPS Fellows who are in Japan under the "JSPS Postdoctoral Fellowship for Research in Japan".

Fellows who participate in the program will have an enjoyable opportunity not only to interact with students, but also to strengthen their ties to Japan by communicating with people in the local community.

II. Implementation Framework

- (1) Lecture Format: The Program takes the form of lectures, including experiments and exercises, and question-and-answer sessions.
- (2) Lecture length: As a rule, lectures are within 2 hours (including Q&A sessions).
- (3) Lecture Assistant: If a brief explanation or comment in Japanese is needed and/or assistance in conducting experiments required by the school, one lecture assistant who may be a researcher in the same field (undergraduate student or above) is allowed to participate in the lecture session. Please find an appropriate lecture assistant by him/herself. Family or friends of Fellows are not eligible to serve as lecture assistants. Lecture Assistants must also refer to the Guidelines and submit the required forms to JSPS.

*Lecture Assistants do not have to interpret the entire lecture.

III. Pre-Lecture Procedure

- (1) Preliminary arrangements

JSPS provides the teacher in charge of the program at the participating school (hereinafter referred to as the "Teacher") with the contact information of the Fellow. Fellows should be sure to discuss the following points when contacted by the Teacher:

Fellows should contact JSPS if they are not contacted by the Teacher one month before the lecture.

i. Lecture contents and preparatory materials

Fellows should confirm with the Teacher in advance the content of the lecture and the materials to be prepared, such as a computer, projector, and lab equipment. If necessary, Fellows should ask the Teacher to provide the students with preparatory materials in advance.

ii. Lecture date

Fellows should reconfirm the lecture date with the school. If there is a change in the date, please reschedule it with the teacher, and notify JSPS of the rescheduled date immediately.

iii. Transportation to the school

Fellows (and Lecture Assistants) should confirm transportation details with the Teachers in advance, such as travel route, meeting place, and availability of pick-up and drop-off service .

iv. Exchange of contact details

In case of emergencies on the day of the program (e.g., public transportation delays, sudden cancellation of the lecture, Fellows getting lost, etc.), both the Fellows (and their Lecture Assistants) and the participating schools should have contact information that can be reached on the day of the program.

(2) Notification of Lecture Assistant Bank Account (Form B-1)

JSPS requests the lecture assistant to submit the Notification of Bank Account (Form B-1) via the dedicated submission web page (ref. VII) before the lecture.

IV. On the Day of the Lecture

(1) Implementation of the lecture

Fellows should deliver the lecture based on prior discussions with Teachers.

(2) Photographing

Teachers may take pictures during the lecture and send them to JSPS. Please note that JSPS may use the photographs in its website, newsletters, and other publications. No special contact will be made at the time of publication.

V. Post-Lecture Procedure

(1) Expenses

i. Expenses covered by JSPS

JSPS will reimburse Fellows and Lecture Assistants for the following expenses after the lectures have been completed and the required procedures have been followed.

a) Travel costs

JSPS will reimburse the transportation costs of Fellows and Lecture Assistants between the Host Institutions on the participating schools on the day of the lecture and for the preparatory meeting (limited to one meeting), regardless of the actual travel route, using the most common and economical route in accordance with JSPS regulations.

Taxi travel will not be reimbursed for any reason. If air travel is required, JSPS will notify the Fellow in advance.

b) Accommodation costs

If the itinerary meets JSPS accommodation criteria, JSPS will inform the Fellow in advance of the accommodation costs for the day before or the day of the lecture. Fellows should follow the instructions provided by JSPS.

- * If Fellows wish to be sure of the expected amount of their accommodation allowance in advance, they should contact JSPS.
- * JSPS does not provide travel and/or accommodation expenses if they are covered by the school or other institutions.
- * JSPS does not pay honoraria or per diem to Fellows and their Lecture Assistants.
- * Regarding remunerations including wages and salaries, Fellows are to follow the instructions on the JSPS Postdoctoral Fellowships for Research in Japan PROGRAM GUIDELINES.

c) Lecture materials (consumable supplies, telecommunications and logistics, printing, and miscellaneous expenses)

JSPS will reimburse the cost of teaching materials if they are actually required for the lecture and are any of the items listed below. (Expenses for supplies not directly related to the lecture, such as computers and related equipment, software, books, souvenirs for students, food and beverages are not covered.) As a general rule, the maximum amount payable is 50,000 yen. Copies of original receipts showing the name of the Fellow or Lecture Assistant must be submitted with the request for materials. If it is unclear whether the materials are eligible for reimbursement, Fellows must check with JSPS before purchasing.

- Items for single use only. Items that cannot be used for an extended period of time
- Teaching materials: Samples, booklets
- Experimental materials: drawing paper, origami paper, plastic bottles, disposable chopsticks, rubber bands, test tubes, chemicals, petri dishes, etc.
- Communication and logistics costs: Expenses incurred in sending educational materials to the school.
- Printing costs: Expenses incurred in printing explanatory materials, including paper, photocopying, and others.

ii. Reimbursement procedures

a) Bank account for reimbursement of transportation and accommodation expenses

Transportation and accommodation expenses for Fellows and Lecture Assistants will be paid to the bank accounts registered with JSPS in advance. (Fellows' receiving accounts are the accounts to which the maintenance allowances are remitted.) It takes approximately one month for the transfer to be completed.

b) Lecture materials costs

Fellows must complete the Reimbursement Request Forms (B-4 and B-5) and submit them, along with copies of original receipts, to JSPS via the dedicated submission web page (ref. VII) within 10 days of the lecture. (The deadline must be strictly adhered to.) The remittance process takes approximately one month.

(2) Documents to be submitted on the lecture

i. Activity Report (mandatory)

Fellows are required to submit an Activity Report (Form B-2) to JSPS within 10 days after the lecture via the dedicated submission web page (ref. VII).

ii. Questionnaire (mandatory)

Fellows are required to answer a Questionnaire within 10 days after the lecture.

<https://forms.office.com/r/jCh08a9FTY>



iii. Presentation file and handouts (optional)

Fellows are to submit the presentation materials (up to 10 MB in size) they used during the lecture within 10 days after the lecture via the dedicated submission web page (ref. VII).

* Please note that submitted documents including photos may be posted on the JSPS website or otherwise made available to the public. Fellows should take special care to ensure that the materials they submit do not contain content that is inappropriate for public dissemination from a research perspective.

<References>

JSPS requests that Teachers submit the following documents after the lecture:

(a) Activity Report and Questionnaire (mandatory)

(b) Photographs taken during the lecture and pre-lecture study materials (optional)

VI. Web page for downloading forms

https://www.jsps.go.jp/english/e-plaza/e-sdialogue/02_how_fellows.html



VII. Web Page for submitting forms

<https://area34.smp.ne.jp/area/p/naqb1tbphs8mbkg1b1/7kkok5/login.html>

* Please note that a Verification Codes are required to log in to the web page. JSPS will email you the verification Codes after your lecture has been arranged.



VIII. Contact

Overseas Fellowship Division, International Program Department

Japan Society for the Promotion of Science (JSPS)

Tel: 03-3263-1730

Email: sdialogue@jsps.go.jp

URL: <https://www.jsps.go.jp/english/e-sdialogue/index.html>