

Japan Society for the Promotion of Science

## FAQ on JSPS International Fellowships for Research in Japan

### Postdoctoral Fellowships for Research in Japan Invitational Fellowships for Research in Japan

This FAQ is available in both Japanese and English. In the event of any discrepancies in wording or interpretation, the Japanese version will take precedence.

## CONTENTS

General Questions.....	1
Application Procedures.....	2
Eligibility of Host Researchers and Fellows.....	6
Preparing an Application .....	11
Procedures starting from the Award Letter and onward (excluding matters related to allowances) .....	13
Allowances (Maintenance Allowance, Research Support Allowance, and Travel Allowance)	17
Travel Insurance Coverage While in Japan.....	20

### **General Questions**

#### **Applicable to all fellowships**

Q1001: What are the start and end dates of the fellowship period?

A: It covers the period from the date on which a foreign researcher invited from abroad under this program (hereinafter referred to as “Fellow”) arrives at an airport in Japan, the fellowship start date, to the date on which the fellow departs from an airport in Japan, the fellowship end date. This does not apply to fellows who reside in Japan before or after the fellowship period. For details, please refer to the Terms of Fellowships section of the Program Guidelines.

If the Fellow’s return flight departs Japan after midnight, the previous day may be considered as the end date of the fellowship period.

Please note that any continuous stay in Japan after the expiration of the fellowship period is not considered part of the fellowship period.

## **Application Procedures**

### **Applicable to all fellowships**

Q2001: How can a host researcher obtain (or re-obtain) the ID and password required to access the JSPS Electronic Application System for International Program when applying for a fellowship?

A: They should contact the administrative office of their affiliated research institution. The administrative office is responsible for accessing the JSPS Electronic Application System for the International Program ([https://www.shinsei.jps.go.jp/topkokusai/top\\_kokusai.html](https://www.shinsei.jps.go.jp/topkokusai/top_kokusai.html) — in Japanese only) and registering the applicant (host researcher) in the system.

Please note that the ID and password for International Program are different from those used for the Grants-in-Aid for Scientific Research (KAKENHI), Research Fellowships for Young Researchers, and Leading Initiative for Excellent Young Researchers.

Q2002: May a host researcher who is currently hosting a Fellow also apply to host another Fellow?

A: Yes, this is possible. There is no limit placed on the number of individual Fellows that a researcher may host. However, in order to support as many researchers as possible with limited financial resources, restrictions are imposed on multiple applications by candidates (invited overseas researchers) and applicants (host researchers) for each call for proposals. Please check the Application Guideline for details.

Q2003: May host researchers or Fellows currently participating in a Fellowship program also apply for another JSPS program or receive a research grant?

A: The JSPS Program of International Fellowships for Research in Japan does not restrict participation in other programs of JSPS or external organization, except in the case of fellowship-type programs. For more information, please review the eligibility criteria and duplication limitations of the respective programs.

However, host researchers, Fellows, and host institutions must communicate thoroughly about any applications for additional programs or the receipt of other research funding to ensure that these do not interfere with the execution of their current research projects under the Program, and that they fully comply with the Basic Stipulations outlined in the Program Guidelines.

Please note that Fellows are not eligible to apply for Grants-in-Aid for Scientific Research (KAKENHI).

Q2004: Can Fellows be funded by other fellowships?

A: Fellows under this program cannot, in principle, receive other fellowships during their tenure because this could possibly interfere with the execution of research project related to the invitation program.

Fellows may be eligible to receive other scholarships or grants concurrently, provided that JSPS determines there is no conflict with the program's full-commitment requirement and no duplication of allowances. In such cases, Fellows should consult the relevant program office.

Q2005: Does JSPS introduce foreign researchers to host researchers and vice versa?

A: No, JSPS does not facilitate introductions between host researchers and foreign researchers.

The following online services, including those available on the JSPS website, can assist you find host researchers, host institutions, and former Fellows.

Find a host researcher	<a href="#"><u>researchmap</u></a>	A database-style researcher directory designed to help researchers manage and share their academic achievements. It provides access to information on publications, presentations, books, intellectual property, creative works, community engagement, and other accomplishments.
	<a href="#"><u>J-GLOBAL</u></a>	A website that provides profile information on researchers conducting research in Japan, as well as Japanese researchers conducting research abroad. It includes details such as their names, affiliated institutions, job titles, research fields, and published papers. The site also features brief researcher profiles.
	<a href="#"><u>Grants-in-Aid for Scientific Research Database (KAKEN)</u></a>	A database containing data on research projects funded by the Grants-in-Aid for Scientific Research program of MEXT and JSPS. It includes information on these projects, such as the research topics at the time of adoption; summaries of research achievements, including implementation status reports, achievement reports, and summary results reports; detailed research results; and self-evaluation reports.  The database allows users to search for up-to-date research information across all academic fields in Japan, as the Grants-in-Aid for Scientific Research are awarded broadly across every discipline.
Find a host institution	<a href="#"><u>List of Eligible Host Institutes</u></a>	A list of Japanese universities and research institutions eligible to apply for the International Fellowships for Research in Japan
Retrieve past selection results	<a href="#"><u>Postdoctoral Fellowships (Standard) list of fellows</u></a>	Lists of former Fellows, along with their host researchers and host institutions.
	<a href="#"><u>Postdoctoral Fellowships (Short-term [PE]) list of fellows</u></a>	
	<a href="#"><u>Postdoctoral Fellowships</u></a>	

	<u>(Summer Program) list of fellows</u>	
	<u>Invitational Fellowships(Long-term/Short-term) list of fellows</u>	

Q2006: What should a candidate (invited overseas researcher) do if they wish to withdraw from the program, due to personal reasons or other circumstances, after applying but before the selection results are announced?

A: If a candidate decides to withdraw, they should notify JSPS as soon as possible. The withdrawal must be processed through their host institution.

**Applicable to Postdoctoral Fellowships for Research in Japan (Standard)**

Q2201: What is the application process for a Grant-in-Aid for JSPS Fellows?

A: Once a candidate has been selected as a Fellow, their host researcher may apply for the Grant-in-Aid for JSPS Fellows as the Principal Investigator. The application period varies depending on the Fellow's arrival date in Japan. For details, please refer to the JSPS website below.

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

**Applicable to Postdoctoral Fellowships for Research in Japan (Short-term [PE])**

Q2301: I am a candidate or host researcher who has applied to the program but have not yet received the selection results. Can I apply again in the next call for applications?

A: Yes, you may apply to the next call even if the results of your current application are still pending. However, if both applications are selected, only one can be supported. In that case, you will be required to withdraw one of them.

**Applicable to Postdoctoral Fellowships for Research in Japan (Short-term [PA])**

Q2401: Where can I find the Application Guidelines for the Short-term (PA) Program? Also, could you let me know the applications period?

A: For the Application Guidelines and application period for the Short-term (PA) Program, please visit the website of the nominating authority responsible for your country. Selection of researchers for this program is based on recommendations from the local nominating authorities, and there are no open calls in Japan. Each nominating authority has its own application procedures and timeframe for accepting applications. Please refer to the following webpage to learn more about each nominating authority.

(<https://www.jsps.go.jp/english/e-fellow/e-asean-africa-s/application.html>)

Q2402: Can I submit multiple applications for the Short-term (PA) Program through different

nominating authorities in ASEAN and African countries, as long as I meet all the application requirements?

A: No, you cannot apply through more than one nominating authority for a single program. You may only submit one application through a single nominating authority.

## **Eligibility of Host Researchers and Fellows**

### **Applicable to all fellowships**

Q3001: How can an individual verify whether they meet the eligibility criteria to serve as a host researcher or to be an overseas researcher?

A: Host institutions—where host researchers are affiliated—should refer to the Application Guidelines to confirm the application requirements and eligibility criteria for each fellowship program. If there are any questions regarding the interpretation of the eligibility requirements, they should contact JSPS.

Q3002: Regarding host researcher eligibility, can emeritus or guest professors be considered as 'full-time' researchers or their equivalent?

A: Each host institution is responsible for determining eligibility. However, to host an overseas researcher, applicants (host researchers) must be capable of assuming full responsibility for carrying out the fellowship program continuously throughout the fellowship tenure.

Q3003: If it is known in advance that an individual will become ineligible as a host researcher or an overseas researcher before the fellowship begins or during its tenure, can they still apply for the fellowships?

A: No. Individuals who are expected to become ineligible cannot apply. Applications must fully comply with the stated purpose and duration of the fellowship programs.

Q3004: For an overseas researcher with multiple nationalities, how should their nationality be determined?

A: The nationality of the overseas researcher should be determined based on the passport they will use to enter Japan for the purpose of this program. This nationality should also be used consistently in the application form and throughout all subsequent procedures related to the fellowship.

### **Applicable to Postdoctoral Fellowships for Research in Japan (Standard, Short-term [PE] and [PA])**

Q3101: Can an overseas researcher with Japanese citizenship or permanent residency apply for a Postdoctoral Fellowship for Research in Japan?

A: No, they cannot. However, if they meet the relevant eligibility requirements, they may be eligible to apply for a JSPS Research Fellowship for Young Scientists.

Q3102: Are individuals with dual nationality, including Japanese, eligible to apply?

A: They may apply, provided they intend to renounce their Japanese citizenship and obtain a foreign nationality before arriving in Japan. In such cases, proof of renunciation of Japanese citizenship must be submitted no later than the day before the fellowship begins.

Q3103: Can individuals with a professional degree from Japan, or an MD or JD from the U.S. apply?

A: No, they cannot, as those degrees are not considered equivalent to a doctoral degree for the purpose of this fellowship. However, individuals hold a separate doctoral degree (e.g., a Ph.D.) or an equivalent qualification are eligible to apply.

Q3104: I have more than one doctoral degree. Which one should I use to calculate the number of years since I was awarded my degree?

A: You should use the date your most recent doctoral degree was awarded.

Q3105: I understand that I must submit a copy of my PhD Certificate or diploma before starting my fellowship. What considerations, if any, should I keep in mind when submitting these documents?

A: You must submit a copy of your PhD certificate or diploma (hereinafter referred to as Certificate of Degree Completion and Related Documents) no later than the day before your fellowship begins. However, if you require a one-way airline ticket to Japan, the ticket issuance will be based on submitting the Certificate of Degree Completion and Related Documents for the Postdoctoral Fellowship for Research in Japan (Standard), or the Certificate of Degree Completion or a Certificate of Expected Degree Conferral for the Postdoctoral Fellowship for Research in Japan (Short-term [PA]) and Short-term [PE]). Therefore, please submit these documents as early as possible to allow sufficient time for processing.

Depending on the university, even if all requirements for obtaining a doctoral degree have been met, the issuance of the Certificate of Degree Completion and Related Documents may not be completed in time to submit by the day before the start of the fellowship tenure due to the university's degree certification schedule. Therefore, please confirm in advance whether the Certificate of Degree Completion and Related Documents can be issued and submitted to JSPS no later than the day before the final date of the arrival period for the relevant fiscal year (i.e., the end date of the "arrival period" for each recruitment round).

If it is difficult to submit the documents by the day before the appointment period begins, please contact JSPS immediately.

Please note that the Certificate of Degree Completion and Related Documents must be officially issued by the university, not by an individual faculty advisor. The document must clearly indicate that the doctoral degree will be conferred (i.e., the individual will be officially recognized as having earned a doctorate) by the day before the start of the fellowship period. Documents that only certify the completion of coursework or the date of the final oral examination of the dissertation will not be accepted.

In addition, please note that under the Postdoctoral Fellowship for Research in Japan (PA and PE) programs, the allowance varies depending on whether the applicant has obtained a doctoral degree.

Q3106: I received my Ph.D. more than six years ago. However, if I exclude the time I was on maternity and parental leave, it has been less than six years since I earned my degree. What

documents should I submit to prove that I meet the application requirements?

A: Please submit the following documents:

(1) Diploma or Doctoral Degree Certificate

(2) An official certificate of leave issued by the institution you were affiliated with at the time, stating the period(s) of leave and indicating that the reason was maternity and/or parental leave.

For all documents, if the original is not in Japanese or English, please attach a Japanese or English translation.

Please note that certificates for these leaves cannot be submitted through the Electronic Application System. Before submitting your application, ensure that you submit your leave of absence certificates to JSPS through your Host Institution. Keep in mind that it may take some time for us to review your eligibility, so we recommend submitting your documentation well in advance.

#### Applicable to Postdoctoral Fellowships for Research in Japan (Standard)

Q3201: At the time of application, I hold a JSPS Research Fellowship for Young Scientists (DC). Am I eligible to apply for the Postdoctoral Fellowship for Research in Japan (Standard)?

A: Yes, as long as you meet the eligibility requirements for the postdoctoral fellowship. In that case, please contact JSPS. However, if you are selected as a Fellow for the Postdoctoral Fellowship for Research in Japan (Standard) and the start date of the Fellowship overlaps with the period of your commitment as a DC, you will need to follow the procedure for mid-term withdrawal from the DC Fellowship. Additionally, if you have already received a Grant-in-Aid for Scientific Research (KAKENHI), you will need to complete an additional procedure after being selected, but before your Fellowship tenure begins.

Q3202: Can I submit my application through the same professor and laboratory (institution) where I obtained my doctoral degree in Japan?

A: Yes, you can apply through the same host professor and institution. However, you should ask another researcher who is familiar with your work to write a letter of recommendation for you.

#### Applicable to Postdoctoral Fellowships for Research in Japan (Short-term [PE], Short-term [PA])

Q3301: I hold citizenship or permanent residency status in an eligible counterpart country and have earned a doctorate from a graduate school in Japan. Am I eligible to apply for this fellowship?

A: Unfortunately, you are not eligible. If you have obtained a doctoral degree from a Japanese university, you may consider applying for the Postdoctoral Fellowship for Research in Japan (Standard) instead.

Q3302: When will I need to submit evidence of my citizenship or permanent residency in an eligible counterpart country?

A: Evidence of your citizenship or permanent residency will need to be submitted after your selection,



in the form of a document confirming your status in an eligible country.

Q3303: I understand that in order to apply for this fellowship, an individual who is not a citizen or permanent resident of an eligible country must have been continuously conducting research for at least 3 years at a university or research institution in an eligible country. How is this period calculated?

A: Only the years during which the applicant was continuously conducting research while affiliated with a university or research institution in an eligible country.

The following years are not included:

- (1) When the applicant was living in an eligible country but was not affiliated with a university or research institution, or when they were affiliated with a university or research institution in an eligible country but not conducting research.
- (2) When the applicant was affiliated with and conducting research at a university or research institution in an eligible country interrupted their research to conduct it in a non-eligible country and then resumed research in the eligible country. In this case, only the most recent research period in the eligible country is counted.

Here are some examples of Short-term (PE) fellowship applicants for the first recruitment round of FY2025 (JSPS deadline: August 30, 2024).

Example 1: This applicant meets the requirements, having spent 3 or more years in a doctoral course at the time of application.

Academic background	Enrolment period	Counted years
Currently enrolled in a joint Master's–Ph.D. program at ×× University, USA	September 2019 – Present (as of August 2024)	5 years
Continuous research in eligible countries		5 years

Example 2: This applicant does not meet the requirements, not being affiliated with a university or research institution in an eligible country at the time of application.

Academic background	Enrolment period	Counted years
Ph.D. completed at XX University, USA	April 2021 – March 2024	3 years
No affiliation, USA	April 2024 – Present (as of August 2024)	Not counted
Continuous research in eligible countries		None

Example 3: This applicant does not meet the requirements due to an interruption in their continuous research in eligible countries.

Academic background	Enrolment period	Counted year
Ph.D. completed at XX University, USA	April 2018 – September 2021	3 years and 5 months

Researcher at YY Research Institute, Australia	October 2021 – September 2022	Not counted
Researcher at XX University, USA	October 2022 – Present (as of August 2024)	1 year and 11 months
Continuous research in eligible countries		1 year and 11 months

#### Applicable to Invitational Fellowships for Research in Japan

Q3501: Are overseas researchers who have previously received an Invitational Fellowships for Research in Japan eligible to apply again for this program?

A: Yes, they are. However, to ensure support for as many researchers as possible within limited financial resources, beginning in fiscal year 2022, each invited Fellow may only start one fellowship in Japan per fiscal year. Therefore, researchers selected in the first call of the year—whether for a short- or long-term Invitational Fellowship—are not eligible to apply for another fellowship in the second call of the same fiscal year.

## **Preparing an Application**

### **Applicable to all fellowships**

Q4001: Is there a specific language required for completing the application?

A: Unless otherwise instructed, the application should be completed in either Japanese or English. Proper names and technical terms may be an exception to this rule. When appropriate, supplement them with Japanese or English.

Q4002: When filling out an application on the Electronic Application System, can a host researcher or Fellow enter the Fellow's name and address using characters from the Fellow's country of registration?

A: In this case, please use English letters, as the Electronic Application System does not use the kanji characters outside JIS level-1 and level-2, external characters, or special fonts.

The name entered in the Electronic Application System will appear on the Award Letter, which will be issued when the Fellow is selected.

If, after the Letter is issued, the Immigration Bureau requires the Fellow's name to be written in the characters of their country for pre-departure procedures (e.g., visa application processing), please contact JSPS for assistance.

Q4003: Can I make alterations to the application form (WORD format) allowed?

A: No, alterations are not allowed. You must not change the margins, number of pages, order of items, or the page layout. For more details, please refer to the Instructions for the Application Forms.

However, any issues with the application form caused by the operating environment can be corrected.

Q4004: Are there any specific font sizes or character limits for each section of the application form (WORD format)?

A: No, there aren't. Please use a font size of at least 12 points that is easy for reviewers to read, and ensure the spacing between words and lines is not too tight. For more details, refer to the Instructions for the Application Forms.

### **Applicable to Postdoctoral Fellowships for Research in Japan (Standard, Short-term [PE])**

Q4101: The electronic signature on the letter of recommendation is visible on the applicant's computer, but it does not display or print correctly on a third party's computer. Is it acceptable to submit it as is?

A: Submission is possible; however, please note that the application will be reviewed with consideration given to any deficiencies, including issues with the application form.

### **Applicable to Invitational Fellowships for Research in Japan**

Q4501: Can I complete Forms L-2 and S-2 in both Japanese and English? If so, which language

version should I use?

A: Yes. You may complete Forms L-2 and S-2 forms in either Japanese or English, except in sections where a specific language is required. Since these forms are available in both languages, you may use the one that best suits you.

**Applicable to Invitational Fellowships for Research in Japan (Long-term)**

Q4601: My fellowship tenure is scheduled to last five and a half months. Can I indicate the duration in days when filling out the application form?

A: The application form only allows entry in full months. If you need to adjust the fellowship period by a number of days, please round up to the nearest full month when applying. After you are selected for the fellowship, you can shorten the period by submitting the Application for Schedule Change.

**Procedures starting from the Award Letter and onward (excluding matters related to allowances)**

**Applicable to all fellowships**

Q5001: Is it possible to change the host researcher or host institution before or during the fellowship tenure?

A: As a general rule, no. Selection for this program is based on the proposed joint research between the host researcher and the overseas researcher, as well as the host institution's preparedness to accept the fellow. However, exceptions may be made in special circumstances. Please contact JSPS for further guidance.

Q5002: Can Fellows receive a per diem?

A: Under no circumstances and from no source can Fellows receive a per diem. Per diem is already included in the Fellows' maintenance allowances paid by JSPS.

However, for researchers under the Invitational Fellowships for Research in Japan (Short-term), it is possible to receive a per diem for official travel abroad. In such cases, if the travel is directly related to implementation of their research plan, the per diem may be covered by the research support allowance.

Q5003: Are Fellows eligible to receive travel and lodging allowances for research-related trips, both domestic and international?

A: Yes, they are. Fellows may receive a Research Support Allowance to cover travel and lodging expenses for international research trips taken during their temporary leave of absence from Japan. For information regarding per diem, please refer to Q5002.

Q5004: Can I change the start date of my Fellowship, which I entered on my Application Form, after receiving the Award Letter?

A: If you make the change before submitting the "Notice of Acceptance and Pledge" (Postdoctoral Fellows) or "Notice of Agreement and Acceptance" (Invitational Fellows), you may enter the new start date on the relevant form and submit it.

If you need to change the start date after submitting the "Notice of Acceptance and Pledge" or "Notice of Agreement and Acceptance," or if this is a second or subsequent change, Postdoctoral Fellow should contact JSPS through their Host Institution. Invitational Fellows should submit an "Application for Schedule Change".

Q5005: For a Fellow to conduct their research project at an institution other than the host institution—for the purpose of using its research facilities—is it possible to obtain a nominal affiliation (one that does not involve employment obligations) in that organization?

A: Yes, it is possible.

Q5006: If a Fellow or a host researcher becomes ineligible, what is the appropriate course of action?

A: Please contact JSPS through host institution immediately.

[When a Fellow loses eligibility]

- (1) Before the selection result is announced:

Please refer to [Q2006] for the procedure to withdraw the fellowship application.

- (2) On or after the date of the Award Letter but before the date the fellowship begins:

Please follow the necessary procedures to formally withdraw the fellowship. JSPS will not provide any allowances and may request a refund of any allowances already paid. Fellows are responsible for any related costs, such as air ticket cancellation fees.

- (3) During the fellowship period:

Please take the necessary steps to shorten the fellowship period. Postdoctoral Fellows should submit a “Notice of Fellowship Completion (Shortening)”, while Invitational Fellows must submit a “Request for Schedule Change”. JSPS will provide allowances only for the officially approved shortened period.

If the fellowship period is shortened after allowances have already been paid, any funds that no longer apply must be refunded. Fellows are responsible for any additional costs incurred, such as fees for changing flight reservations.

For Invitational Fellows, if the shortened period falls below the program’s required minimum duration, the fellowship must be officially withdrawn. In such cases, JSPS will not provide any allowances, and any allowances already disbursed returned. Again, any related expenses incurred, such as flight change fees, must be covered by the Fellow.

- (4) (Applicable to Invitational Fellowships, Short-term [PE] and Short-term [PA])

Between the day after the fellowship ends and the submission of the Research Support Allowance Expenditure Report:

All required documents must be prepared and submitted by an authorized representative.

[When a host researcher loses eligibility]

Fellows may be able to continue their research under a new host researcher. It is recommended that Fellows consult JSPS, via their host institution, regarding the required procedures.

Q5007: If a Fellow secures a position at a research institution in their home country (outside Japan) before the start of the fellowship period and receives a salary from that institution, may they continue to receive that salary during their fellowship tenure?

A: As long as it does not violate the “Obligations of the Fellows” stipulated in the Program Guidelines, the Fellow may continue to receive a salary from the other institution. However, this is not permitted if the position is obtained on or after the start date of the fellowship period—even if the institution is overseas.

Q5008: If I withdraw after being selected, will that put me at a disadvantage when reapplying for the same program?

A: No. A previous withdrawal from the fellowship will not be considered negatively during the screening process.

Q5009: May I set the final day of my fellowship tenure during a temporary leave from Japan?

A: No, you may not. The final day of your fellowship must coincide with your departure from Japan, so you must be in Japan on that day.

**Applicable to: Postdoctoral Fellowships for Research in Japan (Standard, Short-term [PE], [PA])**

Q5101: Are Postdoctoral Fellows permitted to be employed as adjunct instructors?

A: No. Postdoctoral Fellows are not permitted to hold adjunct instructor positions if the role requires an employment contract.

Q5102: May I declare my spouse, who is a Postdoctoral Fellow with no income, as my dependent? Also, can JSPS prepare the documents required for the declaration?

A: We recommend consulting the employment section or HR office at your spouse's institution. JSPS does not issue certificates related to dependents. However, the institution may be able to issue one using the "Certificate of Financial support" and a sample of the certificate provided on the last page of the Program Guidelines as references.

Q5103: Am I required to leave Japan on the last day of my fellowship?

A: Fellows may be permitted to stay in Japan for up to two months after the end of their fellowship for the purpose of wrapping up their research under the program. For details, please refer to the section titled "Continuous stay in Japan after the Expiration of the Fellowship" in the Program Guidelines.

Q5104: When writing my research report, may I change the research title from the one in my fellowship application?

A: No, you may not. The title must exactly match the one in your fellowship application; otherwise, your report will not be accepted.

Q5105: The Guidelines state that taking a leave of absence is not permitted during the final 30 days of the fellowship tenure. Is it possible to obtain permission if the leave is necessary to attend an academic conference?

A: In cases where special consideration is needed—such as attending a conference that is important for conducting or presenting your research—please consult with JSPS.

Applicable to Invitational Fellowships for Research in Japan

Q5501: When an Invitational Fellow gives a lecture or engages in similar activities, is it possible for them to receive an honorarium from expenses other than the research support allowance?

A: Yes, it is possible. However, please ensure that the payment is made in the form of an honorarium and not as a salary, so that it does not create an employment relationship.

Q5502: Are Fellows required to depart Japan on the day their fellowship expires?

A: Yes, they are. In exceptional cases, continuous stay in Japan after the expiration of the fellowship may be approved if required for research activities. For further details, please refer to the section titled “Continuous Stay in Japan after the Expiration of the Fellowship” in the Program Guidelines.

Q5503: When preparing the research report (Form 7), is it possible to change the research title from the one stated in the application documents?

A: No, it is not. Only research reports with the exact same title as stated in the application documents will be accepted.



## **Allowances (Maintenance Allowance, Research Support Allowance and Travel Allowance)**

### **Applicable to all fellowships**

Q5002: May Fellows receive a per diem (daily allowance)

A: Fellows are not permitted to receive a per diem, regardless of the reason or funding source, as it is already included in the Fellows' maintenance allowances paid by JSPS.

However, researchers under Invitational Fellowships for Research in Japan (Short-term) may receive a per diem during overseas travel if it is directly related to their research plan. In such cases, the per diem may be paid from the research support allowance.

Q5003: May Fellows receive travel and lodging allowances for domestic and overseas research-related travel?

A: Yes. Fellows may receive a Research Support Allowance to cover travel and lodging expenses for international research-related travel during their temporary leave of absence from Japan. For details on per diem usage, see Q5002.

Q6001: What is the maintenance allowance?

A: The maintenance allowance covers the daily living expenses while conducting research activities in Japan, including lodging, meals, and local travel. It is intended to support the Fellows' essential costs during their stay. During the period when the maintenance allowance is provided, you cannot receive a daily allowance from other expense sources.

Q6002: What kind of funding is the Research Support Allowance?

A: The Research Support Allowance is intended to cover expenses directly related to the research implementation of the program, as well as compiling and reporting the results. Host researchers are responsible for applying for the Allowance. Within the Guidelines for Using the Research Support Allowance, host researchers should discuss with their respective Fellows to agree on how the allowance will be used. They are then responsible for ensuring the funds in line with the objectives of the research project. Host institutions are responsible for managing and administering the allowance on behalf of the researchers, in accordance with their own rules and regulations.

Q6003: What are the specific rules for using the Research Support Allowance?

A: Any matters not specifically addressed in the Program Guidelines regarding the use of the Research Support Allowance should be supplemented by host institutions, based on their own rules and regulations, and on the following directives:

- Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards), issued by MEXT on 15 February 2007; revised on 1 February 2021
- Guidelines for Responding to Research Misconduct, issued by MEXT on 26 August

2014

- Measures Against Misconduct in Research Activities and Misuse of Research Funds (Rule #19), issued by JSPS on 6 December 2006).

Q6004: How are such costs as “consumables” and “facilities and equipment” defined in the rules for using the Research Support Allowance?

A: Please refer to the guidelines set forth by your host institution.

Q6005: How should we determine which cost items fall under the Research Support Allowance?

A: Please follow the guidelines set forth by your host institution.

Q6006: When can we begin using the research support allowance?

A: As a rule, on or after the day that the fellowship period starts. If, however, preparation is needed to carry out the research project under this program and the fellow agrees on the use of the funds, the allowance may be used before the fellowship’s starting date.

Q6007: Who is authorized to use the Research Support Allowance?

A: Under the responsibility of host researchers, they and Fellows may use the allowance at their discretion. With the approval of host researchers and Fellows, items purchased by them with the allowance may be used by other researchers for research activities.

Q6008: Can Fellows use the Research Support Allowance for travel on the days they arrive in or depart from Japan?

A: Yes, they can. However, the allowance may only be used for domestic travel expenses, including accommodation, between the airport in Japan and the host institution. This falls under the Fellow’s domestic travel allowance.

Q6009: Are host researchers and Fellows permitted, during the Fellows’ extended stay in Japan, to receive research-related goods or services already paid for with the Research Support Allowance?

A: No. All goods and services funded by the Research Support Allowance must be received or completed by the end of Fellows’ tenure.

Q6010: Can I use the Research Support Allowance to cover travel and participation in conferences or other events after my fellowship ends?

A: No, you cannot. The Research Support Allowance is intended to support research activities conducted by Fellows in collaboration with their host researchers during the Fellowship period. It cannot be used to cover expenses for events—such as conferences—that takes place after the Fellowship has ended.

Q6011: May I use my research support allowance for commuting to the lab?

A: No, you may not.

Applicable to Postdoctoral Fellowships for Research in Japan (Standard, Short-term [PE] and [PA])

Q6101: Are there any documents I need to submit to receive my air ticket to Japan?

A: Yes, you will need to submit the following documents: PhD diploma or other proof that you meet the eligibility requirements; Form A (Notice of Acceptance and Pledge); Form 1 (Notice of the Schedule for Fellowship Commencement), and Form 2 (Notice of Bank Account). Please note that your air ticket cannot be issued until you have obtained your visa.

Q6102: Are there any documents I need to submit to receive payment of my initial allowances?

A: Yes. You must submit the documents listed in Question 6101. If you are not already residing in Japan, your air ticket to Japan must also have been issued before your initial allowances can be processed.

Q6103: If I wish to have my allowances from the second instalment onwards to be paid into a bank account other than my own, do I need to submit any documents?

A: For Standard Program Fellows, the second and subsequent installments of their allowances will be transferred to their accounts.

For the Short-term Program (PE and PA) Fellows, if you wish to have your allowances transferred to a bank account that is not your own or your host researcher's, you must submit a Letter of Authorization before the payment is made.

In addition, after receiving the allowance, a receipt must also be submitted.

For the format of the Letter of Authorization, please contact JSPS through your host institution. The Letter of Authorization must indicate the relationship between you (the Fellow) or host and the account holder, as well as the reason why the allowances should be transferred to the account.

Applicable to Invitational Fellowships for Research in Japan

Q6501: I understand that Fellows are permitted to use flights limited to routes between the country of their affiliated research institution and Japan. However, if a Fellow has official business in a third country either immediately before arriving in Japan or after leaving, are they eligible to be provided with an air ticket for the trip?

A: Yes, but this applies only when the Fellow is unable to receive an air ticket from the organization associated with their official business in the third country. In such cases, the host institution must contact JSPS *before* the Fellow books any flights through a travel agency. Please note that JSPS will only cover costs up to the equivalent of a round-trip ticket between the international airport closest to the Fellow's affiliated institution and the airport nearest the host institution in Japan. If the airfare exceeds this amount, the Fellow will be responsible for covering the difference.

## **Travel Insurance Coverage While in Japan**

### **Applicable to all fellowships**

Fellows should consult with the insurance company or agent regarding individual cases.

Q7001: Are Fellows required to arrange their own insurance?

A: No, they are not. If a claim needs to be filed, Fellows should contact their insurance agent directly.

Q7002: When is the Overseas Travel Insurance (Open Policy) – Insured Card issued?

A: The Insured Card will be issued by the insurance agent in the month following JSPS' receipt of the Notice of Fellowship Commencement. It will be sent by post to the Fellow's host institution. Insured Cards cannot be issued prior to the start of the fellowship. If Fellows need to prove their insurance coverage before receiving the card, they should use the Program Guidelines or the Guide to Insurance Policy for JSPS Fellows, which are provided with the Award Letter.

As a rule, Insured Cards are not issued to Fellows whose stay is three months or less.

Q7003: What is the coverage period of the insurance?

A: Coverage begins at 12:00 a.m. (midnight, JST) on the first day of your fellowship tenure and ends at 12:00 a.m. (midnight, JST) following the final day of your tenure. In some cases, injuries or illnesses that occur before arrival in Japan or after departure may also be covered, provided they fall within the designated insurance coverage period.

Q7004: If an insurance certificate written in English is required for a visa application, can it be issued?

A: The insurance company can issue an insurance certificate written in English. If needed, please contact the insurance agent.

Q7005: If a Fellow comes to Japan with family, can the family also apply for the overseas travel insurance? And if a Fellow remains in Japan after their tenure, can the insurance be extended?

A: Yes, both may be possible if the insurance contractor is a Japanese national. However, the insurance premiums must be paid by the Fellow. For details on the procedure, please consult the insurance agent.

Q7006: If a Fellow temporary leaves Japan during their tenure, does the insurance remain valid?

A: If the purpose of the travel is to execute research related to the Fellowship, the insurance remains valid. However, if the destination is the country from which they departed to come to Japan, the insurance will be suspended if the temporarily leave exceeds 30 days. Coverage will resume upon re-entry to Japan. If the Fellow does not return before the end of the tenure, the insurance will expire at the end of the tenure period.

Q7007: Are injuries sustained during research activities—such as experiments or fieldwork in natural sciences—covered by the insurance?

A: Yes, injuries during research activities are covered. However, accidents caused by radioactive contamination or exposure to radiation are not covered. In addition, compensation claims—such as for damage caused by accidentally starting a fire and burning equipment—fall under “liability for damages related to work-related duties” and are not covered by the insurance.

Q7008: If a Fellow causes injury to another person, is it covered by the insurance?

A: Yes, such incidents are generally covered. However, as noted in Question 7007, if the incident arises from the Fellow’s work-related duties, it is not covered by the insurance.

Q7009: Is dental care or treatment for chronic illnesses covered by the insurance?

A: No, these are not covered by the insurance.