

**JSPS International Fellowships for Research in Japan**  
**Invitational Fellowships for Research in Japan (Long-term / Short-term)**  
**FY 2023 (2023-2024) Instructions for the Application Forms**

**1. About the application in general**

- Applications are only received when sent over the JSPS Electronic Application System.
- The items you enter will be used in the screening of your application and as basic data by JSPS after you are selected. Please fill them out correctly.
- Applicants and candidates must check the deadline set by the host institution as it may be a month or more prior to the submission date to JSPS.
- The total number of application pages is as below. Application forms will be printed in black-and-white when JSPS conducts its application screening. When using diagrams and charts, please bear in mind.
  - \*Long-term 10 pages in total (L-1 (1 page)、L-2 (7 pages)、L-3 (2 pages))
  - \*Short-term 8 pages in total (S-1 (1 page)、S-2 (5 pages)、S-3 (2 pages))
- Except where otherwise instructed, the forms are to be prepared in Japanese or English. This rule does not apply to proper nouns and technical terms. When needed to understand these words, please annotate them in Japanese or English.
- The only kanji sets used in the Electronic Application System are JIS level 1 and 2. The other kanji sets, non-JIS characters, and special fonts can't be used. In other cases, please use English letters.

**2. Filling out Form L-1 / S-1 on the electronic application system**

- Save data periodically when preparing the form as a session timeout may occur if you leave the system inactive for a period of time.
- You should fill out all required fields marked by (\*). Though you do not need to fill out fields that are not required, there are some items that require you to make entries in both Japanese and English.
- If you enter information incorrectly or fail to fill out required fields, an error message will be displayed. Correct the error according to the displayed message.
- If there is an input error in Form L-1/S-1, you must upload it again together with other forms (L2, L-3, S-2, S-3), even when you have already uploaded them. Therefore, it is recommended that you upload forms after you finish filling in all the fields of Form L-1/S-1 and have checked it for mistakes.

**a) 【Review Section】**

“Basic Section Code”, “Basic Section”, “Document Review Section” and “Panel Review Section”

- When preparing your application, select from the review section table the review section in which

you wish your application forms to be reviewed. In some cases, the same “Basic Section” is listed in different “Document Review Section” and/or “Panel Review Section” simultaneously, so be sure to check the review section table:

<https://www.jsps.go.jp/english/e-inv/application/2023application.html>

**b) [Research Theme and Fellowship Tenure]**

“Research Title”

Enter your research title concisely in up to 40 letters in Japanese or 100 letters in English. Each bracket and punctuation mark is counted as one letter. The space between words is counted as one letter in the case of English (example: ‘research activity’ is counted as 17 characters). Note that research title may not be changed even after the candidate is selected.

“Fellowship Tenure”

Enter the starting date and fellowship tenure. (One month units for Long-term and one day units for Short-term.). Application calls for the short-term program are issued twice a year. Check before applying as the starting dates of the programs vary in each recruitment round.

**c) [Applicant (Host Researcher)]**

“Department (English and Japanese)”

Type your official department name in the field “Department (English and Japanese).”

“Position”

Select from the drop-down. If you select “Others,” type in your official title (this also applies to applicants who write in English).

“Researcher Number”

Enter your researcher number. The researcher number is used for administrative purposes to identify the applicant.

“Contact Information”

When entering Contact Information, please include information on the applicant’s affiliated department such as its address and phone numbers, not the address of the head of the applicant’s affiliated institution.

**d) [Candidate (Invited Overseas Researcher)]**

“Name”

Write in full the same name of the fellow (candidate) that appears in his/her passport. Enter the

family name in uppercase letters. For the first and middle names, write each first letter in uppercase letter and use lowercase letters for the rest of the name. Type only in alphabetic letters and do not use letters with marks such as umlauts. If the fellow does not have a family name but has a first name, enter his/her first name in the family name field and leave the first name field blank.

“Nationality (Country/Region code)”

Enter the fellow’s corresponding country/region code referencing the list of Country/Region code. This also applies when entering the country in which the candidate’s affiliated institution is located.

“Position”

Select from the drop-down.

“Candidate Contact Information”

The contact address is for receiving the award letter and other related documents mailed by international courier service.

Select either ‘1.Office’ or ‘2.Home’ to send the candidate’s award letter, if s/he is selected.

Enter the address where the candidate can directly receive documents sent to him/her from JSPS.

Enter all the necessary information in the “Mailing Address” field without any omissions, including street name, house/building number, name of his/her department and institution, apartment name or room number.

Do not specify a P.O. Box, otherwise the package will not be delivered to fellows.

Enter all of the candidate’s contact information in Japan and abroad, including in China and Korea, in alphabetic letters using single byte alphanumeric characters. (Do not use umlauts or other marks.) Make sure to provide the candidate’s phone number and e-mail address.

### **3. Filling out Form L-2 and S-2 on the electronic application system**

- The uploaded file size can be no more than 3 MB.
- You may use either the Japanese or English application form. With either form, you may choose the language (Japanese or English) that you use to write the entry items.
- The following changes in particular are not permitted:
  - Changing the margins/blank spaces and the number of pages
  - Changing the order or location of the title and instructions on the upper part of each page or change or delete their content. Changing the number of pages allocated to each item. In the case of blank pages, leave them as they are (do not eliminate any page).
- The following changes are permitted:
  - Repairing defects in the application form caused by the operating environment (done by

referencing PDF samples)

- Neither the font size nor number of characters is set. However, you should take care to make your application easy to read by the reviewers. A font size of 12 points or larger is recommended along with leaving comfortable space between characters and lines.

#### **4. Filling out Form L-3 and S-3 on the electronic application system**

- The uploaded file size can be no more than 1 MB.
- The following changes in particular are not permitted:
  - Changing the margins/blank spaces and the number of pages
  - Changing the order or location of the title and instructions on the upper part of each page or change or delete their content. Changing the number of pages allocated to each item. In the case of blank pages, leave them as they are (do not eliminate any page).
- The following changes are permitted:
  - Changing the number of lines in the item
  - Repairing defects in the application form caused by the operating environment (done by referencing PDF samples)
- Neither the font size nor number of characters is set. However, you should take care to make your application easy to read by the reviewers. A font size of 12 points or larger is recommended along with leaving comfortable space between characters and lines.