

平成 31 年度（2019 年度）  
日本学術振興会  
外国人招へい研究者（長期、短期、短期 S）  
外国人研究者再招へい事業  
諸手続の手引

Invitational Fellowships for Research in Japan  
(Long-term, Short-term, Short-term S)  
JSPS BRIDGE Fellowship

**PROGRAM GUIDELINES**  
**FY2019**

独立行政法人日本学術振興会  
外国人研究者招へい事業/外国人研究者再招へい事業

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

平成 31 年度（2019 年度）  
外国人招へい研究者（長期、短期、短期 S）  
外国人研究者再招へい事業  
諸手続の手引

Invitational Fellowships for Research in Japan  
(Long-term, Short-term, Short-term S)  
JSPS BRIDGE Fellowship

PROGRAM GUIDELINES  
FY2019

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.

平成 30 年 12 月発行  
Published in December 2018

この手引は、平成 31 年度（2019 年度）採用者に適用します。  
This “Program Guidelines” was developed for the Fellows who start their Fellowships  
during FY2019.

# 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:  
外国人招へい研究者（長期） Long-term : L  
外国人招へい研究者（短期） Short-term : S  
外国人招へい研究者（短期 S） Short-term S : E  
外国人研究者再招へい事業 BRIDGE : BR

独立行政法人日本学術振興会  
Japan Society for the Promotion of Science

〒102-0083 東京都千代田区麹町 5-3-1  
5-3-1 Kojimachi, Chiyoda-ku, Tokyo 102-0083  
FAX: 03-3234-3700

国際事業部人物交流課  
Overseas Fellowship Division

| 招へいプログラム Programs     | TEL          | e-mail                |
|-----------------------|--------------|-----------------------|
| 長期 Long-term (L)      | 03-3263-2480 | invitation@jsps.go.jp |
| 短期 Short-term (S)     |              |                       |
| 短期 S Short-term S (E) |              |                       |

Website:

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

国際統括本部国際企画課  
International Policy Planning Division

| 招へいプログラム Programs | TEL          | e-mail            |
|-------------------|--------------|-------------------|
| 再招へい BRIDGE (BR)  | 03-3263-1869 | bridge@jsps.go.jp |

Website:

(JP) <https://www.jsps.go.jp/j-plaza/bridge/index.html>  
(EN) <https://www.jsps.go.jp/english/e-plaza/bridge/index.html>

# 様式一覧

LIST OF FORMS

これらの様式はホームページからダウンロードできます。  
 These forms can be downloaded from the JSPS website.  
 長期(Long-term)、短期(Short-term)、短期S(Short-term S): <https://www.jsps.go.jp/j-inv/yoshiki.html>  
 再招へい(Bridge): <https://www.jsps.go.jp/j-plaza/bridge/youshiki.html>

|  | 様式<br>Form  | 作成者<br>Preparer   | 提出者<br>Submitter   | 提出時期<br>Submission Deadline                     | 提出方法<br>Methods   |                               |
|--|---|---|--|---|---|-------------------------------|
| 採用期間開始前<br>Pre-Arrival                 | 採用を承諾する<br>Acceptance of<br>fellowship offer  | 1 受入承諾兼誓約書<br>Notice of Acceptance and Agreement                                      | 受入研究者<br>Host Researcher<br>外国人招へい研究者<br>Fellow<br>受入研究機関担当者<br>Host Institution | 受入研究機関担当者<br>Host Institution                   | 採用通知発行日から60日以内<br>Within 60 days after date that<br>Award Letter was issued | 原本郵送<br>By postal<br>mail     |
|  | 往復航空券を申込み<br>Apply for air ticket   | 「国際航空券手配に関する説明書」参照<br>See "Air Ticket Application Information"                        | 外国人招へい研究者<br>Fellow  | 外国人招へい研究者<br>Fellow                             | 採用期間開始日40日前まで<br>40 days prior to date of<br>fellowship commencement        | Web入力<br>Online data<br>entry |
|  | 調査研究費を受給する<br>Receive research support<br>allowance   | 3 調査研究費交付申請書<br>Application for Research Support Allowance                            | 受入研究者<br>Host Researcher   | 受入研究機関担当者<br>Host Institution                   | 採用期間開始日1か月前まで<br>1 month prior to date of<br>fellowship commencement        | 原本郵送<br>By postal<br>mail     |
| 採用期間中<br>During tenure                 | 採用期間を開始する<br>Start fellowship   | 4 採用期間開始届<br>Notice of Fellowship Commencement  | 受入研究者<br>Host Researcher   | 受入研究機関担当者<br>Host Institution                   | 採用期間開始後速やかに<br>As soon as possible  | 電子メール<br>By e-mail            |
|  | 滞在費振込先を変更する<br>Change bank account for<br>maintenance allowance                                 | 2 銀行口座届<br>Notice of Bank Account   | 受入研究者<br>Host Researcher<br>外国人研究者<br>Fellow                                     | 受入研究機関担当者<br>Host Institution                   | 決定次第速やかに<br>As soon as possible   | 原本郵送<br>By postal<br>mail     |
|  | 開始日を変更する<br>Change date of fellowship<br>commencement<br>終了後日本に滞在する<br>Continuous stay in Japan | 5 変更承認申請書<br>Application for Schedule Change<br>(開始日変更・本邦滞在の場合)                       | 受入研究者<br>Host Researcher   | 受入研究機関担当者<br>Host Institution                   | 決定次第速やかに<br>As soon as possible   | 電子メール<br>By e-mail            |
|  | 採用期間を短縮する<br>Shorten fellowship tenure<br>一時出国する<br>Temporary absence                           | 5 変更承認申請書<br>Application for Schedule Change<br>(期間短縮・一時出国の場合)                        | 受入研究者<br>Host Researcher<br>外国人招へい研究者<br>Fellow                                  | 受入研究機関担当者<br>Host Institution                   | 決定次第速やかに<br>As soon as possible   | 電子メール<br>By e-mail            |
|  | 受入研究者・研究機関を<br>変更する<br>Change of host researcher/<br>host institution                           | 12 受入研究者・研究機関変更承認申請書<br>Application for change of Host<br>Researcher/Host Institution | 受入研究者<br>Host Researcher<br>受入研究機関の長<br>Host Institution                         | 受入研究機関担当者<br>Host Institution                   | 決定次第速やかに<br>As soon as possible   | 電子メール<br>By e-mail            |
|  | 基本情報を変更する<br>Change basic information   | 13 基本情報変更届  | 受入研究機関担当者<br>Host Institution  | 受入研究機関担当者<br>Host Institution                   | 決定次第速やかに<br>As soon as possible   | 電子メール<br>By e-mail            |
| 採用期間終了後<br>Post-tenure                 | 採用期間を終了する<br>Completion<br>of fellowship  | 6 採用期間終了届<br>Notice of Fellowship Expiration  | 受入研究者<br>Host Researcher   | 受入研究機関担当者<br>Host Institution                   | 採用期間終了後速やかに<br>As soon as possible  | 電子メール<br>By e-mail            |
|  | 研究活動を報告する<br>Report research results  | 7 研究活動報告書<br>Research Report  | 受入研究者<br>Host Researcher<br>外国人研究者<br>Fellow                                     | 受入研究機関担当者<br>Host Institution                   | 採用期間終了日から3か月以内<br>Within 3 months after expiration<br>of fellowship         | 電子メール<br>By e-mail            |
|  | 収支決算を報告する<br>Report research-support<br>allowance expenditures                                  | 8 調査研究費収支決算報告書<br>Research Support Allowance Expenditure<br>Report                    | 受入研究者<br>Host Researcher   | 受入研究機関担当者<br>Host Institution                   | 採用期間終了日から3か月以内<br>Within 3 months after expiration<br>of fellowship         | 原本郵送<br>By postal<br>mail     |
|  | アンケートに回答する<br>Answer questionnaire  | 9 プログラム評価質問票<br>Feedback on Fellowship Program  | 受入研究者<br>Host Researcher<br>外国人招へい研究者<br>Fellow                                  | 受入研究者<br>Host Researcher<br>外国人招へい研究者<br>Fellow | 採用期間終了日から1か月以内<br>Within 1 month after expiration<br>of fellowship          | Web入力<br>Online data<br>entry |
|  | 採用証明書を申請する<br>Apply for certificate   | 11 証明書交付願<br>Application for Certificate  | 外国人招へい研究者<br>Fellow  | 外国人招へい研究者<br>Fellow                             | 必要とする日の2週間前まで<br>2 weeks before needed                                      | 電子メール<br>By e-mail            |
| 採用を辞退する<br>Refusal of fellowship offer | 10 採用辞退届<br>Notice of Refusal to Accept Fellowship  | 受入研究者<br>Host Researcher<br>外国人研究者<br>Fellow<br>受入研究機関の長<br>Host Institution          | 受入研究機関担当者<br>Host Institution  | 決定次第速やかに<br>As soon as possible                 | 原本郵送<br>By postal<br>mail   |                               |

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# I. BASIC STIPULATIONS

## 1. PROVISIONS

This booklet, “Program Guidelines,” provides details of the terms, conditions, and procedures of the JSPS Invitational Fellowships for Research in Japan and the BRIDGE Fellowship program, pursuant to the Award Letter issued by the President of Japan Society for the Promotion of Science (JSPS). You (“Fellows”), host researchers (“Hosts”), and the administrative offices and staffs of 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 1 (Notice of Acceptance and Agreement), stating that they will observe all the terms and conditions stipulated in these Guidelines, 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 are expected to 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. If YOU should find anything unclear in these Guidelines, please **contact JSPS for instructions.**

**Note that allowances could be stopped and other services suspended** if YOU should fail to observe the terms and conditions in these Guidelines or to follow JSPS’s instructions.

**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.**

The English part can be downloaded from the following JSPS webpage:

<https://www.jsp.go.jp/english/e-inv/guideline.html>

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

“**Long-term**” = Invitational Fellowship for Research in Japan (Long-term)

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

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

“**BRIDGE**” = BRIDGE Fellowship Program

## 2. FELLOWSHIP ID

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

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

Long-term : Lxxxxx

Short-term : Sxxxxx

Short-term S : Exxxxx

BRIDGE : BRxxxxxx

### 3. TERM OF FELLOWSHIPS

Fellows must start their fellowship during the period specified in their Award Letter. If not, the fellowship will be revoked.

◆ Starting date of the fellowship: The day of Fellows' arrival 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 last day of tenure stipulated in the Award Letter.

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 5 (Application for Schedule Change) and submit it to JSPS.

Fellows must reside in Japan continuously over the duration of their fellowships. The duration of the fellowship may not be divided into multiple stays. **An extension of the fellowship tenure will not be authorized under any circumstances.**

### 4. OBLIGATIONS

Fellows, Hosts and Institutions should, based on an understanding of the purpose of the fellowship, observe the rules and instructions stipulated in these Guidelines over the duration of the fellowship.

#### (1) Obligations of Fellows

- ① During their tenures, Fellows shall not, either in or outside Institutions, infringe in any way on the human rights of others, including racial or gender discrimination or harassment or other forms of abuse. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported and action taken by Institutions, JSPS and other related organizations to solve the problem.
- ② Fellows are not permitted to receive other fellowships during the tenure of their fellowships. If Fellows have accepted another fellowship, they must choose one of them and decline the others.
- ③ **Fellows are not allowed to receive per diem** even when they are provided funds for transportation and accommodation during domestic trips to execute their research plans. This includes overseas trips for long-term Fellows.
- ④ During their tenure, Fellows must devote full time to their research at their Institutions, and not engage in any other work or research (\*).
- ⑤ Fellows must, as a rule, reside in Japan during the term of their fellowships. If Fellows wish to take a temporary leave of absence from Japan during their tenures, they must follow the rules set forth by JSPS.
- ⑥ Fellows are obligated to follow the rules stipulated in this booklet, and to submit forms to JSPS via their Hosts and Institutions by the prescribed deadline.

- ⑦ When giving a lecture or presentation during the fellowship tenure, please be sure to indicate that Fellows are JSPS fellows.
- ⑧ Fellows must not engage in any kind of research misconduct.
- ⑨ Fellows are obligated to manage appropriately the funds provided under the JSPS fellowship, 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 that are not included in the above-noted “other work or research”

Only the following activities (a)-(c) are allowed to be carried out as a part of the Fellow’s research activities during his/her tenure. However, Fellows must not be hired to conduct these activities.

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

- (a) Activities such as research-related teaching to students at Institutions.
- (b) Participating in a research project closely related to the Fellow’s research title.
- (c) Taking part in outreach activities that are relevant to the Fellow’s research title (see Section 9. Outreach Activities Related to Fellows’ Research Topics).

## (2) Obligations of Hosts

- ① During Fellows’ tenure, neither Hosts nor Fellows shall, either in or outside Institutions, infringe in any way on the human rights of others, including racial or gender discrimination or harassment or other forms of abuse. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported and action taken by Institutions, JSPS and other related organizations to solve the problem.
- 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 the Fellows with a title and/or identification card.
- ③ Hosts shall, in cooperation with their Institutions, provide Fellows with pre-arrival assistance including in visa application and other necessary procedures, securing domicile, and consultation on daily life in Japan.
- ④ In liaison with Fellows and the Institutions, Hosts are to submit all of the required forms and documents by the prescribed deadlines.
- ⑤ Hosts must not engage in any kind of research misconduct.
- ⑥ Hosts are obligated to manage appropriately the funds provided under the JSPS fellowship, taking strict care to avoid their improper use or expenditure.
- ⑦ Hosts agree to observe all of the provisions in these Guidelines, and to ensure that Fellows also observe them.
- ⑧ 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 domestic trips to execute their research plans. This includes the overseas trips of long-term Fellows.**



### (3) Obligations of Institutions

- ① Mindful of Fellows' period of stay in Japan including proper entry and departure, Institutions are to ensure the proper execution of all necessary procedures.
- ② Institutions are to support various living aspects of Fellows' stays in Japan, and provide them with a title appropriate for conducting their research activities at the Institution.
- ③ 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 December 1, 1949), as they pertain to related government regulations and institutional rules.
- ④ Institutions should ascertain how to contact Fellows in the case of an emergency such as disaster.
- ⑤ 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.
- ⑥ Institutions shall inform both Fellows and Hosts of the rules that they and JSPS have established to prevent research misconduct and misuse of research funds and of the penalties for violations.
- ⑦ Institutions shall take primary responsibility for Fellows' actions, so they must be proactive in preventing any discrimination, misconduct or misuse of funds by Fellows during their tenure. If any such problems should occur, Institutions will endeavor to resolve them.
- ⑧ Institutions are to acquire an accurate grasp of the procedures related to Fellows' tenure and allowances. Such procedures include the start, end and refusal of the fellowship and temporary leaves of absence from Japan.
- 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 domestic trips to execute their research plans. This includes the overseas trips of long-term Fellows.**

### 5. CHANGING RESEARCH PLAN

Fellows are obligated to conduct research based on the research title and research plan contained in their fellowship applications. **Accordingly, the research title and research plan may not be changed.** However, there may be cases when changing the research plan is allowed due to changes that occur during the course of the research.

### 6. REVOCATION OF THE FELLOWSHIP AND STOPPING ALLOWANCES

JSPS may take the following measure(s) if it judges any of the circumstances described below 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 the research grant) already paid.

The above measure(s) may be taken when JSPS judges the following to occur.

- ① The fellowship has been awarded on the basis of false statements in the application form.
- ② Completion of Fellow's research activities as outlined in the application form is deemed to be 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
- ⑦ Fellows receive the financial provisions by deception or other fraudulent means.
- ⑧ Fellows waste and abuse research funds.
- ⑨ Fellows commit misconduct in research activities.
- ⑩ Fellows 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.

## **7. PREPARATION (Fellows, Hosts, Institutions)**

Fellows are advised to maintain close contact with their Hosts and Institutions. It is the Hosts who submit the fellowship application to JSPS on Fellows' behalf and who will be responsible for carrying out the administrative details of Fellows' visit. Please note that all documents must be submitted to JSPS by the due dates stipulated in "List of Attached Forms." When applicable, the following matters should be thoroughly discussed.

### **(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 (sheik-kin) and non-refundable "key money (rei-kin and/or kern-kin)" equivalent to 4-6 months' rent. In addition, Fellows may need to pay the real estate agency a fee equivalent to one month rent. The amounts of these deposits and key money differ somewhat from place to place. 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 research in Japan.

When negotiating a rental contract, Fellows are advised to ask their Hosts, Institutions or a Japanese colleague to accompany them to the real estate office.

### **(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 should be confirmed by Hosts in advance that Fellows understand that the cooperative research is to be conducted under the guidance of 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 dictate 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.

## 8. RELEASE OF 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.

## 9. ACKNOWLEDGING RESEARCH RESULTS

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

Example: 1. International Research Fellow of Japan Society for the Promotion of Science (Invitational Fellowships for Research in Japan (Long-term))

2. JSPS International Research Fellow (Graduate School of Science, XX University)

Please inform JSPS if research activities conducted under this program or their related outcomes receive high appraisal. (This includes publications of coauthored papers in academic journals, coverage of research activities/results in newspapers or other media, and awards for research achievements.)

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

Fellows are invited to use their research outcomes to benefit society and to 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's 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 by Fellows are funded by the Research Support Allowance.

## 11. MISCONDUCT IN RESEARCH

The 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 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)

## 12. IMPROPER USE OF RESEARCH FUNDS

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

### (1) Impropriety through fictitious honoraria and wages

- Requesting an honoraria/wage not accordant with the actual situation, such as a claim for payment based on a fictitious timesheet.

### (2) Impropriety through 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 to pool money

### (3) Impropriety through fictitious travel expenses

- Requesting travel expenses in an amount more than actually expensed.
- Requesting funds 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 him/her to also have committed the misuse. When using research funds, Fellows and Hosts must check in advance the usage rules at their Institutions and be sure to use them properly.

### **13. HANDLING OF PERSONAL INFORMATION**

Personal information contained in documents related to this program shall be strictly controlled in accordance with the “Law to Protect Personal Information Held by Independent Administrative Institutions” 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.

## II. PROCEDURAL PROVISIONS

### 1. AWARD LETTER AND RELATED DOCUMENTS

The following documents accompany the Award Letter. Check to confirm that all of them have been received.

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

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

A copy of the Fellow's Award Letter addressed to Host is sent to the Fellow. JSPS issues one original copy of the Certificate of Financial Support to each the Fellows and Hosts.

Fellows should not use the original of these documents when applying for an entry visa, and Hosts should not use them when applying for the Fellow's "Certificate of Eligibility" (See II-2 "(2) Resident Status"). A copy should be used.

### 2. PRE- ARRIVAL PROCEDURES

#### (1) Acceptance of the Fellowship [Fellows, Hosts, Institutions]

Upon deciding to accept the fellowship, Fellows are to send Form 1 (Notice of Acceptance and Agreement) to their Hosts, who will forward it to JSPS via their Institutions. The form should be submitted after Fellows and Hosts have read and agreed to the terms and conditions stipulated in these Guidelines and decided upon a date for Fellows to come to Japan to start their fellowships. Fellows and Hosts are to confirm in advance the way in which Fellows will receive their initial allowances. JSPS will deposit Fellows' allowances in either a bank account opened by the Fellow in Japan or the Host's bank account.

#### ① When having the allowance deposited into Hosts' bank account

☆Recommended☆

JSPS can deposit the Fellows' allowance into Hosts' account, in which case the Fellows will receive their allowance from their Hosts along with a RECEIPT.

※For Fellows on short-term visits, as it takes some time to put in place the procedure for transferring money into your own account after your arrival, it is recommended that you use your Host's bank account to receive the transfer of your allowances.

#### ② When having the allowance deposited into Fellows' bank account (only into an account opened at a bank in Japan).

If Fellows wish to have their allowances transferred into their own bank account, they must open an account **at a bank in Japan.** In this case, indicate on Form 2 that you want your allowances deposited into your own bank account. Be sure to attach **a copy of the first page of your bankbook**

**(reverse side of front cover) containing the account number.** If your bankbook has not yet been issued, a copy of an official document that clearly provides the account information should be submitted along with Form 2. Please note that the bank transfer procedure in this case can take more than 3 weeks after Form 4 (Notice of Fellowship Commencement) is submitted.

### ③ Change of bank account

Long-term Fellows are allowed to receive their initial allowances through their Hosts' bank account, and then switch to their own account (which must be opened at a bank in Japan) to receive their subsequent allowances. In this case, Hosts should resubmit Form 2 (Notice of Bank Account) when the Fellow's own account is opened. Note that the allowance transferred after Form 2 is submitted may not be immediately deposited into your account, as it may take some time to process the change of bank accounts.

Please submit Form 1 to JSPS via their Institution **no later than 1 month prior to the fellowship start date.** If the start date is within 90 days of the date that the Award Letter was issued, Form 1 must be submitted one month prior to the start date. **Fellowships cannot be started without submission of Form 1.**

### Notes of Caution

① The following points should be considered when deciding the start date of the Fellowship:

- The start date is not the day that Fellows' depart from overseas but the day that they arrival in Japan
- The start date may be changed from that indicated in the fellowship application submitted to JSPS.
- If Fellows should not be able to start their Fellowship on the date specified in the Form 1, they and their Hosts must immediately submit Form 5 (Application for Schedule Change) via the Institution. JSPS may delay the payment of allowances without a completed Form 5.

② Consultations and arrangements to be conducted by Hosts and Host institution when setting Fellows' start date and period of stay in Japan:

- a. Overall research plan and activities
- b. Documents that Fellows will need when applying for a visa.
- c. Fellows' transportation from port of entry to destination in Japan
- d. Fellows' travel within Japan
- e. Fellows' visits to other research institutes
- f. Fellows' accommodations during their stay
- g. Bank account to receive Fellows' allowances
- h. Use of the research support allowance

**(2) Resident Status [Fellows, Hosts, Institutions]**

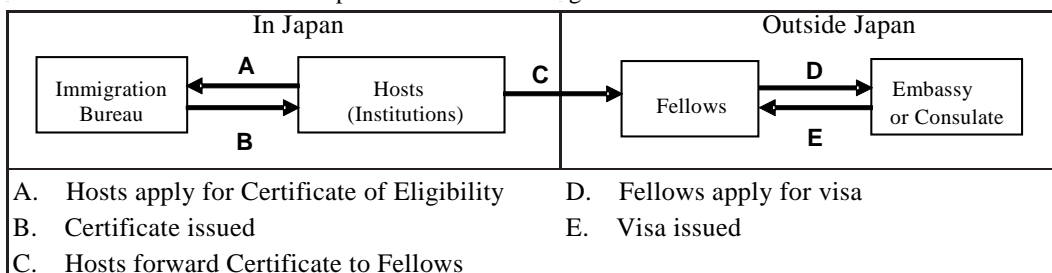
All Fellows must possess a valid passport issued by their country of nationality and a proper visa as necessary. The visa shows that Fellows have permission to enter and stay in Japan. Fellows must go to a Japanese Embassy or Consulate to obtain a visa before leaving for Japan.

Fellows should receive “landing permission” at the immigration window of their port of entry into Japan upon showing their proper visa.

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

**Before leaving for Japan, Fellows must obtain a visa that coincides with the purpose and length of their stay 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 inquires or make an arrangement regarding visa applications for Fellows and their family members. Fellows are recommended to obtain a “Professor” or “Researcher” visa status. To check which of these is applicable to you, please consult the Immigration Bureau’s homepage.**

The chart below outlines the procedure for obtaining a visa.



**(3) Application for Air Tickets [Fellows]**

Fellows are to follow the instructions in the guide “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**. After receiving Fellows’ request, the travel agency will contact them when their ticket is ready.

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

Read Chapter III “3. AIR TICKET” before applying for an air ticket.

**(4) Applying for Research Support Allowance [Hosts, Institutions]**

Hosts are eligible to apply for a Research Support Allowance. For details, see Chapter III-5 “Research Support Allowance.”

**(5) Changing Fellowship Starting Date [Fellows, Hosts, Institutions]**

Fellows may change the starting date of their fellowship due to a revision of their research plan after submitting Form 1 (Notice of Acceptance and Agreement). They must, however, start their tenure within the period stipulated in the award letter. The host researchers must agree with the fellows, discuss the change with the staff of their institution, and fill out the necessary items in



Form 5, and submit it by email to JSPS via their Institution.

#### **(6) Refusal of the Fellowship [Fellows, Hosts, Institutions]**

If Fellows must refuse to accept their fellowships for unavoidable reasons, they should immediately submit Form 10 (Refusal to Accept Fellowship) to their Hosts and inform the designated travel agency. Hosts confirm the contents of Form 10 and submit it to JSPS via their Institution.

### **3. POST-ARRIVAL PROCEDURES**

#### **(1) Notice of Fellowship Commencement [Hosts, Institutions]**

Hosts and Institutions must fill out Form 4 (Notice of Fellowship Commencement) and send it to JSPS via email soon after the fellowship commences. JSPS uses this form to confirm the start of Fellows' insurance coverage. **If it is not submitted by the last day of the month that the fellowship commences**, the insurance coverage may not go into effect. Also, for Fellows who want to use their own bank account, their maintenance allowance will be paid after Form 4 is submitted. Be sure to attach a copy of the first page of the Fellow's bankbook (reverse side of front cover) containing the account number.

#### **(2) Submission of Form 2 (Notice of Bank Account) [Fellows, Hosts, Institutions]**

Long-term Fellows are allowed to receive their initial allowances through their Hosts' bank account, and then switch to their own account (which must be opened at a bank in Japan) to receive their subsequent allowances. In this case, Hosts should resubmit Form 2 (Notice of Bank Account) when the Fellow's own account is opened. Note that the allowance transferred after Form 2 is submitted may not be immediately deposited into your account, as it may take some time to process the change of bank accounts.

#### **(3) Handing Allowances to Fellows [Fellows, Hosts]**

If Fellows requested JSPS to remit their allowances into the Hosts' bank account, JSPS will send a RECEIPT to the Hosts **by email**. This RECEIPT should be signed by Fellows when their Hosts hand them the allowances. Hosts must submit the signed RECEIPT to JSPS.

In the case of long-term fellowships, JSPS will email the RECEIPT to Hosts when transferring Fellows' allowances into the Hosts' bank account. A signed RECEIPT must be submitted to JSPS for each allowance payment.

#### **(4) Procedures at Municipal Office [Fellows who will stay in Japan for 3 months or longer]**

Fellows should carry out the following three administration procedures at the municipal office of their city (*shi*), ward (*ku*), town (*machi*), or village (*mura*). While there, Fellows should also confirm what procedures they may need to do when leaving Japan to return to their countries. Fellows are advised to ask their Hosts, **Institutions or a Japanese colleague to accompany them when they go to the municipal office, as its staffs may not speak English.**

## ① Resident Card

Japan's residency management system applies to all foreign nationals residing legally in Japan for a mid- to long-term stay, **including Fellows with a visa status of longer than three months.**

A "resident card" is issued to Fellows at the immigration inspection window at their port of entry into Japan. Fellows must take the card to the ward, city or town office where they will reside and notify it of their address within 14 days after their arrival date in Japan.

While in Japan, Fellows are required to carry the resident 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 your tenure, you must return the resident card 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

Though Fellows will be covered under the Overseas Travel Insurance provided by JSPS, Japanese law obligates foreign nationals to join the National Health Insurance Program if they will remain in Japan for longer than three months. Under this system, people are required to bear 30% of the cost of medical treatment. Depending on the illness, that 30% may be covered under the JSPS policy.

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

## 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 resident card with the municipal office, please 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 a pay (income), Fellows can also apply for the insurance premium exemption and payment suspension system due to a lack of income. In addition, there is a lump-sum refund system which people who refusal from the program early (by leaving Japan) can use to redeem a percentage of their paid premiums.

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>

#### **(5) Providing Passport Copies [Fellows]**

Fellows are to provide a copy of the pages of their passport that contain their name, visas, and Japan entry and departure stamps when JSPS requests them.

### **4. POST-DEPARTURE PROCEDURES**

#### **(1) Submission of Form 6 (Notice of Fellowship Expiration) [Fellows, Hosts]**

Hosts are requested to submit Form 6 to JSPS via email through their Institutions soon after Fellows leave Japan upon expiration of their fellowship. If Fellows wish to temporarily extend their stay in Japan for job hunting or other reasons after their tenure ends, the reason should be described in the blank column of Form 6.

If their stay is extended, JSPS will not cover the Fellows' return airfare. If, however, Fellows need to extend their stay in Japan to continue or conclude their research, Hosts should submit Form 5 (Application for Schedule Change) to JSPS via their Institution. See Chapter IV-3 for more details.

#### **(2) Submission of Form 7 (Research Report) [Fellows, Hosts]**

Fellows and Hosts are requested to make a research report using Form 7 and submit it to JSPS through their Institutions within three months after the end of the fellowship. The report can be written in either English or Japanese. **The research title may not be changed.**

In column "5. Research implementation and results" of the form, please enter a brief description of the Fellow's main activities, his/her impressions, and future research prospects. Please also attach one photograph (800 or more kilobytes) of the fellow conducting research or giving a lecture.

JSPS may later post excellent reports with photos on its website. If Fellows and Hosts would like to avoid publication due to patents etc., please don't describe it. Also, if Fellows do not want their photo posted, they don't have to attach a photo to their report.

When significant results, such as the publication of coauthored papers in academic journals, coverage of the research activities/results in newspapers or other media, or awards for research activities/achievements, are obtained under this fellowship program, please note them in Form 7.

#### **(3) Submission of Form 8 (Research Support Allowance Expenditure Report) [Hosts, Institutions]**

Within 3 months after Fellows' tenure ends, Hosts must prepare and submit a report on the fellowship's allowance expenditures using Form 8. If unspent allowance money remains when Fellows' tenure ends, it must be returned to JSPS.

JSPS will notify Institutions of the procedure for returning the unspent funds after receiving the Form 8.

#### **(4) Feedback on Fellowship Program [Fellows, Hosts]**

Fellows nearing the end of their tenure and their Hosts are asked to fill out a questionnaire used to gauge the performance of services provided and to improve the fellowship program. The English questionnaire can be filled out on the following websites.

Long-term, Short-term, Short-term S: <https://www.jsps.go.jp/j-inv/yoshiki/form9.html>

BRIDGE: <https://www.jsps.go.jp/english/e-plaza/bridge/list.html>

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

As a rule, JSPS does not issue documents to certify the fellowship status of former or current Fellows. When 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 Institutions 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 11 (Application for Certificate) stating the reason they need the certificate and where it is to be sent, and email it to JSPS at least two weeks prior to the date the certificate is needed.

### III. FINANCIAL PROVISIONS

JSPS's financial provisions described below are not subject to negotiation.

**JSPS does not provide any support for dependents.**

If Fellows or Hosts should fail to observe these provisions, JSPS may stop related payments.

| Allowances<br>(etc.)       | Recipients        | Program                                |                    |                    |                       |
|----------------------------|-------------------|--|--------------------|--------------------|-----------------------|
|                            |                   | Invitational Fellowships Program       |                    |                    | BRIDGE                |
|                            |                   | Long-term                              | Short-term         | Short-term S       |                       |
| Maintenance allowance      | Fellows           | (monthly)<br>¥387,600                  | (daily)<br>¥18,000 | (daily)<br>¥42,000 | (daily)<br>¥13,000    |
| Airfare (tickets)          |                   | Economy class                          | Economy class      | Business class     | Economy class         |
| Overseas Travel Insurance  |                   | See III "4. OVERSEAS TRAVEL INSURANCE" |                    |                    |                       |
| Research Support Allowance | Fellows and Hosts | (maximum) ¥150,000                     |                    |                    | (maximum)<br>¥100,000 |

#### 1. NATURE OF FINANCIAL SUPPORT

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 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 ALLOWANCE

JSPS provides the 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. Note that double funding is prohibited.

##### (1) Details

Based on the above table, the total amount of maintenance allowances paid during the Fellows' tenure will be a fixed amount per month (day) (varying by program) x number of months (days) of tenure. This may not apply, however, if Fellows shorten their tenure or take leaves of absence from Japan during their tenure.

## (2) Allowance Payment and Date of Remittance

### ① For Long-term Fellows

As a rule, monthly maintenance allowances are remitted at the end of the previous month. When, however, the initial allowance is to be transferred into Fellows' own account (at a bank in Japan), the remittance will be made after their submission of Form 4 has been received.

<Examples of remittances>

\*Fellows arriving in Japan on or before the 15th of the month:

JSPS provides their full allowance for the first month but none for the last month.

\*Fellows arriving in Japan on or after the 16th of the month:

JSPS provides half of the monthly allowance in the first month and half in the last month.

### ② For Short-term and Short-term S Fellows

As a rule, the total amount of maintenance allowance (daily amount x number of days of tenure) will be deposited in one lump sum in the Host's account the day before Fellows' arrival in Japan. Otherwise, it will be transferred into Fellows' account (at a bank in Japan) after submissions of Form 4 have been received.

### ③ For BRIDGE Fellows

As a rule, the total amount of maintenance allowance (daily amount x number of days of tenure) will be deposited in one lump sum in the Host's account the day before Fellows' arrival in Japan.

\*Note: The above provision does not apply in April, the first month of each fiscal year.

Set by JSPS, the dates for remitting daily allowances fall around the 10<sup>th</sup>, 20<sup>th</sup> and 30<sup>th</sup> of each month.

**Due to changes in JSPS's budgetary or accounting system, the above-stipulated remittance dates and amounts may be changed without prior notice.**

## 3. AIRFARE

To cover their travel to and from Japan, Fellows are provided air tickets. The type of ticket depends on each program. For details, see the above allowance table and refer to the "Air Ticket Application Information" guide for a specific program.

### (1) Conditions for Payment

JSPS provides a roundtrip air ticket via the most economical route between the nearest international airport to the institution to which Fellows are affiliated and the nearest airport to their host institution in Japan. Fellows are not given a choice of the airlines they will use.

Fellows who are already residing in Japan when their fellowship starts will only be eligible to receive a return ticket.

**\*If Fellows do not use the most economical flight (including ports of takeoff/landing, route, stopovers) or makes changes in their flight schedule (including the ticket after it has been issued), they will be required to pay any additional cost incurred.**

\*JSPS does not cover the cost of Fellows' excess baggage.

## **(2) Method of Ticket Provision**

Fellows are issued tickets using a prepaid ticket advice (PTA) method. JSPS's travel agency prepays the ticket which Fellows will receive later. Fellows wishing to have their ticket prepared should submit an application to the travel agency **no less than 40 days before the scheduled start of their fellowship tenure in Japan.**

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

## **(3) Notes:**

**JSPS does not provide air tickets if it judges any of the following conditions to exist, with the exception of circumstances such as a natural disaster that cannot be avoided.**

- ① If Fellows do not use the ticket provided. (In case the ticket is cancelled by Fellows, they are required to pay the cancellation fee.)
- ② If Fellows do not submit an air ticket application to JSPS's designated travel agency by 40 days before the scheduled start of their fellowship tenure in Japan..
- ③ If Fellows purchase their own ticket.
- ④ If another organization provides Fellows' ticket or pays their airfare.
- ⑤ If for study, employment or other reason, Fellows are judged by JSPS to have been residing in Japan after the date that their Award Letter was issued. (To Japan)
- ⑥ If Fellows arrive in Japan before their tenure. (To Japan)
- ⑦ If after their fellowship ends, Fellows continue to stay in Japan without observing the provisions in Chapter IV-3 "Continuous Stay in Japan after Expiration of Fellowships." (From Japan)
- ⑧ Other cases when JSPS judges the provision of the air ticket to be inappropriate.

## **4. 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 of the policy and procedures, refer to the enclosed insurance description "A Guide to the Insurance Policy for JSPS Fellows" provided by the insurance company.

This insurance will become invalid during the period of Fellows' extended stay in Japan after the end of their tenure.

For more detailed information on this insurance program, please contact the designated insurance agency directly.

## **5. RESEARCH SUPPORT ALLOWANCE**

This allowance is to be used by the Host and Fellow to carry out their research activities during the period of Fellows' tenure. Application for the allowance is made by the Host. Adequate consultation should be carried out between the Host and Fellow as to the use of the allowance for conducting research activities or surveys.

### **(1) Applying for the Allowance**

To apply for this allowance, Hosts submit Form 3 (Application for Research Support Allowance) to JSPS **at least 1 month prior to the start of Fellows' tenure.**

This allowance may be applied for in **an amount of up to ¥150,000.**

**In principle, a bank transfer notice is not issued,** so Hosts should verify whether the amount of money deposited into their bank account is that specified in Form 3.

### **(2) Managing the Allowance**

Hosts are to entrust their research support allowance to their Institutions, which manages it as a “deposit” using appropriate accounting rules and entries.

Note that **this allowance may not be handled in the same account used for a Grants-in-Aid for Scientific Research.**

Please check the “Rules of the Research Support Allowance” on the next page and related regulations of your Institution, and manage and execute this allowance accordingly.

Within 3 months after Fellows' tenure ends, Hosts must prepare and submit a report on the fellowship's allowance expenditures using Form 8. If unspent allowance money remains when Fellows' tenure ends, it must be returned to JSPS. JSPS will notify Institutions of the procedure for returning the unspent funds after receiving the Form 8.

### **(3) Processing Change of Host Institution**

#### **① Submitting Research Support Allowance Expenditure Report Form 8**

As a rule, the receiving institution is to submit Form 8 when a Fellow changes host institution. If, however, all of the Fellow's Research Support Allowance has been spent before moving to the new host institution, the sending institution is to submit the Form 8 before the Fellow leaves.

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

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



## Rules of the Research Support Allowance

### I GENERAL RULES

#### [Aim of the Research Support Allowance]

I-1 The allowance is to be used to cover costs directly related to the implementation of the joint research/surveys and compiling/reporting the results.

#### [Responsibilities of Fellows and Hosts]

I-2 Fellows and Hosts should bear in mind that this allowance is funded by taxpayer money and use it appropriately for pursuing the stated objectives of the JSPS Postdoctoral Fellowships.

I-3 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 Transportation and accommodations for Fellows and Hosts engaged in travel related to the research (Per diem for domestic trip (including overseas trips for long-term) to Fellows )
  - ② Transportation for Fellows between the airport in Japan and Institutions when arriving in or leaving Japan, and for Hosts when accompanying Fellows.
- (4) Other items needed to carry out the joint research (e.g., Outreach activities related to Fellows' research topics, participating in conferences (Alcoholic beverages are NOT covered))

#### [Restrictions on Use of Funds]

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

- (1) Facilities and equipment
- (2) Expenses related handling accidents and disasters that may occur during research
- (3) Remunerations, wages or salaries to Fellows and Hosts
- (4) Per diem for domestic trip (including overseas trips for long-term) to Fellows

#### [Combined Use of Funds]

II-4 When the research support allowance is used together with other funding for making a research trip or purchasing a unit of consumable supplies, a clear delineation must be made between the use of the allowance vis-à-vis the other funding.

#### [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 of Form 8 (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 8.

### 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 shall 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.

## 6. REIMBURSEMENT

If JSPS judges that it has overpaid Fellows' allowances due to a shortening of their tenure or other reason, Fellows will be required to reimburse the overpaid amount to JSPS. In this case, JSPS will send Hosts a "Request for Reimbursement."

**Reimbursement must be made by the deadline. Hosts and Institutions are responsible to see that Fellows make their reimbursement before leaving Japan.**

**So as to prevent the need to make reimbursement, Hosts and Institutions should maintain daily contact with Fellows, particularly with regard to their fellowship tenure and allowances.**

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 returning home, these fees will be larger (more than ¥2,500).

## IV. CHANGES DURING FELLOWSHIP TENURE

**If Fellows should need to shorten their fellowship tenure or take a temporary leave of absence for an unavoidable reason, they must inform their Hosts in advance.** After that, Hosts must fill out Form 5 (Application for Schedule Change) and submit it to JSPS **via their Institutions** by email or post.

**Irrespective of the reason, the period of fellowship tenure stipulated in the Award Letter cannot be extended. The total period of stay may not be reduced to less than the minimum stipulated by each fellowship program.**

### 1. SHORTENING THE FELLOWSHIP

- (1) Shortening the fellowship tenure should not radically change Fellows' carrying out the research plan stated in their application form and submitted to JSPS.
- (2) Once the fellowship tenure is shortened, it cannot be extended nor returned to the initial period.
- (3) When the fellowship tenure is shortened, Fellows' maintenance allowance will be reduced by the number of days shortened.
- (4) Regarding the Fellows' return air ticket provided by JSPS when shortening the fellowship, any cost incurred in rearranging the ticket must be paid by the Fellows. When Fellows are required to give back their return ticket, JSPS will contact them with regard to the procedure.
- (5) Fellows' own signature is required on Form 5.
- (6) Form 5 must be submitted to JSPS **via their Institutions** by email or post.

### 2. TEMPORARY ABSENCE FROM JAPAN

- (1) A temporary leave of absence will be permitted only if JSPS recognizes its purpose or reason as being necessary.
- (2) A temporary absence should not radically change Fellows' carrying out the research plan stated in their application form and submitted to JSPS.
- (3) **The period of a temporary absence will begin on the day of departure from Japan and end on the day of re-entry.**
- (4) The ending date of the fellowship will not be extended as a result of temporary absence.
- (5) JSPS will not cover any travel expenses incurred during Fellows' temporary absence.
- (6) The insurance provided under the fellowship will not cover the period of temporary absence.
- (7) There are cases when Fellows may be required to obtain a re-entry permit before departing in order to get back into Japan. Fellows should, therefore, check with their Regional Immigration Office regarding the need for a re-entry permit and its application procedure.
- (8) Fellows' own signature is required on Form 5.
- (9) Form 5 must be submitted to JSPS **via their Institutions** by email or post.

### 3. CONTINUOUS STAY IN JAPAN AFTER EXPIRATION OF FELLOWSHIP

To receive a return ticket, **Fellows are obligated to leave Japan on the last day of their tenure. If, however, Fellows wish to extend their stay in Japan to continue or conclude their research after the expiration date of their fellowship, Hosts must submit Form 5 to JSPS via their Institutions to obtain approval. A return ticket will be provided upon approval from JSPS.**

**\*Any cost incurred in rearranging a return ticket must be paid by the Fellows.**

As a rule, JSPS will approve an extension of a Fellow's stay up to:

- (1) Half the number of days of tenure (maximum: two months) for Long-term Fellows
- (2) Half the number of days of tenure for Short-term, Short-term S and BRIDGE Fellows.

If Fellows wish to extend their stay for this research purpose after their fellowship expires, they and their Hosts will need to take responsibility. Except for providing a return ticket, JSPS will take NO responsibility for Fellows including providing insurance coverage during the extended period. In this case, please pay careful attention to your visa status and the period of your insurance coverage.

Note that if an extended stay is made for other than the above-stated research purpose, JSPS will take NO responsibility for Fellows, including the provision of their return ticket and insurance coverage. **In this case, the return ticket, if already issued, cannot be used, and the Fellow will be required to reimburse JSPS for the airfare.**

#### **4. REDUCTION OF MAINTENANCE ALLOWANCE**

The amount of maintenance allowance reduction is calculated in the two ways described below.

##### **(1) For Long-term Fellows**

When a Fellow's cumulative time away from Japan due to the shortening of fellowship tenure and/or taking temporary leave(s) of absence exceeds 15 days, the maintenance allowance will be reduced by half month units starting from the following month. Thereafter, another half month of allowances will be reduced for each ensuing 15 days away from Japan. If a Fellow is away from Japan throughout a month due to taking a leave of absence or completing a shortened tenure, the allowance for that month will not be paid.

| Cumulative leave | Amount reduced |
|------------------|----------------|
| 16 – 30 days     | 0.5 months     |
| 31 – 45 days     | 1 month        |
| 46 – 60 days     | 1.5 months     |

Maintenance allowance will be reduced by 0.5 months for every 15 days.

Example:

In the case of a 6-month fellowship from 1 June to 30 July, when both a leave of absence is taken and the fellowship tenure is shortened, with the leave of absence being 10 days from 1 July (departing date) to 10 July (returning date) and the tenure shortened by 6 days to 24 September, 0.5 months will be subtracted from the maintenance allowance as the number of days away from Japan adds up to 16.

##### **(2) For Short-term, Short-term S and BRIDGE Fellows**

The amount reduced will be calculated by multiplying the daily amount of maintenance allowance stipulated for each program by the cumulative number of days away from Japan due to shortened tenure and/or temporary absence. If JSPS judges that it has overpaid Fellows' allowances due to the shortening of their tenure, taking temporary leave(s) of absence, or other reason, Fellows will be requested to reimburse the overpaid amount to JSPS. Please refer to the Chapter III-6 "REIMBURSEMENT."

## **5. CHANGING HOSTS OR INSTITUTIONS [Fellows, Hosts, Institutions]**

### **(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 Institutions' setup for receiving Fellows. As changing Hosts or Institutions are 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 form, 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 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 Hosts consider it necessary for Fellows to change Hosts, they should first contact JSPS via their Institution, and then send Form 12 (Application for Change of Host Researcher/Host Institution) to JSPS via the head of the Institution by email. In the case of a change in the Host's Institution, this form should be submitted to JSPS via the head of the new Host's Institution.

#### **② Procedures that new Hosts should implement**

New Hosts are to submit Form 1 (Notice of Acceptance and Agreement) to JSPS via their Institutions before changing Hosts.

### **(3) Changing Institutions**

When Hosts transfer to other Institutions, they should contact JSPS and submit Form 12 to JSPS via the head of the new Institution by email.

### **(4) Procedure for Changing Basic Information**

Host Institutions are to submit Form 13 (Notice of Change in Basic Information) to JSPS when changes such as the following occur:

- The Host's department, position or contact information
- The Fellow's affiliation, department, position or contact information
- The Institution's information.