

**Pre/Postdoctoral Fellowships
for Research in Japan
JSPS Summer Program 2022**

PROGRAM GUIDELINES

**Please read these Guidelines and follow the required procedures
as soon as possible.**

March 2022

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【Contact Information / Address】

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5-3-1 Kojimachi, Chiyoda-ku, Tokyo 102-0083

TEL: 03-3263-4098

e-mail: summer@jsps.go.jp * Please include the Fellow's ID number in the Title

I. BASIC STIPULATIONS

These Guidelines have Japanese and English versions. If any differences in wording or interpretation should occur between the two versions, the Japanese one will take precedence.

1. OUTLINE OF FELLOWSHIPS

Japan Society for the Promotion of Science (JSPS) carries out programs that provide excellent researchers from other countries an opportunity to conduct collaborative research, discussions, and opinion exchanges with researchers in Japan. These programs are intended to help advance the overseas researchers' research activities while advancing science and promoting internationalization in Japan.

2. ABOUT THESE GUIDELINES

These Guidelines provide details on the terms, conditions and procedures of the JSPS Summer Program 2022, pursuant to the Award Letter issued by the President of Japan Society for the Promotion of Science (JSPS). The pre/postdoctoral fellows ("Fellows"), host researchers ("Hosts") and administrative offices or staffs of the host institutions ("Institutions") in Japan are requested to read carefully each item in these Guidelines. (Hereafter, Fellows, Hosts and Institutions are referred to collectively as "YOU.")

As the situation of the novel coronavirus changes, we may consider applying flexibility in our handling of some of entry items in the Program Guidelines.

The secretariat for the program is JSPS's Overseas Fellowship Division and the Graduate University for Advanced Studies (SOKENDAI).

Upon receipt of the Award Letter, Fellows are to submit Form A (Notice of Acceptance and Pledge), 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 if YOU should fail to observe the terms and conditions in these Guidelines or to follow JSPS's instructions, your allowances could be stopped and other services suspended and you could be required to reimburse JSPS all or part of the allowances you have already received.

3. ID NUMBER

JSPS assigns each Fellow an ID number, which is noted in the Award Letter. All documents sent to JSPS by you should **include the ID number.**

The ID number consists of the following prefixes and 21 + 3 digits. **"SP22xxx"**

4. TERM OF THE FELLOWSHIP AND PROGRAM SCHEDULE

The duration of the fellowship is as follows:

◆In principle, 64 days from any date from June 9, 2022 (Thursday) to August 11, 2022(Thursday)

Note the following points.

- ① Due to consideration to impact of entry restriction, 2022 Fellows allow to start their fellowships on between 9 June 2022 and 30 September 2022 if fellow obtain inevitable reasons to prefer entering Japan during out of Term of Fellowship in above.
- ② Due to consideration to impact of entry restriction, 2020 Fellows and 2021 Fellows allow to start their fellowships on between 1 April 2022 and 30 September 2022 if fellow obtains inevitable reasons to prefer entering Japan during out of Term of Fellowship in above.
- ③ Fellows are required to consider to enter into Japan when any opportunity is available to travel overseas during the terms, before tight entry restriction start again. Fellows must be aware that circumstances for traveling overseas are susceptible to entry restriction of New Border Measures.
- ④ In principle, the Starting date of the fellowship is the day that Fellows arrive in Japan and the Ending date of the fellowship is the day that Fellows depart from Japan
- ⑤ Fellows must reside in Japan continuously over the duration of their fellowships. The duration of the fellowship may not be divided into multiple stays.
- ⑥ Fellows may shorten their fellowships down to 36 days. However, the allowance will be reduced by the number of days shortened.
- ⑦ Please note that the quarantine period is included in the duration of your fellowship. Quarantine period for each entrant is as of the Border Measure at the time of entering Japan.

5. 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 tenure, Fellows shall not, either in or outside their Institutions, infringe in any way on the human rights of others, including racial or gender discrimination, 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 the Institutions, JSPS and other related organizations to solve the problem.
- ② Fellows are not permitted to receive other fellowships or compensation (hereafter called “compensation, etc.”) for work or duties, irrespective of their title or form, during the tenure of their fellowships. If Fellows have accepted another fellowship, including another JSPS postdoctoral fellowship, they must choose one of them and decline the other.
- ③ **Fellows are not allowed to receive per diem** even when they are provided funds for domestic transportation and domestic accommodations during trips to execute their research plans.
- ④ During their tenure, Fellows must devote full time to their research at their Institutions, and not engage in any other work (including without compensation, etc.) or research (*).
- ⑤ Fellows must, as a rule, reside in Japan during the term of their fellowships, and leave Japan on the expiration date of their tenure. If Fellows wish to take a temporary leave of absence from Japan during their tenure, they must follow the rules set forth by JSPS.

- ⑥ Before their fellowship end, Fellows must submit **Form 6 (Research Report & Future Contact Information)**.
- ⑦ If Fellows publish research results obtained under the JSPS fellowship program in scientific journals or other literature, annotation of such should be provided.
- ⑧ Fellows must not engage in any kind of research misconduct.
- ⑨ Fellows are obligated to manage appropriately the funds provided them under the JSPS fellowship and research grants, 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 not included in the above-noted “other work or research”

Only the following activities (a)-(d) 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 or receive remuneration 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 11. OUTREACH ACTIVITIES RELATED TO A FELLOW’S RESEARCH TOPICS).
- (d) Taking part in events organized by JSPS for Fellows.

(2) Obligations of Hosts

- ① During Fellows’ tenure, neither Hosts nor Fellows shall, either in or outside their 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 the Institutions, JSPS and other related organizations to solve the problems.
- 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 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 processing, securing domicile, and consultation on daily life in Japan.
- ④ Hosts must not engage in any kind of research misconduct.
- ⑤ Hosts are obligated to manage appropriately the research grant and the funds provided under the JSPS fellowship, taking strict care to avoid their improper use or expenditure.
- ⑥ Hosts are to ascertain the understanding and agreement of Fellows and Hosts that JSPS does not support research with military objectives.
- ⑦ Hosts are to acquire an accurate grasp of the procedures related to Fellows’ tenure and allowances and to ensure that all the prescribed forms are submitted to JSPS via their Institutions. Such procedures include the start, end, withdrawal, extension and recommencement of fellowships and temporary leaves of absence from Japan.
- ⑧ Hosts agree to observe all of the provisions in these Guidelines and to ensure that Fellows also observe them.

- 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 domestic transportation and domestic accommodations during trips to execute their research plans.**

(3) Obligations of Institutions

- ① Institutions are to 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. If requested by JSPS, they are to report such problems.
- ② Mindful of Fellows' period of stay in Japan including proper entry and departure, Institutions are to ensure the proper execution of all necessary procedures.
- ③ Institutions are to support various living-related aspects of Fellow's and their families' stays in Japan, and provide the Fellow with a title appropriate for conducting their research activities at the Institution.
- ④ 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.
- ⑤ Institutions should provide Fellows with pre-arrival assistance including in visa application and other necessary processing, securing domicile, and consultation on daily life in Japan.
- ⑥ Institutions should ascertain how to contact Fellows so as to always be able to confirm their safety and well-being.
- ⑦ 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.
- ⑧ 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.
- ⑨ Institutions are to ascertain the understanding and agreement of Fellows and Hosts that JSPS does not support research with military objectives.
- ⑩ Institutions are to acquire an accurate grasp of the procedures related to Fellows' tenure and allowances. Such procedures include the start, end, withdrawal, extension and recommencement of the fellowship and temporary leaves of absence from Japan.
- ⑪ 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 domestic transportation and domestic accommodations during trips to execute their research plans.**

6. CHANGING RESEARCH PLAN

Applications are judged based on the research topic and research plan contained in them. Accordingly, these items cannot be readily changed. If, however, the reason for changing the research plan is progress made after the application in the proposed research, the change may be approved.

7. 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 allowance) 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 the Fellow's research activities stated in his/her application form is deemed 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 (such as acquiring Japanese citizenship or permanent residency).
- ⑦ Fellows and/or Hosts receive financial provisions by deception or other fraudulent means.
- ⑧ Fellows and/or Hosts waste and/or abuse research funds.
- ⑨ Fellows and/or Hosts commit misconduct in their research activities.
- ⑩ Fellows and/or Hosts 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.

8. COMMUNICATION BETWEEN FELLOWS AND HOSTS

It is the Hosts and host institutions who will be responsible for carrying out the administrative details of Fellows' visit. Fellows are advised to maintain close contact with their Hosts and Institutions. When applicable, the following matters should be thoroughly discussed.

(1) Securing Domicile

JSPS does not arrange lodging for Fellows at their respective host institutions. It leaves these arrangements entirely to Hosts and Institutions. Please, therefore, check with your host researcher about your lodging well in advance of your arrival.

Please be reminded that apartment rental in Japan can be expensive, particularly in large cities such as Tokyo, Osaka, and Kyoto.

As the allowance provided to Fellows under the program is to cover their subsistence and lodging costs over the entire 2-month period, Fellows are strongly advised to ask Hosts to arrange public domicile, e.g. at international students' lodges or dormitories of Institutions, for Fellows.

If Fellows make lodging arrangements by themselves, Fellows must notify Hosts of such as soon as possible.

(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 administer 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.

(4) Taking an online orientation course

Due to the spread of the novel coronavirus (COVID-19), the opening ceremony and poster presentation sessions will not take place for this program. As a replacement, an online content will be available to Fellows at the Graduate University of Advanced Studies' website. The online content will provide Online Japanese Class, Homestay Program, and other more.

9. RELEASING 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.

10. ACKNOWLEDGING RESEARCH RESULTS

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

Example: 1. International Research Fellow of Japan Society for the Promotion of Science (Postdoctoral Fellowships for Research in Japan)
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.)

11. OUTREACH ACTIVITIES RELATED TO FELLOWS' RESEARCH TOPICS

Fellows are invited to use their research outcomes to benefit society and 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 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 related to Fellow’s research topic are funded by the Research Support Allowance.

12. MISCONDUCT IN RESEARCH

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 [ell Core]
1 & 2 are available at: <http://www.jsps.go.jp/english/e-kousei/ethics.html>
- ③ APRIN e-learning program
- 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)

13. IMPROPER USE OF RESEARCH FUNDS

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

(1) Impropriety through fictitious honoraria and wages

- ① Requesting honoraria/wages not accordant with the actual situation, such as a claim for payment based on a fictitious timesheet

(2) Impropriety through the fictitious purchase of goods

- ① Requesting payment of funds based on a fictitious transaction and giving the funds paid to a vendor to hold and manage
- ② Paying a vendor for a fictitious order of consumables to pool money

(3) Impropriety through fictitious travel expenses

- ① Requests for travel funding in an amount more than actually expended
- ② Requests for funding 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 must check in advance the usage rules at their Institutions and be sure to use them properly.

14. 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.

For researchers located within the European Economic Area which embodies the EU, their agreement is to be obtained to follow the above-stated "handling of personal information" in line with the "General Data Protection Regulation."

II. PROCEDURAL PROVISIONS

The following outlines the important points and procedures to be carried out after being selected for a fellowship. **These procedures are to be carried out based on mutual understanding among the Fellow, Host, and Host Institution.** A list of the forms to be submitted, including their submittal instructions, is provided in these Guidelines. The forms should be downloaded from the JSPS website and submitted without exception by the prescribed deadlines. Forms to be submitted can be downloaded on the following websites.

[For Hosts and Institutions]

<https://www.jsps.go.jp/j-summer/saiyougo.html>

[For Fellows]

<https://www.jsps.go.jp/english/e-summer/pro2021/main.html>

*Coming soon

1. AWARD LETTER AND RELATED DOCUMENTS

The following documents accompany the Award Letter. Check to confirm that all of them have been received. Note that a Fellowship ID card is not issued.

- ① Award Letter*
- ② Certificate of Financial Support*
- ③ Registration for JSPS Summer Program air ticket (from travel agency)
- ④ A Guide to Insurance Policy for JSPS Fellows (from insurance company)

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

2. PRE-ARRIVAL PROCEDURES

After Fellows, Hosts and Institutions read these Guidelines carefully, please proceed with the following procedures.

(1) Submission of Form A (Notice of Acceptance and Pledge)

Upon deciding to accept the fellowship, Fellows are to send Form A (Notice of Acceptance and Pledge) to their Hosts, who will submit the document to JSPS via their Institutions by **May 7th (Fri).** These forms 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. Form A must be submitted to JSPS promptly upon receipt of the Award Letter. **Otherwise, your fellowship will not be able to start.**

Consultations and arrangements to be conducted by Hosts and Host Institutions when setting the Fellow's starting date and period of stay in Japan. Hosts are to establish a hosting plan that includes the following points in advance of the date that the fellowship starts.

- ① Overall research plan and activities
- ② Documents that the Fellow will need when applying for a visa
- ③ Fellow's transportation from port of entry to destination in Japan
- ④ Fellow's accommodations during stay in Japan
- ⑤ Bank account for receiving Fellow's allowances

⑥ Use of Research Support Allowance or Grant-in-Aid for JSPS Research Fellows

Please enter the schedule you could arrange at the time of submission in the “Fellowship Tenure” part of Form A (Notice of Acceptance and Pledge). While it would be desirable that you could proceed in accordance with that schedule, the actual period of your fellowship tenure will be confirmed via the submission of your Notice of the Schedule for Fellowship Commencement (Form 1 – also described in the following (2)).

Please carry out the following procedures after your visa is issued.

(2) Submission of Form 1 (Notice of the Schedule for Fellowship Commencement)

Please submit your Notice of the Schedule for Fellowship Commencement (Form 1) to JSPS via your host institution **a month before your scheduled fellowship starting date.** If your airport of arrival in Japan or your flight has not yet been decided, you do not have to enter them in the form.

If after your starting date has been set via your submittal of Form 1, you should want to change the date, please inform JSPS right away.

Otherwise, you cannot proceed to issue your air ticket.

(3) Application for Air Tickets

Fellows are to follow the instruction “Registration for JSPS Summer Program air ticket” issued by JSPS’s designated travel agency, and apply to the agent’s office for an air ticket **promptly upon submission of your Notice of the Schedule for Fellowship Commencement (Form 1).** Fellow’s ticket will not be issued if you do not follow this procedure.

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

Please read Chapter III “3. AIRFARE” and IV “3. CONTINUOUS STAY IN JAPAN BEFORE AND/OR AFTER THE FELLOWSHIP TENURE.”

(4) Submission of Form 2 (Notice of Bank Account)

A maintenance allowance will be paid immediately upon the commencement of the fellowship by remittance to a bank account which Hosts designates. Due to the spread of the novel coronavirus (COVID-19), when JSPS perceive uncertainty of viable Japan entry the allowance will be paid after the fellowship started. Hence, expenses have to be paid by either Fellow or Host/Institutes in case that allowance is paid after the fellowship started. JSPS does NOT deposit the allowance into overseas bank accounts.

Hosts are required to submit **Form 2 (Notice of Bank Account) via your host institution promptly submission of your Notice of the Schedule for Fellowship Commencement (Form 1)** If the Host has a foreign name, s/he should attach a copy of the first page of his/her bankbook (reverse side of front cover) containing the account number so as to avoid the possibility of the money not being deposited into the account due to an incorrect name. Hosts may designate the bank account of a third party (e.g. another researcher in the lab, a secretary or other person who will be diligent in passing the maintenance allowance to the Fellow). In this case, indicate so on Form 2 and inform JSPS of such. (You will also need to submit a Letter of Proxy.)

If Form 2 (Notice of Bank Account) are not submitted on time, the payment of your allowance may be delayed. Please take care to submit them by the deadlines.

(5) Resident Status

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 when they show 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 the visa faster than when applying without one.

Before departing for Japan, Fellows are to consult with their Host and Host Institution as to whether or not they will need to obtain a visa. (Some Japanese research institutions require all foreign researchers to acquire a visa.) If you are asked to have a visa, please apply by yourself and obtain a visa that coincides with your purpose and length of stay in Japan. Fellows are recommended to obtain a “Professor” or “Researcher” visa status. To check which of these statuses is applicable to you, please check the Immigration Bureau’s website.

Hosts and Institutions are asked to apply for the Fellows’ Certificate of Eligibility and to assist them in applying for and obtaining a proper visa. (Please refer to Appendix A at the end of these Guidelines.) Please note that JSPS does not answer inquiries or help to process visa applications for Fellows and their family members.

Regarding “Countries and Regions for Visa Exemptions”

Regarding the need to obtain a visa by Fellows from Countries and Regions for Visa Exemptions as specified by the Ministry of Foreign Affairs, the Immigration Services Agency informs us that there is no set policy as visa handling is done on an individual basis since foreign researchers reside in differing places and ways while in Japan.

3. POST-ARRIVAL PROCEDURES

(1) Submission of Form 4 (Notice of Fellowship Commencement)

Fellows and Hosts are required to submit the Form 4 (Notice of Fellowship Commencement) along with a clean copy of the Fellow’s passport that clearly shows his/her name (etc.) in the entry fields and landing permission stating the date of entry. The form must be submitted within **one week after your fellowship starting date via your host institution.**

(2) Submission of Form 5 (RECEIPT)

Fellows will receive a maintenance allowances from their Host along with a Form5 (RECEIPT). After checking the amount of money deposited against the RECEIPT, send the RECEIPT to JSPS **within one week after your fellowship starting date.**

*The format of the RECEIPT (Form 5) for Fellows nominated by the Canadian Embassy / Mitacs is different from that for Fellows nominated by other nominating authorities.

4. PRE-DEPARTURE PROCEDURES

(1) Submission of Form 6 (Research Report & Future Contact Information)

Fellows must submit **Form 6 (Research Report & Future Contact Information)** on the research work they carried out during the program by email address **by before their fellowship ending date.**

The email address for this submittal will be provided separately.

- * The names of Fellows and Hosts as well as their research themes and reports are subject to public disclosure.

(2) Submission of Form 7 (Notice of Fellowship Completion)

Fellows and Hosts must submit the Form 7 (Notice of Fellowship Completion) to JSPS via your host institutions **as soon as possible after their fellowship ended.**

(3) Submission of Feedback on Fellowship Program

Fellows and their Hosts are asked to fill out an online questionnaire, which will be used to gauge the performance of services provided and to improve the JSPS fellowship program **as soon as possible after their fellowship ended.**

The questionnaire is divided into two parts, one for Fellows and the other for Hosts to fill out. Please choose the appropriate webpage and answer the questions.

<For Hosts>

<https://reg34.smp.ne.jp/regist/is?SMPFORM=minf-rdpgs-0ed21ec1389537f85710b1051cd843a0>

<For Fellows>

<https://reg34.smp.ne.jp/regist/is?SMPFORM=minf-rgsf1-2fce0e38d406918d4f1ed1d97d322395>

5. FORMS TO BE SUBMITTED AND DEADLINES

Deadline	Form No.	Name of Form
May 9 th (Mon)	A	Notice of Acceptance and Pledge
At least one month before the date of the fellowship commencement.	1	Notice of the Schedule for Fellowship Commencement
Promptly upon submission of the [Notice of the Schedule for Fellowship Commencement (Form 1)]	Web	Registration for JSPS Summer Program air ticket
Promptly upon submission of the [Notice of the Schedule for Fellowship Commencement (Form 1)]	2	Notice of Bank Account
Promptly upon submission of the [Notice of the Schedule for Fellowship Commencement (Form 1)]	3 Opt.	Application for Research Support Allowance
Within one week after your fellowship starting date	4	Notice of Fellowship Commencement
Within one week after your fellowship starting date.	5	RECEIPT
Before your fellowship end	6	Research Report & Future Contact Information
A soon as possible after your fellowship end	7	Notice of Fellowship Completion
A soon as possible after your fellowship end	Web	Questionnaire
Before one month after your fellowship end	8	Research Support Allowance Expenditure Report
As soon as possible	9	Application for Schedule Change
As soon as possible	10	Application for the change of Host Researcher/Host Institution
As soon as possible	11	Notice of Refusal to accept Fellowship

III. FINANCIAL PROVISIONS

JSPS's financial provisions described below are not subject to negotiation. **JSPS does not provide any support for dependents.**

If the forms designed in these Guidelines are not submitted by the deadlines or in accordance with the stipulated procedures, the Fellow's allowance payments may be delayed or stopped.

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 (64 days: ¥534,000 *)

JSPS provides 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. The allowance paid for a 64-day tenure is ¥534,000. If your tenure is less than 64 days, the allowance to be paid is calculated ¥8,343 per day according to the tenure.

* For Fellows nominated by the Canadian Embassy /Mitacs, Mitacs covers part of the stated amount of its Fellows' maintenance allowance (3,000 CAD).

3. AIRFARE (AIR TICKET)

To cover their travel to and from Japan, Fellows are provided air tickets. To arrange the ticket, please refer to the instructions, "Registration for JSPS Summer Program air ticket".

If Fellows should wish to change or cancel their travel itinerary after receiving their air ticket, they must do so through JSPS's designated travel agency. Fellows must pay any extra charge incurred by changing or canceling their flights.

If for their own reasons Fellows do not use the ticket provided by the agent, they may be required to pay for that portion of their travel costs.

If Fellows arrive in Japan before the day that their tenure starts or depart Japan after the day that their tenure ends, JSPS may not pay for their round-trip ticket, so Fellows should refer to IV "3. CONTINUOUS STAY IN JAPAN BEFORE AND/OR AFTER THE FELLOWSHIP TENURE."

4. OVERSEAS TRAVEL INSURANCE

JSPS provides Fellows with pre-paid overseas travel insurance, which covers medical costs for injury or sickness during the tenure.

For details concerning the policy and the procedures, refer to the insurance description “A Guide to the Insurance Policy for JSPS Fellows” provided by the designated insurance company or contact the insurance agent noted in the Guide or the insurance company directly.

This insurance will become invalid if Fellows remain in Japan before and/or after the fellowship tenure.

5. 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. A “Request for Reimbursement” will be sent to Hosts via email.

Reimbursement must be returned before the due on “Request of Reimbursement” Hosts and Institutions are responsible to see that Fellows make their reimbursements before leaving Japan.

So as to prevent the need to make reimbursements, Hosts and Institutions should maintain daily contact with Fellows regarding the fellowship tenure and the 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). Therefore, remittance should be made before leaving Japan.

IV. CHANGES

The purpose of the JSPS fellowship is to support young researchers from other countries while they conduct research under the guidance of Hosts during an uninterrupted stay at Institutions in Japan.

However, if Fellows should shorten their fellowship tenure or take a temporary leave of absence for an unavoidable reason, they must inform their Hosts and JSPS in advance.

When Fellows leave Japan, they must reimburse a portion of their maintenance allowance equivalent to the absence. The procedure of reimbursement is undertaken by Hosts. (Refer to Chapter III “5. REIMBURSEMENT.”)

1. SHORTENING THE FELLOWSHIP TENURE

If Fellows must shorten their fellowship tenure for an unavoidable reason after they arrive in Japan, they must inform their Hosts/Institutes and JSPS in advance and submit Form 9 (Application for Schedule Change) through Institutions.

2. TEMPORARY ABSENCE FROM JAPAN

Fellows may be permitted to take a temporary leave of absence under the following conditions.

- (a) When it is necessary for them to be temporarily out of Japan for such purposes as conducting surveys used in their research, presenting research results at an international conference, or performing other activities necessary to achieving the objectives of their research plan for the Program. (Such necessity must have been stated in the research plan of the initial fellowship application.)
- (b) For other reasons deemed necessary.

The maximum number of cumulative leave days allowed for Fellows is 7 days. In calculating the number of leave days, note that the days of departure and arrival in Japan are also included.

(Example: 1 August (leave Japan) – 7 August (arrive in Japan): 7 days)

After the date of temporary absence from Japan is fixed, Hosts must fill out Form 9 (Application for Schedule Change) and submit it to JSPS via their Institutions.

Note carefully that if a request for leave of absence is not submitted, postdated or otherwise falsified, the fellowship may be cancelled and/or other stern measures taken against Fellows.

3. CONTINUOUS STAY IN JAPAN BEFORE AND/OR AFTER THE FELLOWSHIP TENURE

To receive a round-trip ticket, Fellows are obligated to arrive on the first day of their tenure and leave Japan on the last day of their tenure. A round-trip air ticket can be provided if you and your Host agree to extend your stay in Japan before/after your fellowship (up to 90 days including of your fellowship tenure) to participate necessary research activities for the purpose of compiling your research results. On the other hand, if the length of your stay in Japan exceeds 90 days including your tenure, JSPS will not pay the cost of either your inbound or return ticket.

To extend Fellows' stay in Japan before and/or after their fellowship, their Hosts must submit Form 9 to JSPS via their Institutions in advance. Form 9 must be submitted before the end of the fellowship tenure.

JSPS will take no responsibility for you nor will it pay you any allowances during the extended period other than the air tickets (round trip or one way, depending on the length of stay in Japan), so please stay at your own risk.

Additional expenses incurred by changing tickets, etc. will be borne by the Fellows. Please note that the research support allowance cannot be used for expenses incurred before and/or after the fellowship tenure.

4. CHANGING HOSTS OR 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 stipulated in the initial research plan 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 a change of Hosts is desired, JSPS should be contacted in advance via the Host Institution. A written explanation for the change is to be provided to include the following items. (Free format) .

- (a) Why changing Hosts will not impede the execution of the research plan.**
- (b) New Hosts' familiarity with the subject research and suitability to carry it out.**
- (c) A profile of new Hosts and a list of their research results.**
- (d) A statement from new Hosts stating that they are willing to accept the Fellows.**

② Procedures that new Hosts should implement

New Hosts are to submit Form A (Notice of Acceptance and Pledge) and Form 10 (Application for the change of Host Researcher/Host Institution) to JSPS via their Institutions before changing Hosts.

(3) Changing Institutions

When Hosts transfer to other Institutions, they should contact JSPS and submit Form 10 to JSPS via the head of the new Institution.

5. REFUSAL OF THE FELLOWSHIP

If Fellows must refuse to accept their fellowships for unavoidable reasons, host institutions should immediately submit Form 11 (Notice of Refusal to accept Fellowship) to JSPS based on consent among the Fellow, Host, and Host institution.

Fellows should also immediately notify their overseas nominating authority.

V. RESEARCH SUPPORT ALLOWANCE

This allowance is to be used by Fellows and Hosts to carry out their joint research during the period of the Fellows' tenure. Application for the allowance is made by Hosts. Adequate consultation should be carried out between Fellows and Hosts as to the use of the allowance for conducting research or surveys. The allowance is to be used to cover costs directly related to the implementation of the joint research/surveys and compiling/reporting the results.

***Fellows under the JSPS Summer Program are not eligible for a Grant-in-Aid.**

1. APPLYING FOR RESEARCH SUPPORT ALLOWANCE

Form 3 (Application for Research Support Allowance) needs to be submitted by Hosts to JSPS to apply for this allowance. Form 3 must be submitted **promptly upon submission of your Notice of the Schedule for Fellowship Commencement (Form 1)**. JSPS does not accept Form 3 after the start of the Fellows' tenure.

This allowance may be applied for in an amount of ¥158,500.

As a bank transfer notice is not issued, Hosts should verify whether the money has been remitted into the bank account specified in Form 3.

2. MANAGING THE RESEARCH SUPPORT ALLOWANCE

Hosts are to entrust the management of this research support allowance to their Institutions, which manages it as a "deposit" using appropriate accounting rules and entries.

As a rule, the research support allowance is to be deposited into the account of the Host Institution.

Note that it cannot be transferred to the same account used for Grants-in-Aid for Scientific Research.

Due to the spread of the novel coronavirus (COVID-19), when JSPS perceive uncertainty of viable Japan entry the allowance will be paid after the fellowship started. Hence, expenses have to be paid by either Fellow or Host/Institutes in case that allowance is paid after the fellowship started.

Check the "Rules of the Research Support Allowance Usage" in the next page and Rules and Institutions' regulations; then, manage and execute this allowance accordingly.

Within one month after their fellowship end, Hosts must submit **Form 8 (Research Support Allowance Expenditure Report)**.

In addition, if there is unused allowance at the end of the Fellows' tenure, it must be returned JSPS. Regarding the procedure for returning of the allowance, JSPS will contact the department in charge of this program at the Institutions after receiving the Form 8.

Rules of the Research Support Allowance Usage

I GENERAL RULES

[Purpose]

I-1 Research Support Allowance provides to support expenses to conduct research activities and accomplish fellowships program. Any expenses which concern to be out of the purpose are strictly prohibited of use.

[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 Domestic transportation and accommodations for Fellows and Hosts engaged in travel related to the research (Per diem is not paid to Fellows.)
 - ② Transportation for Fellows between each departure point and their Institutions, and for Hosts when accompanying Fellows; Transportation for Hosts and other related researchers to see the Fellow off and/or to attend the events related to the summer program.
- (4) Other items needed to carry out the joint research (e.g., Outreach activities related to Fellows' research title, 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 for handling accidents and disasters that may occur during research
- (3) Remunerations, wages or salaries to Fellows and Hosts
- (4) Per diem to Fellows
- (5) Meals

[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 By one month after their fellowship end, 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 for five years after the Fellows' tenure ends. The ledger and documents must be submitted for inspection by JSPS upon request.

Procedures for Certificate of Eligibility and Visa

*** Make sure to go through Chapter II-2-(4) “Resident Status” before reading the following instructions.**

*** As both of these documents may take time to be issued, be sure to apply as early as possible.**

*** For the required forms, details and updated information, inquire at your nearest Japanese Embassy or Consulate.**

***Note that JSPS is not in a position to answer inquiries or make an arrangement regarding visa applications for Fellows and family members.**

1. Obtaining a Certificate of Eligibility

This certificate is issued to show that the bearer satisfies the conditions of entry into Japan prescribed by Japanese Immigration Law. Having a Certificate of Eligibility when applying for a visa speeds up its processing. This is because it certifies that the applicant has already been screened and satisfies the government’s requirements for obtaining his/her visa status and for landing in Japan. However, just having a Certificate of Eligibility does not guarantee that the applicant will be issued a visa.

Hosts should first ascertain whether or not Fellows need to obtain a Certificate of Eligibility by inquiring at their Institution or an Immigration Office. If required, the documents needed to apply for the Certificate of Eligibility must be prepared by the Host and Host Institution and submitted to the nearest Immigration Office. After receiving the certificate, they must be sure to forward it to Fellows. The following documents are needed to apply for the Certificate of Eligibility. No fees are charged.

- (1) Application for Certificate of Eligibility (The application sheet should be filled out and stamped by Institutions)
- (2) An ID photograph (H4cm×W3cm)
- (3) A copy of the Award Letter and Certificate of Financial Support from JSPS
- (4) A copy of the Fellow’s CV accompanying his/her fellowship application
- (5) An extract from the JSPS Law (copy Appendix B)
- (6) Program Guidelines (this booklet is necessary to explain the fellowship.)
- (7) A self-addressed stamped envelope (standard size) with stamp

2. Obtaining a Visa

Fellows must enter Japan within the period specified in the visa, otherwise the visa issued will become invalid. Generally, Fellows will need to bring the following documents when applying for a visa;

- (1) A valid passport
- (2) A copy of the Award Letter and Certificate of Financial Support from JSPS
- (3) A copy of the Fellow’s CV accompanying his/her fellowship application
- (4) Two ID photographs (H4cm×W3cm)
- (5) An extract from the JSPS Law (copy Appendix B)
- (6) A Certificate of Eligibility (Hosts will prepare it)

Submit copies, not originals, of the Award Letter and Certificate of Financial Support, as you may need to use them again. However, take the originals with you just in case when applying for the visa.

○ 独立行政法人日本学術振興会法抜粋 (平成十四年十二月一三日法律第百五十九号)

第一章 総則

(名称)

第二条 この法律及び独立行政法人通則法（平成十一年法律第百三号。以下「通則法」という。）の定めるところにより設立される通則法第二条第一項に規定する独立行政法人の名称は、独立行政法人日本学術振興会とする。

(振興会の目的)

第三条 独立行政法人日本学術振興会（以下「振興会」という。）は、学術研究の助成、研究者の養成のための資金の支給、学術に関する国際交流の促進、学術の応用に関する研究等を行うことにより、学術の振興を図ることを目的とする。

第四章 業務等

(業務の範囲)

第十五条 振興会は、第三条の目的を達成するため、次の業務を行う。

- 一 学術の研究に関し、必要な助成を行うこと。
- 二 優秀な学術の研究者を養成するため、研究者に研究を奨励するための資金を支給すること。
- 三 海外への研究者の派遣、外国人研究者の受入れその他学術に関する国際交流を促進するための業務を行うこと。
- 四 学術の応用に関する研究を行うこと。
- 五 学術の応用に関する研究に関し、学界と産業界との協力を促進するために必要な援助を行うこと。
- 六 学術の振興のための方策に関する調査及び研究を行うこと。
- 七 第四号及び前号に掲げる業務に係る成果を普及し、及びその活用を促進すること。
- 八 学術の振興のために国が行う助成に必要な審査及び評価を行うこと。
- 九 前各号の業務に附帯する業務を行うこと。

○ An Extract from Law concerning Japan Society for the Promotion of Science as an Independent Administrative Institution (Law No.15 of December 13, 2002)

Chapter I General Provisions

(Name)

Article 2 The name of the independent administrative institution, which is established according to the provisions of this law and the Law on the General Rules of Independent Administrative Institutions (Law No.103 of 1999, hereinafter referred to as the “Law on General Rules”) and stipulated in Article 2, Section 1 of the Law on General Rules, shall be Japan Society for the Promotion of Science.

(Purpose of JSPS)

Article 3 The purpose of Japan Society for the Promotion of Science (hereinafter referred to as the “JSPS”) is to promote science through the issuance of grants in support of scientific research, providing funds for training researchers, promoting international scientific exchange and carrying out research that contributes to the application of science.

Chapter IV Activities, etc.

(Scope of Activities)

Article 15 In order to attain the purpose prescribed in Article 3, JSPS shall perform the following activities:

- 1) JSPS shall provide necessary assistance toward scientific research.
- 2) In order to provide training for high quality scientific researchers, JSPS shall provide younger researchers with funds to encourage their research work.
- 3) JSPS shall perform activities to encourage the dispatch of Japanese researchers abroad, the reception of foreign researchers in Japan, and other forms of international scientific exchange.
- 4) JSPS shall conduct research on the application of science.
- 5) In connection with research on the application of science, JSPS shall provide necessary assistance to encourage cooperation between academic and industrial circles.
- 6) JSPS shall conduct studies and research on policies for the promotion of science.
- 7) JSPS shall disseminate the fruits of the activities described in 4) and 6) above and encourage their utilization.
- 8) JSPS shall perform inspections and evaluations as necessary for assistance provided by the Government for the promotion of science.
- 9) JSPS shall perform other activities ancillary to the activities listed in the preceding items.

**受入研究者が作成する研究員の研究内容、採用期間、滞在費等を証する文書の
サンプル**

**Sample of Document Certifying the Research Activity, Fellowship Period
and Monthly Maintenance Allowance of Fellows**

在留資格の更新手続等、研究員が外国人研究者招へい事業に採用されている旨を証明する書類が必要となった場合、依頼を受けた受入研究機関は、下記のサンプルを参照の上、作成してください。

If a certificate is required, during the Fellow's tenure, to verify his/her status under the JSPS fellowship for such purposes as applying for a visa extension, the Host Institutions may issue a certificate in a format such as this.

令和 年 月 日
<p>殿</p> <p>受入研究機関</p> <p>所属機関・部局長</p> <p>職・氏名</p> <p style="text-align: right;">印</p>
<p>申 請 人</p> <p>氏 名：（外国人特別研究員氏名）</p> <p>生年月日：</p> <p>国 籍：</p> <p>上記申請人は、日本学術振興会の外国人特別研究員として、下記により日本に滞在し、 （受入研究機関）において受け入れ、研究を行っております。</p> <p>なお、申請人の本国との渡航費及び日本国内での滞在費及び海外旅行保険については、 日本学術振興会が負担しております。</p> <p style="text-align: center;">記</p> <p>滞在期間：令和 年 月 日～令和 年 月 日（ か月）</p> <p>研究課題：</p> <p>受入研究機関：</p> <p>備 考：海外旅行保険に加入済み</p>