

## Panel Review (Hearing) Guidelines

August, 2022

WPI Program Committee

1. Allotted time
  - Presentation: 20 minutes
  - Q&A: 20 minutes
  - Wrap up: 10 minutes
  - Total: 50 minutes
2. Format: online (Zoom system)
3. Presenters
  - As a rule, the head of host institution and the prospective center director are to attend the hearing along with up to four other persons.
4. Documents to be used by presenters in the hearing
  - Presenters should prepare these documents taking into account the comments made by examiners in the 2<sup>nd</sup> screening. They should be kept to a minimum and must be submitted to the secretariat by the prescribed deadline prior to the hearing.
  - Documents that have not reached the secretariat by the deadline may not be used in the hearing.
  - Presentations should be based on the application materials and additional documents submitted.
5. Points for presenters to keep in mind
  - The hearings will be conducted in English. All materials used in hearings are to be prepared in English. Simultaneous interpretation will be provided at the hearings for the panel members; however, all statements and remarks (e.g., explanations, answers to questions) by the presenters shall be in English.
  - As allotted time is limited, presentations should be to the point and as concise as possible.
  - Neither taping nor filming is allowed during the hearing except JSPS secretariat.
6. Others
  - Panel members shall score the proposed project based on the Review Guidelines and record their marks on the Panel Review Form (separately prepared). The secretariat will tally the scores and report them to the Committee.
  - The Committee shall meet to deliberate the hearing results, including the reviewers' remarks, and decide on which projects to support.