

Pre/Postdoctoral Fellowships for Research in Japan JSPS Summer Program 2025

PROGRAM GUIDELINES

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

March 2025



JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE

日本学術振興会

[Important Notices and Requests]

- The application for a Certificate of Eligibility and visa application process may take more than two months to complete, be sure to apply as early as possible.
- Fellows should determine whether they need a Japanese visa in compliance with the policies of their Hosts and Host Institutions.
- Note that JSPS is not in a position to answer inquiries or make an arrangement regarding visa applications for Fellows and family members.

[Contact Information / Address]

Overseas Fellowship Division, JSPS

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Website: <https://www.jsps.go.jp/english/e-fellow/e-summer/index.html>

*Please include your Fellowship ID in the Title

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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 2025, 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.

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.

Please note that the term "submission" in the Guidelines refers to the fact of receipt by JSPS. Fellows and Hosts merely providing the required documents to their Institutions cannot be recognized as "submission" as stipulated in the procedures of the Guidelines.

If Fellows, Hosts and Institution should find anything unclear in these Guidelines, please contact JSPS for instructions.

Note that if Fellows, Hosts and Institution should fail to observe the terms and conditions in these Guidelines or to follow JSPS's instructions, their allowances could be stopped and other services suspended and they could be required to reimburse JSPS all or part of the allowances they have already received.

[Important Notices and Requests]

Application for Certificate of Eligibility and Visa Application Procedures:

- ✧ Fellows should determine whether they need a Japanese visa in compliance with the policies of their Hosts and Host Institutions.
- ✧ Before applying for a Certificate of Eligibility and taking the necessary procedures to assist Fellows in obtaining visas, Hosts and Host Institutions must refer to "Resident Status" in II-2-(5) and APPENDIX A at the end of this document.
- ✧ Fellows, Hosts and Host Institution should begin these procedures well in advance, as they may take more than two months to complete.
- ✧ For the required forms, details and updated information, inquire at the nearest Immigration Services Agency of Japan to Host Institution.
- ✧ Note that JSPS is not in a position to answer inquiries or make an arrangement regarding visa applications for Fellows and family members.

3. FELLOWSHIP ID

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

The Fellowship ID consists of the following prefixes and **five** digits. **“SP25xxx”**

4. TERM OF THE FELLOWSHIP AND PROGRAM SCHEDULE

The duration of the fellowship is as follows:

◆ Monday, June 16, 2025 (Arrival) to Tuesday, August 26, 2025 (Departure) (72 days) ◆

Date			Schedule	Accommodation
June	16	Mon	<u>Arrive at Haneda / Narita airport</u> Meet up with travel agency staffs Move to a hotel and check in at the travel agent counter.	Haneda / Narita Airport ↓ Hotel near Tokyo (TBC)
	17	Tue	AM: Move to orientation venue by the chartered bus (No charge for bus) PM: Opening Ceremony 17 - 19 : Orientation Session	Shonan Village Center (SVC), Kanagawa Pref.
	18	Wed		
	19	Thu		
	20	Fri	AM: Move to Tokyo Station or Haneda Airport by the chartered bus (No charge for bus), and move to Host Institutions Estimated time of arrival at Haneda Airport : 10:00~10:30 Tokyo Station : 11:00~11:30 PM: Arrive at Host Institutions	SVC, Kanagawa Pref. ↓ Host Institution
July	1	Sat	June 20 - August 24	Host Institution
August	24	Sun	Research experience at Host Institutions • Homestay program (The dates are in principle June 27 - 29 or July 4 - 6. Alternative dates may be proposed depending on the situation). • Online Japanese language lessons (Mid- June – Mid-July)	
	25	Mon	AM: Move to Research Report Presentation venue near Tokyo PM: Research Report Presentation and Closing Ceremony	
	26	Tue	AM: Move to Haneda / Narita Airport by the shuttle bus or train* (Each has a fee, which can be paid using your research-support allowance.) <u>Departure from Japan</u>	

* Fellows will be contacted by e-mail in early August about the use of the shuttle bus on the day of your departure from Japan.

Note the following points.

- ① Online programs are scheduled before Fellows coming to Japan: an online kickoff meeting (Friday, April 25, Japan Standard Time) and a portion of the Orientation program (an online Japanese language lesson).
- ② Fellows must reside in Japan continuously over the duration of their fellowships. The duration of the fellowship may not be divided into multiple stays.

5. BASIC STIPULATIONS FOR FELLOWS, HOSTS AND INSTITUTIONS

Fellows, Hosts and Host 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 exclusively related to the JSPS fellowship program at their Institutions. This research obligation does not limit various activities other than research as fellows, however fellows must regard the activity conducted under the JSPS fellowship as major one. Fellows must manage the overall activity properly during their tenure so that they will not to hinder the performance of their 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 Fellows must submit **Form 4 (Research Report & Future Contact Information) by Friday, August 22.**
- 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.

Only the following activities ①-④ 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.

- ① Activities such as research-related teaching to students at Institutions.
- ② Participating in a research project closely related to the Fellow’s research title.
- ③ 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).
- ④ 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, sexual, academic and power harassment, abuse of authority and neglect. 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 To enable Fellows to seamlessly execute joint research at their Institutions, 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 acquire an accurate grasp of the procedures closely related to Fellows' tenure and allowances and to ensure that all the prescribed forms are submitted to JSPS via their Institutions by the prescribed deadlines. Such procedures include the start, end, withdrawal, extension and recommencement of fellowships and temporary leaves of absence from Japan.
- 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 domestic transportation and domestic accommodations during trips to execute their research plans.**

(3) Obligations of Institutions

- ① Institutions take primary responsibility for hosting Fellows and proactively prevent any human rights abuses, 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 To enable Fellows to smoothly start joint research at their Institutions, Institutions shall 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 To prevent research misconduct (e.g., fabrication or falsification of research results) and misuse of research funds (e.g., private use or use for other purposes), Institutions shall inform both Fellows and Hosts of the rules (including penalties for misconduct and misuse of research funds) established by JSPS and the Institutions individually and shall ensure that they comply with the rules.
- ⑨ Institutions are to acquire an accurate grasp of the procedures closely 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.
- ⑩ 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 theme 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 one or more of the following (1)~(3) measure(s) if it judges any of the circumstances described below ①~⑩ 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 research support allowance) already paid.

- 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 their 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 and Hosts.

8. PREPARATION ON THE PART OF FELLOWS, HOSTS, AND INSTITUTIONS

It is the Hosts and Host Institutions who will be responsible for carrying out the administrative details of Fellows' visit. Hosts and Institutions shall maintain close contact with Fellows regarding their research plans and life in Japan. In particular, the following issues should be discussed in detail.

(1) Transportation from Tokyo Station/ Haneda Airport to Institutions after the Orientation Session

JSPS does not arrange meeting services to escort Fellows from Tokyo Station or Haneda Airport to Institutions on Friday, June 20. Fellows, therefore, are advised to seek instructions in advance from Hosts on such transfers as from Tokyo Station/Haneda Airport to the nearest local station/airport to Institutions and from the local station/airport to Institutions. Particularly, if Fellows want pick them up at the local station/airport, Fellows should ask Hosts to arrange it for Fellows.

(2) Securing Domicile

Fellows stay at accommodations which JSPS designates on Monday, June 16 (Arrival Day, Haneda or Narita Airport), Tuesday, 17 ~ Thursday, 19 (Orientation Session, Hayama) and Monday, August 25 (After Research Report Meeting, near Tokyo). However, JSPS does not arrange lodging for Fellows at their respective host institutions. It leaves these arrangements entirely to Hosts and Institutions. Therefore, Fellows are required to check with your host researcher about their lodging well in advance of their arrival. Please be reminded that apartment rental in Japan can be expensive, particularly in large cities such as Tokyo, Osaka, and Kyoto.

As the maintenance allowance from JSPS 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 domiciles such as 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.

(3) 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 is also recommended that, when conducting joint research, Hosts and Fellows agree that the research activities of the JSPS fellowship program will, in principle, be conducted under the guidance of the 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.

(4) 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.

(5) Participation in an Online Kickoff Meeting

Before Fellows coming to Japan, an online kickoff meeting (Friday, April 25, Japan Standard Time) and an online Japanese language lesson are scheduled. For detailed information about them, Fellows are advised to refer the document “Orientation Sessions at SOKENDAI” sent with their award letters.

9. RELEASING INFORMATIONS 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)
3. Graduate School of Science, XX University JSPS International Research Fellow
4. JSPS Postdoctoral Fellowships for Research in Japan
5. JSPS International Research Fellow

Should research activities conducted under this program or their related outcomes receive high appraisal, please inform JSPS. (This includes publications of coauthored papers in academic journals, coverage of research activities/results in newspapers or other media, and awards for joint 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 can be 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 the future despite severe financial conditions in Japan.

Therefore, Fellows 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)

13. IMPROPER USE OF RESEARCH FUNDS

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

(1) Impropropriety through fictitious honoraria and wages

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

(2) Impropropriety through the 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

(3) Impropropriety through fictitious travel expenses

- Requests for travel funding in an amount more than actually expended
- 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 them 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 "Act on the Protection of Personal Information" 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 includes the EU, and those within the UK, their agreement is to be obtained to follow the above-stated "handling of personal information" in line with the "General Data Protection Regulation."

15. ENSURING RESEARCH INTEGRITY AGAINST NEW RISKS AS A CONSEQUENCE OF THE GLOBALIZATION AND OPENNESS OF RESEARCH ACTIVITIES

In order to promote the augment of science, technology, and innovation in Japan, we must continue to enhance overseas joint research with various partners based on the principle of open science. Concurrently, the new risks as a consequence of the globalization and openness of research activities have been possible to impair the basis of research environment such as openness and transparency, and to unknowingly involve researchers to take risk of a conflict of interest or a conflict of responsibilities. In such climate, it is vital for our country to build a globally reliable research environment to protect the values that constitute the basis of research environment while encouraging necessary global collaboration and international exchanges. Institutions are required to establish regulations/rules and control management related to the conflicts of interest and the conflicts of responsibility based on "Policy on Measures to Ensure Research Integrity Against New Risks as a Consequence of the Globalization and Openness of Research Activities (April 27, 2021, Decision of Council for Science, Technology and Innovation)." It is significantly essential for Fellows, Hosts and Institutions to proactively ensure the research integrity in each research activity.

16. MANAGEMENT OF RESEARCH DATA

JSPS has established a policy that stipulates JSPS's basic principles regarding the storage, management, and publication of research data generated during research activities funded by research grants provided by JSPS.

Fellows and Hosts are required to comply with the data policies and other regulations of the research institutions with which they are affiliated. They must also refer to the following sample forms and prepare a Data Management Plan (DMP) that describes the policies and plans for the storage, management, disclosure, and non-disclosure of research data generated as a result of their research activities. Fellows must conduct their research activities in accordance with their prepared DMP.

Submission of DMP to JSPS is not required.

Please refer to the following website for JSPS's basic policy on the handling of research data.

Basic Policy for the Handling of Research Data in JSPS Programs

https://www.jsps.go.jp/file/storage/open_science/basic_policy_research_data.pdf

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 via the Institution to the dedicated submission webpage.

Forms to be submitted can be downloaded on the following websites.

[For Hosts and Institutions]

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

[For Fellows]

<https://www.jsps.go.jp/english/e-fellow/e-summer/guideline.html>

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 an identification card is not issued by JSPS.

- ① Award Letter*
- ② Certificate of Financial Support*
- ③ Program Guidelines (this booklet)
- ④ Registration for JSPS Summer Program air ticket (from travel agency)
- ⑤ A Guide to Insurance Policy for JSPS Fellows (from insurance company)
- ⑥ Orientation Sessions at SOKENDAI

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

2. PRE-ARRIVAL PROCEDURES

< Do promptly upon receipt of Award Letter >

(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 **Friday, April 18.**

These forms should be submitted after Fellows and Hosts have read and agreed to the terms and conditions stipulated in these Guidelines.

The fellowship cannot start if Form A is not submitted (that is, air tickets cannot be booked nor your allowance payments made). Therefore, Fellows and Hosts are requested to submit Form A to JSPS via their host institutions as soon as receiving the award letter.

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 Tokyo to host institutions after the Orientation Session
- ④ Information on travel from Fellow's host institutions to the venue for the reporting meeting after their tenure at the host institutions end
- ⑤ Fellow's accommodations during stay in Japan
- ⑥ Bank account for receiving Fellow's maintenance allowances
- ⑦ Use of Research Support Allowance for JSPS Research Fellows

(2) 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 for an air ticket **no later than Friday, April 18.** Fellow's ticket will not be issued if they 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."

(3) Submission of Form 1 (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. The allowance can be deposited directly into Fellows' own bank account only when they have a bank account in Japan. JSPS does NOT deposit the allowance into overseas bank accounts.

Hosts are required to submit **Form 1 (Notice of Bank Account)** **via their host institutions by Friday, April 18.** If the Host has a foreign name, s/he should attach a copy of the first page of a 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, please consult with JSPS via the host institutions. (* A Letter of Proxy is also required.)

(4) Registration of Baggage Delivery Address (for Fellows who wish to use a delivery service)

Fellows who wish to send their baggage to their host institution upon or just after their arrival day, Monday, June 16, may use the baggage delivery service offered by JSPS's designated travel agency. The agency will inform Fellows about how to register the delivery address in early June.

Please note that Fellows must pay the delivery charge by themselves. **If Fellows use this service, they are advised to divide their baggage into two bags:** one for use during the Orientation period and the other for use at their host institution. Their baggage can be sent directly from a hotel in Haneda or Narita Airport to their host institutions. Depending on the situation, Fellows may be advised to arrange direct delivery from the airport.

(5) Resident Status

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

Fellows will 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 (COE) issued by Immigration Services Agency of Japan when applying for their visa, the Japanese Embassy or Consulate will be able to process the visa faster than when applying without one.

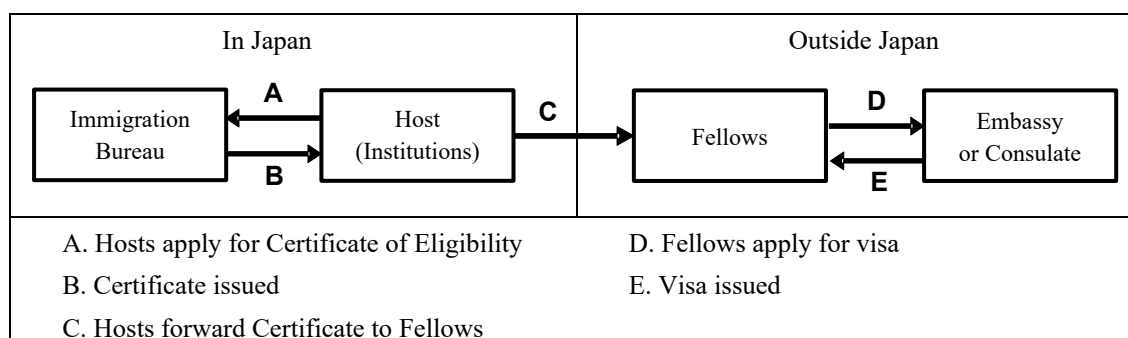
Before departing for Japan, Fellows are to consult with their Host and Host Institution as to whether or not they will need to obtain a visa. (Some Japanese research institutions require all foreign researchers to acquire a visa.) If Fellows are asked to have a visa, please apply by themselves and obtain a visa that coincides with their 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 the Fellows, 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 also note that JSPS is not in a position to answer inquiries or make arrangements regarding 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 JSPS 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.

This chart outlines the procedure for obtaining a visa.



Relief measures for delayed participants due to the visa problem

In principle, JSPS requires Fellows to stay in Japan continuously during their tenure, and does not allow Fellows to absent the Orientation program, Research Report Presentation and closing ceremony, shortening their tenure, and temporary leave of absence.

However, in view of the possible prolonged examination by the Immigration Services Agency of Japan in recent years, JSPS will allow Fellows who have to postpone their arrival in Japan due to the delay in the resident status procedure to postpone the end date of their tenure by the number of days of the postponement, if they so desire. The maximum number of days Fellows can postpone must be equal to the number of days delayed.

Fellows, their Host Researchers and their Host institution should fully discuss and decide whether or not the Fellows postpone their Fellowship tenure, the number of days to be postponed, and other matters.

Please complete Form 6, "Application for Schedule Change", with information about the Fellows who will be postponing their arrival in Japan, and submit it via the Host Institution if they wish to postpone.

(Points to note on these measures)

- ① Fellows should arrive in Japan as soon as the resident status procedures are completed. No one will be allowed to enter Japan for any reason after April 1, 2026.
- ② Continuous stay in Japan before and/or after the tenure to participate necessary research activities for the purpose of compiling their research results can be up to 120 days including the tenure.
- ③ Fellows are responsible for any flight change fees and accommodation cancellation fees due to a change in tenure. However, the use of the Research Support Allowance is not precluded.
- ④ If the postponement results in a shortened Fellowship tenure, a reimbursement for maintenance allowance may be required for the shortened days.
- ⑤ Fellows should attend the Research Report Presentation and the Closing Ceremony (Monday, August 25, in near Tokyo), and then return independently to their Host Institutions to resume their research activities. At the end of the tenure period, Fellows are responsible for their own transportation to the departure airports. Fellows are also responsible for their own travel expenses for these trips. However, the use of the Research Support Allowance is not precluded.

3. POST-ARRIVAL PROCEDURES

Submission of Form 3 (RECEIPT)

Fellows will receive a maintenance allowance from their Host along with a Form3 (RECEIPT). After checking the amount of money deposited against the RECEIPT, submit the RECEIPT to JSPS via the Host Institution **by Friday, July 18.**

* The format of the RECEIPT (Form 3) 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 4 (Research Report & Future Contact Information)

Fellows must submit **Form 4 (Research Report & Future Contact Information)** on the research work they carried out during the program by email address **by Friday, August 22.**

The email address for this submittal : jspssummer0428@or.knt.co.jp

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

(2) 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 **by Friday, August 29.**

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.

The answers will be used to improve the program and the individual answer sheets will not be disclosed.

However, the aggregate data may be shared with external parties for the purpose of improving the program.

<For Hosts>

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

<For Fellows>

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

5. FORMS TO BE SUBMITTED AND DEADLINES

Deadline	Form Type	Name of Form	Who Submits Documents to JSPS^(*1)
Friday, April 18	Form A	Notice of Acceptance and Pledge	Host Institution
Friday, April 18	E-mail ^(*2)	Flight Arrangement Request Form	Fellow
Friday, April 18	Form 1	Notice of Bank Account	Host Institution
Friday, April 18	Form 2 (optional)	Application for Research Support Allowance	Host Institution
Friday, July 18	Form 3	RECEIPT	Host Institution
Friday, August 22	Form 4	Research Report & Future Contact Information	Fellow
Friday, August 29	Web	Web Questionnaire	Host Institution Fellow
Friday, September 26	Form 5	Research Support Allowance Expenditure Report	Host Institution
As soon as possible	Form 6 (as needed)	Application for Schedule Change	Host Institution
As soon as possible	Form 7 (as needed)	Application for the change of Host Researcher/Host Institution	Host Institution
As soon as possible	Form 8 (as needed)	Notice of Refusal to Accept Fellowship	Host Institution

(*1) “Host Institution”: Host researchers submit the Form to JSPS through the administrative staff of the Host Institution. (Web-submission)

“Fellow”: Fellows submit the Form directly to the designated submission site.

(*2) Please be sure to refer to “Registration for JSPS Summer Program air ticket”.

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, allowance payments may be delayed or cancelled.

1. NATURE OF FINANCIAL SUPPORT

No employment relationship exists between Fellows and JSPS. 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 paid in the form of 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 (JPY534,000*)

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. Fellows are not allowed to receive per diem from other funders while JSPS provides them maintenance allowances.

The maintenance allowance will be paid by remittance after JSPS receives Form 1 (Notice of Bank Account). For detailed information, please check the e-mail from JSPS to Hosts Institution prior to making the remittance in early June.

As Fellows attend an Orientation session before they move to Institutions, Fellows need to bring at least JPY50,000 with them to cover incidental expense during the session and to pay for Fellows' domestic travel from Tokyo to Institution.

If you should take temporary leave during your tenure or shorten your tenure, you will be required to reimburse JSPS for the number of days you were absent from the program at a rate of JPY8,090 a day (Please refer to 5. REIMBURSEMENT TO JSPS).

JSPS covers the following expenses separately from the maintenance allowance: accommodation and meals charges at Narita or Haneda (June 16), the Orientation Session (June 17-19) and Tokyo (August 25-26).

* For Fellows nominated by the Canadian Embassy /Mitacs, Mitacs covers part of the stated amount of its Fellows' maintenance allowance (CAD3,000).

3. AIRFARE (AIR TICKET)

To cover their travel to and from Japan, JSPS provides Fellows with air tickets through JSPS's designated travel agency. To arrange the ticket, Fellows should also refer to the "Registration for JSPS Summer Program air ticket" guide.

(1) Conditions for Payment

The air ticket provided by JSPS will be, as a general rule, an international air ticket on the most common and economical route from a major international airport in the country where one of the following places is located to Haneda or Narita Airport in Japan. Fellows are not given a choice of the airline to be used. The departure point to Japan and the return point are, as a rule, the same both ways.

- (a) The institution to which Fellows were affiliated at the time of application
- (b) The home address stated in Fellows' fellowship application
- (c) A major city within the Fellows' country of nationality

(2) Method of Ticket Provision

Fellows wishing to have their ticket prepared should submit an application to the travel agency by **Friday, April 18.** **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.**

(3) Notes

JSPS does NOT cover airfare if it judges any of the following conditions to exist, with the exception of circumstances such as a natural calamity that cannot be avoided.

- ① If Fellows do not use the ticket provided. (If the ticket is cancelled by Fellows, they are required to pay the cancellation fee.)
- ② If the cost of the ticket increases because Fellows changed the route from that specified in Paragraph (1) above, they will be required to pay the additional charge.
- ③ If Fellows do not submit an air ticket application to JSPS's designated travel agency by the deadline specified in Paragraph (2) above.
- ④ If Fellows purchase their own ticket.
- ⑤ If another organization provides the Fellows' ticket or pays their airfare.
- ⑥ Fellows are judged by JSPS to have been residing in Japan before the fellowship starting date.
- ⑦ If Fellows arrive in Japan before their tenure starts. (Exception can be made for reasons approved by JSPS to extend the Fellow's stay, such as extra time to wrap up the Fellow's research.) (Please refer to the IV "3. CONTINUOUS STAY IN JAPAN BEFORE AND/OR AFTER THE FELLOWSHIP TENURE.")
- ⑧ Other cases when JSPS judges the provision of the air ticket to be inappropriate.

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 their tenure.

For details concerning the insurance policy and the procedures, refer to the insurance description “A GUIDE TO INSURANCE POLICY ” . Then, contact the designated insurance company or insurance agent noted in the Guide directly.

This insurance will become invalid if Fellows remain in Japan before and/or after the fellowship tenure. As a rule, fellows will NOT be covered by this insurance during their leave of absence.

5. REIMBURSEMENT TO JSPS

If JSPS judges that it has overpaid Fellows' allowances due to the shortening of their tenure, leave of absence, or other reason, the Fellow will be required to reimburse the overpaid amount. A “Request for Reimbursement” will be sent to the Host Institution via e-mail.

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

So as to prevent the need to make reimbursements, Hosts and Host Institutions should maintain daily contact with Fellows regarding the fellowship tenure and the allowances such as the shortening of their tenure, leave of absence.

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 JPY2,500).

IV. CHANGES DURING FELLOWSHIP TENURE

In principle, JSPS requires Fellows to stay in Japan continuously during their tenure, and does not allow Fellows to absent the Orientation Session, Research Report Presentation and closing ceremony, shortening their tenure, and temporary leave of absence.

However, if Fellows should be absent from the Orientation Session, shorten their fellowship tenure or take a temporary leave of absence for an unavoidable reason, they must inform their Hosts/Institutions and JSPS in advance.

When Fellows leave Japan, they must reimburse a portion of their maintenance allowance equivalent to the absence. (Refer to III “5. REIMBURSEMENT TO JSPS.”)

1. SHORTENING THE FELLOWSHIP TENURE

If Fellows must shorten their fellowship tenure (arriving after Monday, June 16 or leaving before Tuesday, August 26) for an unavoidable reason, they must inform their Hosts/Institutions and JSPS in advance and submit Form 6 (Application for Schedule Change) to JSPS through the institution. **Once shortened, the fellowship period cannot be extended.**

2. TEMPORARY LEAVE OF ABSENCE FROM JAPAN

JSPS covers the costs required for Fellows to carry out their research activities in the form of allowances. As a rule, Fellows are obligated to stay in Japan continuously during their tenures.

However, a temporary leave of absence from Japan may be approved under the following conditions (1)-(3). In such cases, JSPS does not negotiate any change in the conditions or number of allowed days of temporary absence (cumulative number of days).

When Fellows wish to take a temporary leave of absence, they must submit a Form 6 (Application for Schedule Change) to JSPS via their Host institution in advance.

Note carefully that if a request for leave of absence is not submitted or if it is postdated or otherwise falsified, the Fellow’s fellowship may be cancelled, allowances stopped, and/or other stern measures taken.

(1) Reasons for Temporary Leave of Absence

Fellows may be permitted to take a temporary leave of absence under the following ①,② reasons.

- ① **Temporary leave of absence for the purpose of conducting research:** When it is necessary for Fellows to be temporarily out of Japan for such purposes as conducting surveys used in their research or presenting the research results at conference. In addition, the permission may be granted if there is a statement of such necessities in the research plan of their initial fellowship application
- ② **Temporary leave of absence for the Fellow’s own purposes:** For other reasons deemed necessary though not being applicable to the above-stated reason.

Given the reason or period of the requested leave, there may be cases when JSPS requests a written explanation as to whether or not the leave will impede the execution of the Fellows’ research plan. When leave is urgently needed due to sickness or other unavoidable reasons, Host Institutions should consult with JSPS right away.

(2) Submission of Form 6 (Application for Schedule Change)

Fellows wishing to take temporary leave must first obtain their Host's permission. Upon confirming the Fellow's intention, the Hosts must submit Form 6 (Application for Schedule Change) via the Host Institutions to JSPS as soon as their temporary leave fixed.

(3) Maximum Length of Leave of Absence

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

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

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

In principle, **Fellows are obligated to arrive on the first day of their tenure and leave Japan on the last day of their tenure.** However, JSPS allows Fellows to extend their stay in Japan if they and their Hosts agree with it before/after their fellowship (up to 120 days including of their fellowship tenure) to participate necessary research activities for the purpose of compiling their research results. In this case, a round-trip air ticket can be provided by JSPS.

On the other hand, if the length of their stay in Japan exceeds 120 days including their tenure, JSPS will not pay the cost of either their inbound or return ticket.

To extend Fellows' stay in Japan before and/or after Fellows' fellowship, their Hosts must submit Form 6 (Application for Schedule Change) to JSPS via their Host Institutions in advance. It must be submitted before the end of the fellowship tenure.

JSPS will take no responsibility for them nor will it pay them 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 their 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. (Please also refer to V. RESEARCH SUPPORT ALLOWANCE.)

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 Host 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 7 (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 7 (Application for the change of Host Researcher/Host Institution) to JSPS via the head of the new Host Institution.

5. REFUSAL OF THE FELLOWSHIP

If Fellows must refuse to accept their fellowships for unavoidable reasons, Host Institutions should immediately submit Form 8 (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 2 (Application for Research Support Allowance) needs to be submitted to JSPS by Hosts via Host Institutions to apply for this allowance. Form 2 must be submitted by Friday, April 18. JSPS does not accept this Form 2 after the start of the Fellows' tenure.

This allowance can be applied for in an amount of JPY158,500.

As a bank transfer notice is not issued, Hosts and Host Institutions should verify whether the money has been remitted into the bank account specified in Form 2. JSPS will remit this allowance to the bank account designated by Host institutions on the same day as the maintenance allowance.

2. MANAGING THE RESEACH 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 Host Institutions.

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

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.

By Friday, September 26, Hosts must submit **Form 5 (Research Support Allowance Expenditure Report)** via Host Institutions.

In addition, if there is unused allowance at the end of the Fellows' tenure (Tuesday, August 26), it must be returned to JSPS. Regarding the procedure for returning of the allowance, JSPS will contact the Host Institutions after receiving the Form 5.

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 the research support allowance is funded by taxpayer money and use it appropriately for pursuing the objectives of the allowance 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 travel expenses (including accommodation) for Fellows and for Hosts or persons acting on behalf of Hosts for business trips or travel in the course of carrying out research activities. (However, *per diem* may not be paid to Fellows).
 - ② Transportation for Fellows between each departure point (e.g., Tokyo Station, Haneda Airport) and their Institutions after completing the Orientation Program, and for Hosts when accompanying Fellows; transportation for Fellows between the Institution and near Tokyo to attend to research reporting meeting; transportation to the airport after the reporting meeting; and 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, participation in conferences (Alcoholic beverages are NOT covered), communication and other expenses that are indispensable for research activities)

[Restrictions on Use of Funds]

II-3 The following items are not 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

[Combined Use of Funds]

II-4 When the research support allowance is used for a business trip or purchase of a unit of consumable supplies in conjunction with other purposes, a clear delineation must be made between the use of this allowance and the use of the other expenses.

[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 (August 26). Related payments must be made by the due date of Form 5 (Research Support Allowance Expenditure Report) as stipulated in III-1 below.

III REPORTING EXPENDITURES

[Deadline for Reporting Expenditures]

III-1 By Friday, September 26, Hosts shall report to JSPS using Form 5 via Host Institution.

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 is to 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 more than two months to be issued, be sure to apply as early as possible.**
- * For the required forms, details and updated information, inquire at your nearest Immigration Services Agency of Japan.**
- *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 their 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 Services Agency. 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 Services Agency. 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 their fellowship application
- (5) An extract from the JSPS Law (copy Appendix B)
- (6) Program Guidelines (this Guidelines are necessary to explain the fellowship.)
- (7) A self-addressed stamped envelope (standard size)

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.

○ **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.

Sample of Document to Be Prepared by Institutions Certifying the Research Activity, Fellowship Period and Monthly Maintenance Allowance of Fellows

If a certificate is required, during the Fellow's tenure, to verify their 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
殿	
受入研究機関	
所属機関・部局長	
職・氏名	
<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>	
記	
<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>	