

JSPS International Fellowships for Research in Japan
Invitational Fellowships for Research in Japan (Long-term / Short-term)
Instructions for FY 2027 (2027-2028) Application Forms

1. About the application in general

- Applications are only received when sent over the JSPS Electronic Application System.
- The items you enter will be used in the screening of your application and as basic data by JSPS after you are selected. Please fill them out correctly.**
- Applicants and candidates must check the deadline set by the host institution as it may be a month or more prior to the submission date to JSPS.
- Host institutions are to confirm whether the applicant (host researcher) is able to accept and take responsibility for the fellow throughout their tenure, especially when the applicant is not employed fulltime or employed under a fixed-term contract or employed by an external funding source. The applicant must fulfill the obligations of a host researcher described on page 9-10 of the Application Guidelines after the candidate is awarded the fellowship. Application should not be made if the applicant knows at the time of submission that they will not be able to host the fellow during the full period of their tenure for such reasons as being scheduled to leave their position in the host institution or reaching retirement age.
- The total number of application pages is as below.
 - *Long-term 10 pages in total (L-1 (1 page), L-2 (7 pages), L-3 (2 pages))
 - *Short-term 8 pages in total (S-1 (1-page), S-2 (5 pages), S-3 (2 pages))
- Except where otherwise instructed, the forms are to be prepared in Japanese or English. This rule does not apply to proper nouns and technical terms. When needed to understand these words, please annotate them in Japanese or English.
- The only kanji sets used in the Electronic Application System are JIS level 1 and 2. The other kanji sets, non-JIS characters, and special fonts can't be used. In other cases, please use English letters.

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

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

a) **【Review Section】**

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

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

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

b) **【Research Theme and Fellowship Tenure】**

“Research Title”

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

“Fellowship Tenure”

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

c) **【Applicant (Host Researcher)】**

“Department (English)”

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

“Position”

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

“Researcher Number”

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

“Contact Information”

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

d) **【Candidate (Invited Overseas Researcher)】**

“Name”

Write the full name of the fellow (candidate) that appears in their passport which is used at the time of entry into Japan. Enter the family name in uppercase letters. For the first and middle names, write each first letter in uppercase letter and use lowercase letters for the rest of the name. Type only in alphabetic letters and do not use letters with marks such as umlauts. If the fellow does not have a family name but has a first name, enter their first name in the family name field and leave the first name field blank.

“Nationality (Country/Region code)”

Enter the Country/Region code based on the nationality of your passport which is used at the time of entry to Japan. You should refer to the list of Country/Region code when entering it. (This also applies when entering the country in which the candidate’s affiliated institution is located.)

“Research Institution (Japanese and English)”

In the fields for Research Institution (Japanese and English), the complete, official name of the institution must be entered. If an official Japanese translation of the institution’s name does not exist, a Japanese name translated by the applicant must be entered.

“Department (Japanese and English)”

In the fields for Department (Japanese and English), the complete, official name of the institution must be entered. If an official Japanese translation of the institution’s name does not exist, a Japanese name translated by the applicant must be entered. If there is no department name, please enter “なし” in the Japanese field and “N/A” in the English field.

“Position”

Select from the drop-down. If there is no name of the position, please enter “なし” in the Japanese field and “N/A” in the English field.

“Contact Information”

Be sure to enter all contact addresses whether in Japan or overseas in single-byte alphanumeric characters. (Do not use umlauts or other such marks over letters.) Please be sure to enter the candidate’s phone number and e-mail address.

In the “Mailing Address” field, enter all the applicable information: street name, address, institution’s name, lab name, apartment house name, room number, etc. Do not abbreviate or omit anything. (Entering name of country is not necessary.)

3. Filling out Form L-2 and S-2 (PDF or Word) on the electronic application system

•The uploaded file size can be no more than 3 MB. Please upload a PDF file with embedded fonts . It

is possible to select a Word file instead of a PDF file. However, since it may not display correctly depending on the font used or the environment, so we recommend uploading a PDF file.

For instructions on how to create a PDF file with embedded fonts, please refer 『Instructions for PDF Conversion and Font Embedding』 .

https://www.shinsei.jsps.go.jp/docs/manual_PDF-en.pdf

- You may use either the Japanese or English application form. With either form, you may choose the language (Japanese or English) that you use to write the entry items.
- You cannot make the following changes in particular:
 - Change the margins/blank spaces and the number of pages
 - Change the order or location of the title and instructions on the upper part of each page or change or delete their content. Change the number of pages allocated to each item. In the case of blank pages, leave them as they are. (Do not eliminate any page.)
- You can make the following changes:
 - Repairing defects in the application form caused by the operating environment (done by referencing PDF samples)
- Neither the font size nor number of characters is set. However, you should take care to make your application easy to read by the reviewers. A font size of 12 points or larger is recommended along with leaving comfortable space between characters and lines.

4. Filling out Form L-3 and S-3 (PDF or Word) on the electronic application system

• The uploaded file size can be no more than 1 MB. Please upload a PDF file with embedded fonts. It is possible to select a Word file instead of a PDF file. However, since it may not display correctly depending on the font used or the environment, we recommend uploading a PDF file.

For instructions on how to create a PDF file with embedded fonts, please refer 『Instructions for PDF Conversion and Font Embedding』 .

https://www.shinsei.jsps.go.jp/docs/manual_PDF-en.pdf

- You cannot make the following changes in particular
 - Change the margins/blank spaces and the number of pages
 - Change the order or location of the title on the upper part of each page, change the order of the items under its title, or change or delete their content. Change the number of pages allocated to each item. In the case of blank pages, leave them as they are. (Do not eliminate any page.)
- You can make the following changes:
 - Change the number of lines in the item
 - Repairing defects in the application form caused by the operating environment (done by referencing PDF samples)
- Neither the font size nor number of characters is set. However, you should take care to make your application easy to read by the reviewers. A font size of 12 points or larger is recommended along with leaving comfortable space between characters and lines.