Japan Society for the Promotion of Science

Young Researcher Support for Attending Lindau Nobel Laureate Meetings

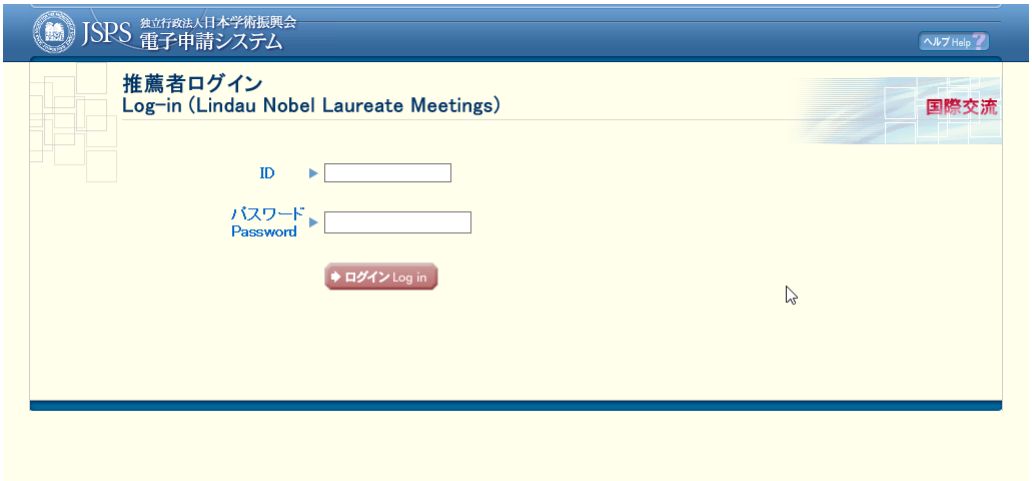
Guidance on Using the JSPS Electronic Application System [For Recommenders]

Explanatory Notes

Applicant: The person who asks Recommender to write a Recommendation Letter for him/her.
Recommender: The person who is asked to write applicant's Recommendation Letter.
The System: JSPS Electronic Application System

1. Log in to the System

Upon receiving an email from the System (denshishinsei@jsps.go.jp), please access the website (URL) noted in the email to log in to the System using the ID and password assigned to you in the email.



If you lose your ID or password, please ask the applicant to issue you a new one. Once a new ID and password are issued, your previous ID and password will be invalidated.

2. Download the Recommendation Letter Form

In the [Menu for Recommender] page, please click [here] to download a Recommendation Letter form and fill out it.

3. Submit the Recommendation Letter

In the [Menu for Recommender] page, please click "HERE" in the screen below to upload the Recommendation Letter you have prepared.

・Please upload the Recommendation Letter as a PDF file with embedded fronts.

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

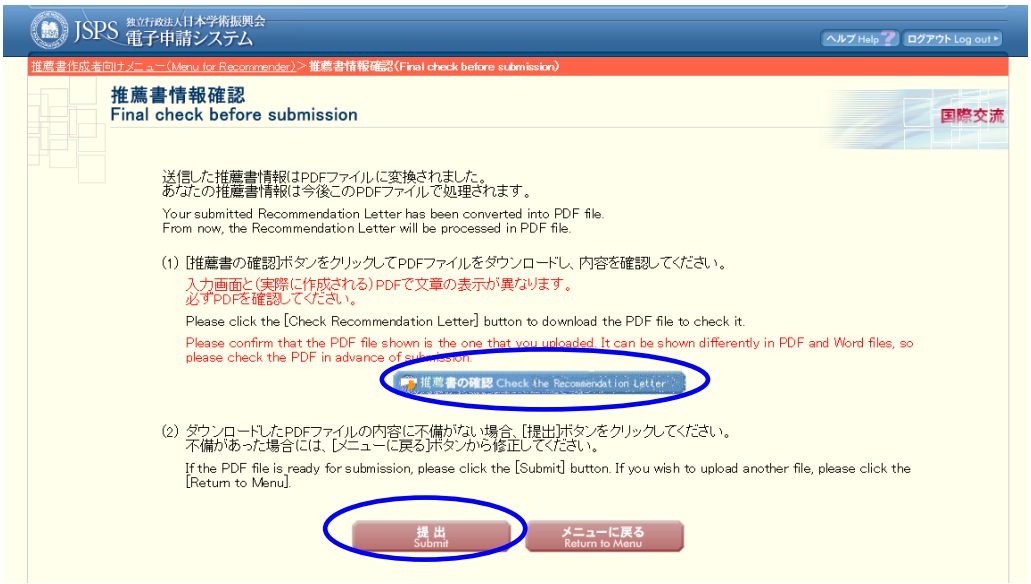
・You may also upload a Word file instead of a PDF. However, it may not display correctly depending on the fonts used or your environment, so we recommend uploading a PDF file.

・The file size must be smaller than 1 MB.

Please click the [NEXT] button.

In the [Final check before submission] page, please click the [Check the Recommendation Letter] button to make a final check of your uploaded Recommendation Letter (PDF file), such as whether your signature is shown clearly and correctly.

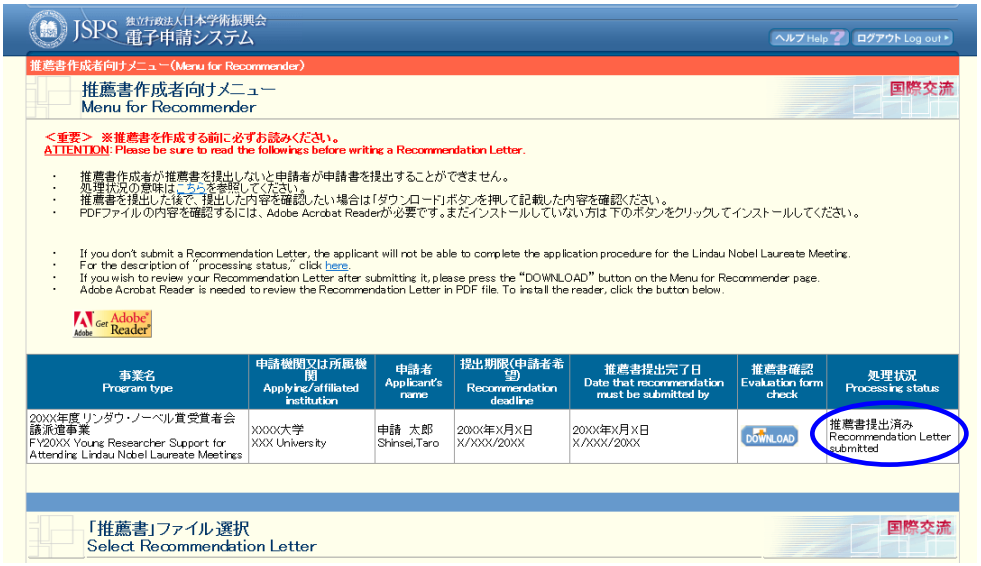
If there is no need for correction, please click the [Submit] button. If you wish to upload a revised file, please click the [Return to Menu] button.



Submission of your Recommendation Letter is complete when [Recommendation Letter submitted] is displayed in the [Processing Status] section.

If the Recommendation Letter is not submitted, the applicant will not be able to complete

the application procedure for attending the Lindau Nobel Laureate Meeting.



4. Replace a Recommendation Letter

If you wish to upload a different Recommendation Letter to replace one you have already submitted, you may do so while the [Processing Status] section shows [Recommendation Letter Submitted]. However, you will not be able to upload another file if the [Processing Status] section shows any of the following:

-Application being processed by applicant's affiliated institution

-Received by JSPS

-Accepted by JSPS

-Not accepted by JSPS

If an applicant changes the Recommender's information in the System, such as your name, email address or institution, after you have submitted the Recommendation Letter, the [Processing Status] section will display [Recommendation Letter being prepared]. Additionally, the uploaded PDF file of the Recommendation Letter will be deleted from the [Uploaded Recommendation Letter] section.

The applicant will ask you to upload the Recommendation Letter again in the System once your information has been updated. Please upload the Recommendation Letter again if you receive such a request from the applicant.