

Procedures for Preparing the Application Documents for FY2025 JSPS Doctoral Course (DC) Research Fellowships

This English version is provided for the convenience of prospective applicants for JSPS Doctoral Course (DC) Research Fellowships who experience difficulty in reading the Japanese original, which should be referred to in case of inconsistency.

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I. Content of the Application Documents

Document name	Format	To be prepared by	Language	Content	How to submit
<u>(i) Application information</u>	To be entered directly in the JSPS Electronic Application System*1 (P.2)	Applicant	Japanese	Name, title of research proposal, and other basic information required	[Applicant] After all the information is in order, submit the application documents through the System by the deadline specified by your applying organization. *You must prepare the application information first. The other documents can be prepared in any order. *If you are unable to submit all the documents by the deadline, your application will not be accepted.
<u>(ii) Application content file</u>	Download the prescribed format (Word, etc.) from the JSPS website → Upload the completed file to the System (P.15)	Applicant	Japanese or English	Statements on the research plan, self-analysis on applicant's ability to conduct research, etc.	
<u>(iii) Envisaged Budget for Grant-in-Aid for JSPS Fellows</u>	To be entered directly in the System (P.17)	Applicant	Japanese or English	Application information for Grant-in-Aid for JSPS Fellows	
<u>(iv) Evaluation report</u>	To be entered directly in the System (P.23)	Evaluator	Japanese or English	Evaluation statements on the applicant by the evaluator	

Applications must be submitted using the JSPS Electronic Application System for Research Fellowship Programs (the “System”). For instructions on how to use the System, refer also to the Operation Manual for Research Fellowship Program Applicants (for JSPS Research Fellow) 研究者養成事業申請者向け操作手引（特別研究員用） which is scheduled to be released in mid-March 2024.

Applications for JSPS Research Fellowships and those for Grant-in-Aid for Scientific Research—KAKENHI—for JSPS Research Fellows (Hereinafter, “Grant-in-Aid for JSPS Fellows”) will be accepted at the same time. The JSPS Electronic Application System for KAKENHI will not be used for the application procedures.

*1 The application information must be entered directly in the System. However, if you do not have enough space for columns (viii) Academic degrees, (ix) Status of doctoral course studies, and/or (x) Research, job experience, etc., you need to enter the information on the form Additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc. (Word, etc.). You can download the form from the JSPS website, and upload the completed file in the Application Information screen of the System. For more information, see Section II. (4) How to complete the Additional Page for (viii)-(x).

II. Entering your Application Information

(1) Applications must be prepared in **Japanese** using the System. Use **JIS level one and level two (JIS-X-0208)** characters for text. The Application Form screen on your PC is dependent on your PC's operating system, and may be able to display non-JIS level one & level two characters. However, these characters will be recognized as bug (garbled text, etc.) by the System and will not appear properly on printouts of the application documents.

By clicking on the **Japanese** **English** button in the upper left corner of the screen, you can display the Application Information screen in English, but you must provide your application information in Japanese. You should also note that the items you select in the pull-down menu, etc. may be displayed in English on screen, but the information will appear on your Application Documents in corresponding Japanese.

(2) Applicants can revise their application information any time until they submit the application documents to their applying organization.

(3) Leave the Application No. and Version No. fields blank as they will be assigned by the System and appear on the PDF file.

(4) Follow the instructions below to complete your application. Note that the numbers for each field in the following pages correspond to the numbers in the [\[Sample\] Application Information \(pp. 1-2 of the application form\)](#). The types of fields are listed below:

*: Mandatory fields are marked with a red asterisk

- Gray: Fields to confirm content only
- Yellow: Mandatory fields (text)
- Pink: Mandatory fields (to be selected)
- No highlight: Optional, or fields for relevant applicants only

Number on the Application Form	Field	Instructions
(i)	Eligibility	The category (DC1 or DC2) that you selected in the Current Calls for Applications 受付中公募一覧 screen will appear.
(iv)	Basic Section Code*	Click the List All 一覧 button to display the Review Section Table 審査区分表. Enter the five-digit code and click the OK 確定 button.
(iii)	Basic Section Name	Once you enter the Basic Section Code 小区分コード and click the OK button, the corresponding Basic Section Name 小区分名 according to the code list will appear on screen. Check to make sure that it shows the basic section you wish to apply for.
(ii)	Document Review Section ----- Panel Review Section	When you enter the Basic Section Code and click the OK button, you will be directed to either of the following: (i) Your document review section and panel review section are automatically determined based on the Basic Section Code; (ii) You will be asked to select the document review section and panel review section that you choose to be screened.

		<p>*The panel review section will not appear on the Application Form. The information will be used for application data statistics, etc.</p> <hr/> <p>(i) <u>If your document review section and panel review section are automatically determined based on the Basic Section Code:</u></p> <p>When you enter the Basic Section Code, the Document Review Section 書面審査区分 and Panel Review Section 書面合議審査区分 will appear automatically. The columns are highlighted in gray and cannot be selected. No entry required.</p> <p>(ii) <u>If you are asked to select the document review section and panel review section that you choose to be screened:</u></p> <p>When you enter the Basic Section Code, nothing will appear in the Document Review Section 書面審査区分 and/or Panel Review Section 書面合議審査区分 columns. You can select the review section of your choice from the pull-down menu.</p> <p>*For more information on the list of document review sections and panel review sections that can be selected for screening, refer to the Review Section Table which can be displayed by clicking the List All button.</p> <p>If you are applying for basic section “Gender studies-related ジェンダー関連 (80030)” under the Social Sciences 社会科学 review section: →Once you select the Basic Section Code, the Document Review Section will become selectable. Select the Document Review Section of your choice, then also select the Panel Review Section.</p>
(v)	Major Field of Studies*	Regardless of the basic section name or document review section that are displayed on screen, enter the major field of your studies in Kanji , etc. The maximum length is 7 double-byte characters.
(vi)	Title of Research Proposal*	<p>For Title of Research Proposal, describe the specific content of your research in concise Japanese. The maximum length is 40 characters (symbols, numerical characters, etc., single-byte or double-byte, will all be counted as one character). You may give a subtitle to the Title of Research Proposal, but it must be included in the 40-character limit.</p> <p>Avoid the use of chemical formulas and/or mathematical expressions. Use <i>Kanji</i>, <i>Kana</i>, etc. *Example of using <i>Kanji</i>, etc.: Instead of H₂O, write 「水(water)」</p> <p>You may enter alphabets for commonly used acronyms, abbreviations, etc.—for example, DNA.</p> <p>You can only use JIS level one and level two (JIS-X-0208) characters. Do not use other character codes or special fonts. (For more information, refer to the Operation Manual for Research Fellowship Program Applicants (for JSPS Research Fellowships.))</p> <p>*Examples of characters you cannot use:</p> <ul style="list-style-type: none"> • Single-byte Japanese <i>kana</i> characters • Circled numbers (①, ②, ③...) • Roman numerals (including lower case of I-V), etc. <p>Once JSPS accepts your application, you cannot make any changes whatsoever to the Title of Research Proposal.</p> <p>You should take extra note because the title that you enter here in the Title of Research Proposal here will automatically become the title of the research proposal for Grant-in-Aid for Scientific Research—KAKENHI—JSPS Research Fellows*.</p> <p>*Grant-in-Aid for Scientific Research—KAKENHI—JSPS Research Fellows is a competitive research fund for Fellows to pursue their research projects. The relevant ministries and offices in Japan share</p>

		<p>a common set of rules on the elimination of unreasonable duplication and excessive concentration of grant allocations in accordance with the <i>Guidelines on the Proper Implementation of Competitive Research Funds (Agreement of the Liaison Meeting of Related Offices and Ministries on Competitive Research Funds of September 9, 2005; revised December 17, 2021)</i>. Applicants who are applying for several competitive research funds (including applying for KAKENHI grants under several categories) should make sure that their statements clearly show that the titles of their research projects do not constitute unreasonable duplication. If unreasonable duplication or excessive concentration is found, Fellows may be disqualified for grants.</p> <ul style="list-style-type: none"> ▪ <i>Guidelines on the Proper Implementation of Competitive Research Funds:</i> https://www8.cao.go.jp/cstp/compefund/
(vii)	Name* (Name to be Registered)	<p>The Name to be Registered is the name that JSPS will normally use when identifying you as JSPS Research Fellow, for example, in publishing the list of fellowship awardees. The maximum length is 32 double-byte characters. You may also use your maiden name or alias, etc. By default, the Name in the Family Register/<i>koseki</i> field will be displayed, so you may revise it as necessary. You can also use parenthesis, for example, to indicate both maiden and married names. There are no restrictions.</p> <p>As a general rule, your Name to be Registered will appear on certificates issued in Japanese.</p>
	Name (Name in the Family Register/ <i>koseki</i>)	<p>Your name, which was registered in the System by your applying organization at the time your ID and password were issued, will appear automatically. If you find any mistakes, first save the data you have already entered, then contact the administration office of your applying organization (or the administration office of each academic unit) and request for correction.</p> <p>JSPS uses the Name in the Family Register/<i>koseki</i> for administrative purposes (tax procedures, etc.). It will not appear in the application documents.</p>
	Name* (Name in Alphabet)	<p>Enter how you wish to have your name to appear in alphabet. The maximum length is 80 single-byte characters.</p> <p>You are not allowed to use a name that neither matches your Name to be Registered nor your Name in the Family Register/<i>koseki</i>, and cannot identify you as the same person. You may spell your name to match the Name to be Registered or the Name in the Family Register/<i>koseki</i>, or indicate both names. There are no restrictions.</p> <p>Your Name in Alphabet will be used when issuing English certificates, etc., so you should check how your name is spelled in your passport. Your name in alphabet will not appear in the application documents.</p> <p>Example: Name in the family register/<i>koseki</i>: 山田 ジョーンズ 太郎 Name in alphabet: YAMADA Jones Taro</p> <p>*The SURNAME shall be all capitals, and only the first letters of your given name and middle name shall be capitalized.</p>
	Sex*	<p>Select the sex (male or female) listed in the family register.</p> <p>*Sex information will not appear in the application documents, but will be used for application data statistics, etc.</p>
	Nationality*	<p>Select either Japan or Other than Japan.</p> <p>If you select Japan, leave the rest of this field blank. (Do not enter “Japan.”)</p> <p>Only if you select Other than Japan, click the List All button to display the Country Code Table. Enter your country code. If your country is not listed in the Country Code Table, enter “ZZZ” and type in the country name.</p> <p>*Your nationality will not appear in the application documents, but will be used for application data statistics, etc.</p>
	Permanent Residency Status (Y/N)	<p>Only if you selected Other than Japan in the Nationality field, you must select Yes or No from the pull-down menu to indicate whether you have a permanent residence permit of Japan.</p> <p>*Your permanent residency status will not appear in the application documents, but will be used for application data statistics, etc.</p>

	Date of Birth	<p>Your date of birth, which was registered in the System by your applying organization at the time your ID and password were issued, will appear automatically, as well as your age as of April 1, 2025 calculated based on your date of birth.</p> <p>If there are any mistakes, first save the data you have already entered, then contact the administration office of your applying organization (or the administration office of each academic unit) and ask them to correct your date of birth in the registered applicant's information.</p> <p>*Your date of birth and age will not appear in the application documents.</p>
(viii)	<p>Academic Degrees*</p> <p>(Bachelor's degree, Master's degree)</p>	<p>Outline your undergraduate and Master's course (or the first half of the doctoral course) studies. You can type up to 55 characters per line. Delete all unnecessary text given as guidance.</p> <p>You may insert lines or use two lines as necessary, but do not omit the first line.</p> <p>If you are currently enrolled in a Master's course, enter the date of enrollment only. Do not enter the date of completion.</p> <p>If you are currently enrolled in a 5-year integrated master's-doctoral course, enter the date of enrollment in that course.</p> <p>*You may enter the same date as the date you enter in the (ix) Date of Enrollment field.</p> <p>*If you do not have enough space:</p> <p>(1) In the Need additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc. (Y/N)? field, select Yes.</p> <p>(2) Download the form <i>Additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc.</i> (Word, etc.) from the JSPS website. Complete the form, then upload it to the System.</p> <p>○ Example—In case of early completion:</p> <p>1. April 2023, enrolled in ABC University, Graduate School of XYZ (Major)</p> <p>2. March 2024, conferred Master's degree from ABC University, Graduate School of XYZ (grades qualified for early completion)</p>
(ix)	<p>(Status of Doctoral Course Studies)</p> <p>Date of Enrollment*</p>	<p>In the Status of Doctoral Course Studies field, you are to provide information on the doctoral course that you will be enrolling during the DC Fellowship tenure.</p> <p>(1) Enter the status of the doctoral course you are/have enrolled (or plan to enroll) in.</p> <p>○ Examples.</p> <p>Example of DC1: <input type="text" value="MMMM"/> <input type="text" value="YYYYY"/>; <input type="text" value="Matriculated, progressed directly, plan to enroll"/></p> <p>Example of DC2: <input type="text" value="MMMM"/> <input type="text" value="YYYYY"/>; <input type="text" value="Matriculated, progressed directly, plan to enroll"/></p> <p>*Type into the squares, or select from the pull-down menu.</p> <p>(2) In case you have transferred or re-enrolled (or plan to transfer or re-enroll):</p> <ul style="list-style-type: none"> - Enter the month and year of transfer/re-enrollment; - Select your status (transfer/re-enrollment) from the pull-down menu; - From the pull-down menu Total enrollment period at the time of transfer or re-enrollment, select the total length (number of years and months) of enrollment in the doctoral course at the time of transfer or re-enrollment. In calculating the Total enrollment period at the time of transfer or re-enrollment, check with the academic affairs or school affairs office of your university (shown in the Status of Doctoral Course Studies field), and calculate the total enrollment period working back from the standard enrollment period. <p>○Example. If you transferred into a 3-year doctoral course, and still need 1 year and 9 months to graduate:</p> <p>Enrollment period = 3 years – 1 year 9 months = <input type="text" value="1"/> year <input type="text" value="9"/> months</p> <p>*Type into the boxes.</p> <p>*If you have left University A with or without a degree, and expect to earn a different degree at University B, you are to provide your status at University B, and mention University A in the form Additional page for (viii) Academic degrees, (ix) Status of</p>

		doctoral course studies, and (x) Research, job experience, etc.
(ix)	(Status of Doctoral Course Studies) Name of University*	Click the List All button to display the Institution Code Table. Enter the code of your university. If your university is not listed, enter “99999” and type in the name of your university.
(ix)	(Status of Doctoral Course Studies) Name of Graduate School*	Click the List All button to display the Department Code Table. Enter the code of your graduate school. If your graduate school is not listed, enter “9999” and type in the name of your graduate school department.
(ix)	(Status of Doctoral Course Studies) Major Field of Studies*	Type in your major field of studies. The maximum length is 35 characters.
(ix)	(Status of Doctoral Course Studies) Type of Doctoral Course*	<p>The doctoral courses are based on the Standards for Establishment of Graduate Schools of Japan. Select the course/program you are enrolled in from the pull-down menu. You can select from among the following three types of doctoral courses/programs:</p> <ol style="list-style-type: none"> (1) 3-year doctoral course programs, including the second half of a doctoral course (following a master’s course in the first half) and 3-year doctoral course-only programs (2) 5-year integrated master’s-doctoral course programs (3) 4-year doctoral courses for medical, dental, pharmaceutical, or veterinary degrees (MD, MD/PhD, DDS/DMD, Phar.D., DVM, etc.) <p>*If you are using an early completion program or other programs unique to your institution, check with your university or affiliated research institution whether you are eligible for application.</p> <p>Students enrolled in professional degree-granting programs are not eligible for Fellowship as those courses are not included in “doctoral courses.”</p>
(ix)	(Status of Doctoral Course Studies) Total Length of Leave from Studies	<p>If you have taken leave from your doctoral course studies, enter the total period of leave.</p> <ul style="list-style-type: none"> • Do not include the period of leave during your master’s course studies (including the first half of a doctoral course, if applicable). However, if you are enrolled in a 5-year integrated master’s-doctoral course, enter the total period of leave during your entire enrollment period in graduate school. • Leave from studies are to be counted in months; even a one-day leave will be deemed one month. However, if your university or affiliated institution has specific rules on grounds of academic semesters, etc., you may count the period of leave based on those rules. Make sure to check with your affiliated institution. (Refer to <i>Application Guidelines for JSPS Doctoral Course (DC) Research Fellowships</i>, 4. Eligibility (4).) • If you plan to take leave until March 2025, include those periods as well. • If you wish to state the reason, etc. for your leave, you provide the information on the form <i>Additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc. and upload it to the System.</i>

(ix)	(Status of Doctoral Course Studies) Total Length of Enrollment in Doctoral Course as of April 1, 2025	<p>The total length of enrollment will be calculated from the date of matriculation to April 1, 2025, and will appear on screen for confirmation. (If you have taken leave from studies, this field will show the length excluding the period you have entered in the Total length of leave from studies field. However, if the period of leave is less than 6 months, it will be included as enrollment period. (Refer to <i>Application Guidelines for JSPS Doctoral Course (DC) Research Fellowships</i>, 3. Eligibility (4).)</p> <p>Your eligibility will be determined based on this total length of enrollment in the doctoral course.</p> <p>For details on eligibility criteria, see also the JSPS Research Fellowship for Young Scientists webpage > Q&A for Application section.</p>
(x)	Research, Job Experience, etc.	<p>Provide information on similar fellowships awarded (other than JSPS Research Fellowships), research scholar experience, and non-research job experience, etc. The maximum length per line is 55 characters. When entering this field, start typing from line one. Do not omit the first line.</p> <p>*For information on similar fellowships awarded (other than JSPS Research Fellowships), research scholar experience, and non-research job experience, etc., applicants may decide, <u>at their discretion</u>, on what information to provide in the application documents as their research, job experience, etc.</p> <p>○ Example: April 2020-March 2021 Researcher, ABC Corporation Research Center</p> <p>*If you do not have enough space:</p> <p>(1) In the Need additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc. (Y/N)? field, select Yes.</p> <p>(2) Download the form <i>Additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc.</i> (Word, etc.) from the JSPS website. Complete the form, then upload it to the System.</p> <p>*For instructions on this field, refer to How to complete the Additional Page for (viii)-(x) below.</p> <p>*If you have nothing to state, you can leave this field as default [1. From (MMMM, YYYY) to (MMMM, YYYY)].</p>
How to complete the Additional Page for (viii)-(x)	Need additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc. (Y/N)*	<p>If you do not have enough space for (viii) Academic degrees, (ix) Status of doctoral course studies, and/or (x) Research, job experience, etc., you may use the <i>Additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc.</i></p> <p>Describe on the Additional page if there are other noteworthy matters (including cases where due consideration should be given as child bearing and nursing and other life events have resulted in a temporary decrease in research results).</p> <p>**“Life events that have resulted in a temporary decrease in research results” include nursing care and illness, in addition to child bearing and nursing.</p> <p>*For the field(s) that require more space, you must provide full information on this page, including the information you have already entered in the System. All information should be listed in chronological order.</p> <p>[If you are not adding an extra page]</p> <ul style="list-style-type: none"> • For Need additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc. (Y/N)? field in the System, select No. <p>[If you are adding an extra page]</p> <ul style="list-style-type: none"> • For Need additional page for (viii) Academic degrees, (ix) Status of doctoral course studies, and (x) Research, job experience, etc. (Y/N)? field in the System, select Yes. <p>Once your file is uploaded, a message “File uploaded” will appear. Make sure you see this message.</p> <p>You are to use the first page only, and leave the second page blank. You must upload two pages together, the statement page and the blank page.</p>

		<p>○ Examples. [Research, job experience, etc. should be listed in chronological order.] The dates are to be indicated in the Western calendar.</p> <ol style="list-style-type: none"> 1. April 2020-March 2021 Researcher, ABC Corporation Research Center 2. April 2021-March 2022 Researcher, DEF Corporation Research Center 3. April 2022-March 2023 Researcher, GHI Corporation Research Center 4. April 2023-March 2024 Researcher, JKL Corporation Research Center 5. April 2024- MNO University, (Graduate School of PQR, major in...)
	Scopus Author ID	<p>Register your Author ID of Scopus, an abstract and citation database for peer-reviewed academic papers, if you have one as an author of papers. The Author ID is a 9- to 11-digit figure that will be automatically given when your paper is registered on Scopus. If you are not sure about your Author ID, search from the Search for an author profile It is the figure shown beside SC on your author profile page. If you have more than one ID, register only the main one</p> <p>*Your registered Scopus Author ID will not be used for the review of Research Fellows. JSPS will use it for reference in performing its duties. The item is not mandatory; therefore, if you do not have an ID or you are unsure about it, leave the column blank.</p>
(xi)	Special Notes on Doctoral Course Studies*	<p>Enter this field only if you need to provide the following special notes in the event your current academic supervisor is retiring, transferring, or taking sick leave, or taking leave, etc. for childbirth/childcare, or you are planning to transfer, etc.</p> <p><u>*Do not use this field to enter notes on the status of early completion or long-term study programs.</u></p> <p>[Special Notes] [DC1] • If you have selected “5-year integrated master’s-doctoral course program” or “4-year doctoral course for medical, dental, pharmaceutical, or veterinary degrees” in the Status of doctoral course studies >Type of doctoral course field, and your current academic supervisor is not the same as your host researcher to-be.</p> <p>[DC2] • If your current academic supervisor is not the same as your host researcher to-be.</p> <p>[How to complete this field]</p> <ol style="list-style-type: none"> 1. 1. Select the applicable option button, and type in the specific and accurate details of your situation in the open column below. (You can type up to 40 characters per line.) 2. 2. If none of the situation applies to you, select Not applicable. <p>This field is to eliminate the process of checking for errors related to academic supervisors and host researchers. If you experience errors regarding your academic supervisor and/or host researcher for reasons other than the above, be sure to contact JSPS through your applying organization.</p>

<p>(xii)</p>	<p>Current Academic Supervisor*</p>	<p>For DC Fellowship, the evaluation report is to be prepared by the current academic supervisor. Be sure to enter your academic advisor of record in the Current Academic Supervisor field. Your entire application may be invalid if the evaluation report is prepared by an unqualified individual.</p> <p>Even if you are temporarily away from the graduate school you are formally enrolled at under a “delegation of research guidance” arrangement and conducting research at other universities, etc., you must enter the academic supervisor at the graduate school you are formally enrolled. The same goes for the (xiii) Host Researcher after Awarded Fellowship field.</p> <p>For the Department, Job Title, etc. of the current academic supervisor, enter the supervisor’s department, job title, etc. of the main duty at the organization the applicant currently enrolls.</p> <ul style="list-style-type: none"> • The current academic supervisor of a DC1 applicant will be as below depending on the applicant’s current status: <ul style="list-style-type: none"> - If you are enrolled in a Master’s course, your academic supervisor of your Master’s course studies - If you are currently a researcher, your current host researcher (superior at your workplace) - If you are currently not engaged in research, the most recent academic supervisor <p>*If your academic supervisor is currently not engaged in research, enter the Department, Job Title, etc. of the main duty at the organization where the supervisor was affiliated at the time you received supervision (e.g., when you were a Master’s course student).</p> <ul style="list-style-type: none"> • If your academic supervisor is a researcher from outside your university and is supervising you as visiting faculty, etc. under a partner university agreement, etc., enter the title of main duty at the graduate school you enroll. <p>The E-mail address of the current academic supervisor will be used by JSPS to send an e-mail request for the evaluation report.</p> <p>Your current academic supervisor will receive an e-mail containing the link to the website, login ID, and password to prepare the evaluation report. Be sure to enter the current academic supervisor’s own e-mail address correctly.</p> <p>Applicants are not allowed to enter their own e-mail address in this field.</p> <p>JSPS may contact the current academic supervisors to confirm that the e-mail address belongs to them.</p> <p>[Notes]</p> <ul style="list-style-type: none"> • Clicking on the Change evaluator to different researcher button in the Application Management screen will invalidate the ID issued to the previous evaluator (for the preparation of the evaluation report), and all data of the evaluation report in preparation or already submitted will be deleted. • If you wish to revise the content of this field after you have requested an evaluation report, click on the Revise information on evaluator button. • When you click on the Revise information on evaluator button <u>after your evaluator has submitted the evaluation report, the evaluation report submission status will change back to Not submitted.</u> <u>*The content of the evaluation report will be retained in the System.</u> • If you are revising the content of this field after your evaluator has submitted the evaluation report, be sure to request the evaluator to resubmit the content of the evaluation report retained in the System.
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		<p>• <u>The evaluator’s password can only be reissued by the applicant in person. JSPS cannot reissue the evaluator’s password.</u></p> <p><u>*The content of the evaluation report will be retained in the System even if the password has been reissued.</u></p> <p>For details on the information to be entered in each of the columns in this field, refer to General Notes on (xii)-(xiii). For more information on matters related to the preparation, etc. of the evaluation report, see Section VI. Evaluation Report in this document.</p> <p><u>*Neither the applicant nor the applying organization (nor the administration office of each academic unit) will have access to the content of the evaluation report.</u> The applicant will only be notified that the evaluator has submitted the evaluation report.</p>
(xiii)	Host Researcher after Awarded Fellowship*	<p>In the Host Researcher after Awarded Fellowship field, enter your academic advisor of record of the academic department of the graduate school you are (or will be) enrolled at after awarded fellowship.</p> <p>Be sure to contact the host researcher to-be in person and obtain consent to host you.</p> <p>After the selection, JSPS will formally obtain a Notice of Acceptance from host researchers and host research institutions of successful applicants.</p> <p>If your host researcher to-be (and/or host research institution) changed due to admission results for the doctoral course, etc. after the selection, you may change the information by submitting a change notice during the fellowship acceptance procedure.</p> <p>The Department, Job Title, etc. of the Host Researcher after Awarded Fellowship, enter the department, job title, etc. of the main duty at the organization the applicant enrolls (similar to the (xii) Current Academic Supervisor field).</p> <ul style="list-style-type: none"> • If your academic supervisor is a researcher from outside your university and is supervising you as visiting faculty, etc. under a partner university agreement, etc., enter the title at the graduate school you enroll. <p>You can also copy the information you entered in the (xii) Current Academic Supervisor field to the (xiii) Host Researcher after Awarded Fellowship field by clicking on “Copy the information of your current academic supervisor” on the screen.</p> <p>If your host researcher after being awarded fellowship is not the same as your current academic supervisor, enter the information of the host researcher to-be directly in this field.</p> <p>For example, if it is already announced that your academic supervisor will retire or otherwise step down at the end of the academic year.</p> <p>Make sure to check the (xi) Special Notes on Doctoral Course Studies section above as to whether you need to provide special notes. If you need to make special notes, type in the specific and accurate details of your situation in the open column.</p> <ul style="list-style-type: none"> • If you are a DC1 applicant and your Host researcher after awarded fellowship is yet to be determined <p>For example, if the results of admission to the doctoral course are not announced yet at the time of this fellowship application, and you do not know who your academic supervisor will be:</p> <p>• If your host researcher is yet to be determined, enter the following placeholder in the E-mail address field.</p>

mitei@jsps.go.jp

• Enter the fields as shown in the white box below:

Name (<i>furigana</i>)* (family name): enter ミテイ (<i>Kanji</i> , etc.)* (family name): enter 未定 Job title*: enter 未定 e-Rad Researcher No.*: enter 99999999	Affiliated institution code*: enter the code of the university you wish to enroll at Department code*: enter the code of the department you wish to enroll at
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*You cannot enter “未定” (TBD) for the affiliated institution & department.

*Enter the institution & department you are hoping to enroll at as of the date of this application.

*If you are enrolled in a doctoral course at the time of this fellowship application, but your host researcher to-be is yet to be determined due to transfer, etc., select the applicable option button in the (xi) Special Notes on Doctoral Course Studies section and type in the specific and accurate details of your situation in the open column below. (You can type up to 40 characters per line.)

*If you entered “未定” (TBD) for Host researcher after awarded fellowship field, provide the details of your host researcher to-be in the fellowship acceptance procedure as soon as you have a host researcher to-be.

General notes on fields (xii)- (xiii)

[How to enter the information on your supervisor/host researcher]

*See the following instructions on how to complete these fields.

General notes

In each field, enter the information on **the main duties** of the supervisor/host researcher at the applicant’s affiliated organization.
As an exception, if the academic supervisor is a researcher from an outside the university and is providing supervision as visiting faculty, etc. under a partner university agreement, etc., enter the title at the applicant’s university.

(Name)
*Furigana**
Kanji, etc.*

Enter the name of the researcher accurately.

○If the researcher is a foreign national, follow the example below:

*Type into the boxes.

○Example. If the researcher’s real name is Patrick Lafcadio Hearn (i.e., if the entire name is in alphabet):

(Family name in *furigana*) (Given name in *furigana*)
(Family name in *Kanji*, etc.) (Given name in *Kanji*, etc.)

*Enter any middle name in the Given name box. The SURNAME box should be all capitals, and only the first letter of your Given name box should be capitalized.

***You may enter alphabets in the Kanji, etc. boxes.**

***If your name cannot be spelled with alphabets, enter your name in Katakana in the Kanji, etc. boxes.**

If any of the letters used in the researcher’s name are not JIS level one and level two (JIS-X-0208) characters, replace those letters with JIS level one and level two (JIS-X-0208) characters.

If there are no *Kanji* characters to replace the letters, enter the name in *Katakana*.

○Example. If the researcher’s real name is 沅 学振 (i.e., if there is no Kanji to replace 沅)
(Family name in *furigana*) (Given name in *furigana*)
(Family name in *Kanji*, etc.) (Given name in *Kanji*, etc.)

		<p>*If the researcher's name exceeds 20 characters in length, <u>omit certain parts as appropriate</u>.</p> <p>○ Example. If the researcher's real name is Pablo Diego José Francisco de Paula Juan Nepomuceno María de los Remedios Cipriano de la Santísima Trinidad Ruiz y Picasso: (Family name in <i>furigana</i>) <input type="text" value="ピカソ"/> (Given name in <i>furigana</i>) <input type="text" value="パブロ"/> (Family name in <i>Kanji</i>, etc.) <input type="text" value="PICASSO"/> (Given name in <i>Kanji</i>, etc.) <input type="text" value="Pablo"/></p>
	Job Title*	<p>Type in the researcher's official job title, excluding department name, etc. The maximum length is 20 characters. (Enter Job Title only.)</p> <p>*Here, job titles are, for example, "Professor," etc. Enter Professor, even if the researcher concurrently holds the post of Head of Department, etc.</p> <p>○ Example. If the job title is Associate Professor, School of International Agriculture: <input type="text" value="Associate"/> <input type="text" value="Professor"/></p>
	Researcher No.*	<p>Check with the researcher in person or affiliated organization to obtain accurate information. Note that your supervisor/host researcher can be someone who does not possess a Researcher Number. If they do not have a Researcher No., enter "99999999" in this field.</p>
	Affiliated Institution*	<p>Click the List All button to display the Institution Code Table and enter the code of your institution. For institutions that are not listed in the Code Table due to abolition or merger, etc., or for overseas institutions, enter "99999" and type in the correct name of your institution.</p>
	Department	<p>In case of a university (including The Open University of Japan and the Inter-University Research Institution Corporation High Energy Accelerator Research Organization), click the List All button to display the Department Code Table and enter the code of your department. If none of the codes are applicable to you, enter "9999" and type in the correct name of your department. If your university is not in the list, leave this field blank.</p>
(xiv)	Official name of graduate school in which applicant will enroll after awarded fellowship*	<p>Click the List All button to display the Department Code Table. Enter the code of the academic department of record of the graduate school you are (or will be) enrolled at. If your graduate school is not listed, enter "9999" and type in the name of your graduate school department.</p> <p>*Be sure to check and enter the correct name, as it will also appear on certificates issued in Japanese.</p>

III. Entering your Contact Information

- (1) In the lower section of the Application Information screen, enter your contact information during the application period. JSPS will use your contact information for the following purposes:
- (i) To contact applicants in case there is a question on the content of the application;
 - (ii) To notify applicants when the review results are posted;
 - (iii) To send successful applicants the documents for the acceptance of fellowship.

Follow the instructions below on how to enter your contact information.

By clicking on the Japanese English button in the screen, you can display the screen in English, but you must provide your contact information in Japanese (except if you are entering an address outside Japan).

The preferred contact information that you enter in these fields will be used for JSPS to contact you. If there are changes to your address, e-mail, and/or phone number, correct your contact information promptly from the Application Management screen in the System.

*The Application Management screen may be temporarily unavailable due to system maintenance, etc. by JSPS. You may not be able to correct your contact information during those times.

<p>Current Address*</p>	<p>Enter the postal code only if your current address is in Japan.</p> <p>Enter your address in boxes Address 1-Address 3. In Address 1, enter your address up to your house/building number. Use Address 2 and Address 3 to enter the remainder of your address. (The maximum length for each box is 20 characters.) Provide all necessary information including name of apartment/building, etc., room number, and c/o.</p> <p>○Example. If your address is: 〒123-4567 東京都千代田区麹町5-3-1 学振マンション601号室 学振 太郎様方 (c/o Mr. Taro GAKUSHIN, Room No. 601 Gakushin Mansion, 5-3-1 Kojimachi, Chiyoda-ku, Tokyo 123-4567)</p> <p>*Type into the boxes.</p> <p>〒<input type="text" value="123-4567"/></p> <p>Address 1*: <input type="text" value="東京都千代田区麹町5丁目3番地の1"/> (3-1 Kojimachi 5-chome, Chiyoda-ku, Tokyo)</p> <p>Address 2: <input type="text" value="学振マンション601号室"/> (Room No. 601 Gakushin Mansion)</p> <p>Address 3: <input type="text" value="学振 太郎様方"/> (c/o Mr. Taro GAKUSHIN)</p> <p>*For the house/building number in Address 1, you may enter 5-3-1 instead.</p> <p>If you wish to use your Current Address as your Preferred Contact, make sure to enter an address where postal mail items such as procedure documents will reach you without fail.</p> <p>*If your address is outside Japan or does not fit in the given boxes, abbreviate as necessary. For overseas address, enter your address in the correct order as they should appear, e.g., start from street address. Divide your address as necessary across the boxes.</p>
<p>Affiliated Institution</p> <p>(Address, name of organization, name of department, etc.)</p>	<p>Enter the postal code only if your affiliated institution is in Japan.</p> <p>Provide information on your affiliated institution in the Address, Name of Organization, Department, Lab, etc. 1, and Name of Organization, Department, Lab, etc. 2 boxes. In Address, enter the address up to building number. Use Name of Organization, Department, Lab, etc.1 and 2 to enter the remainder of your address. (The maximum length for each box is 20 characters.)</p> <p>Provide, without omission, complete contact information of the organization, including the name of the laboratory, in which the applicant currently engages in research (physically exists). You may keep this field blank if you do not have an affiliated institution, including the case if you are holding an adjunct position.</p> <p>○ Examples: 〒123-4567 東京都千代田区麹町5-3-1 学振大学 研究者養成棟601号室 応用微生物学研究室 の場合 (Applied Microbiological Research Laboratory, Room No. 601 Research Fellowship Bldg., Gakushin University, 5-3-1 Kojimachi, Chiyoda-ku, Tokyo 123-4567)</p> <p>*Type into the boxes.</p> <p>〒<input type="text" value="123-4567"/></p> <p>Address*: <input type="text" value="東京都千代田区麹町5丁目3番地の1"/> (3-1 Kojimachi 5-chome, Chiyoda-ku, Tokyo)</p> <p>Name of Organization, Department, Lab, etc. 1: <input type="text" value="学振大学 研究者養成棟 601号室"/> (Room No. 601 Research Fellowship Bldg., Gakushin University)</p> <p>Name of Organization, Department, Lab, etc. 2: <input type="text" value="応用微生物学研究室"/> (Applied Microbiological Research Laboratory)</p> <p>*For the house/building number in the Address, you may enter 5-3-1 instead.</p> <p>JSPS may use the phone number, fax number, and/or e-mail address to contact the applicant, so do not enter any information where the applicant cannot be reached directly (for example, information on the institution's administration office, host researchers, etc. are not acceptable).</p> <p>However, as an exception, if you are an exchange student, etc. who is not comfortable with the Japanese language, and the institution's office is helping you with the procedures, etc., you may enter information on the office in this field and select 2. Affiliated Institution in the Preferred Contact field.</p> <p>If you select Affiliated Institution in the Preferred Contact field, make sure to provide complete information (without omitting room number, name of laboratory, etc.) where postal mail items such as procedure documents will reach you without fail.</p>

	<p>*If you belong to an overseas institution, etc. or does not fit in the given boxes, omit certain parts as appropriate. For overseas address, enter your address in the correct order as they should appear, e.g., start from street address. Divide your address as necessary across the boxes.</p>
Preferred Contract*	<p>Although the review results will be disclosed through the System, JSPS may need to contact you upon your application, during the review process, or at the time of the fellowship acceptance procedure. Provide the preferred contact address to be used for this purpose.</p> <p>Your preferred contact address will be used to send you documents on the acceptance of fellowship and to contact you until the start of your fellowship tenure, so the contact address must be an address in Japan.</p> <p>If you wish to use your Current Address or Affiliated Institution as your preferred contact, you can select the 1. Current Address or 2. Affiliated Institution button. By doing so, the information you entered in the Current Address field or Affiliated Institution field will be automatically copied to this Preferred Contact field.</p> <p>*Any corrections you make later in the Current Address or Affiliated Institution fields will also be reflected automatically.</p> <p>Note that, if your Current Address and/or Affiliated Institution are outside Japan, do not select it as your Preferred Contact. If you wish to specify an address that is neither your Current Address nor Affiliated Institution (such as your parent’s house, etc.), select the 3. Other button and type in the information.</p> <p>[Postal mail items from JSPS]</p> <ul style="list-style-type: none"> ▪ The address in this field will be printed and used to send postal mails as it appears here. Therefore, make sure that the Current Address, Affiliated Institution, and Other fields are entered correctly so that the postal mail items will reach you without fail. (Provide all necessary information including name of laboratory, c/o, etc.) ▪ If you are providing an address that you do not currently reside in, such as your parent’s home address, be sure to enter the c/o information. ▪ Some institutions do not accept postal mail items addressed to students. Unless you are able to confirm that your institution will receive mails for you, the Preferred Contact should be your Current Address or your parent’s home address. <p>When you complete filling out all required items of the application information, JSPS will send an e-mail to confirm the address you registered as Preferred Contact. Enter your e-mail address accurately. The maximum length is 50 single-byte alphabetic letters, numbers, underscores, periods, and dashes.</p> <p>Finish entering the application information after you confirm receipt of the e-mail from JSPS.</p> <p>When disclosing the review results, JSPS will post a news to that effect on the JSPS Research Fellowship for Young Scientists website, and also send a notice to the e-mail address entered here. JSPS will not be responsible for any missed e-mail communications due to failure to register a valid address or other reasons.</p> <p>If you fail to complete the required procedures by the deadlines specified by JSPS, you will be deemed to have withdrawn from the selection.</p>

IV. Preparing your Application Content File

(1) Download the electronic file (Word, etc.) from the JSPS website (https://www.jsp.go.jp/j-pd/pd_sin.html), and upload the completed files in the Application Management screen.

***The maximum upload size of your completed Application Content File is 3MB.**

***Evaluators cannot view the content of the Application Content File.**

*When preparing your application content file, refer also to the explanation in italics under 2. [Research Plan] (2) Research Objectives, Description, etc. in the application content file.

(2) How to complete the application content file by funding category

Applicants are to describe their research plan in line with the funding category they choose (Funding Category A or B) for Grant-in-Aid for JSPS Fellows.

*For details on the revised funding categories, refer to the *Application Guidelines for JSPS Doctoral Course (DC) Research Fellowships*, II. KAKENHI Application Procedures.

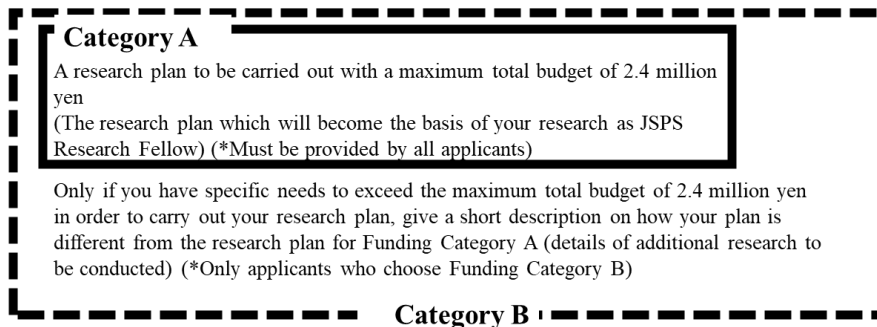
Your choice of Funding Category A or B will not be an evaluation criterion in the document review for the selection of Research Fellows.

<How to complete 2. [Research Plan] (2) Research Objectives, Description, etc. in the new application content file>

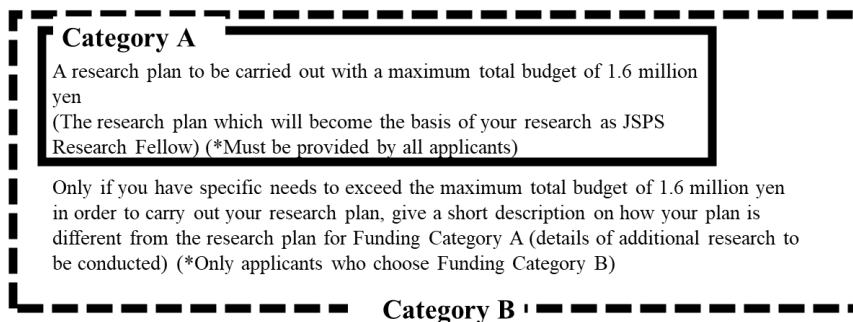
Research plan based on funding category	Applicants choosing Funding Category A	Applicants choosing Funding Category B
Funding Category A ▪ The research plan which will become the basis of your research as JSPS Research Fellow (*Must be provided by all applicants)	Must provide statement	Must provide statements
Funding Category B ▪ Only if you have specific needs to exceed the maximum total budget for Funding Category A in order to carry out your research plan, give a short description on how your plan is different from the research plan for Funding Category A (details of additional research to be conducted) (*Only applicants who choose Funding Category B)	No need to provide statement	

<Diagram of General Framework of Research Plans for Each Funding Category>

(Example) If you are a DC1 Fellow to be carrying out a project under Grant-in-Aid for JSPS Fellows for a research period of three years



(Example) If you are a DC2 Fellow to be carrying out a project under Grant-in-Aid for JSPS Fellows for a research period of two years



(3) Follow the instructions (i)–(viii) below for preparing your application content file.

- (i) Use **10 point or higher font**, including footnotes, etc.
There are no other rules on formatting, including type of font, line spacing, etc.
- (ii) Your statements must be in **Japanese or English**.
- (iii) Delete any text in italics as well as the framework diagram in the format.及び応募区分に応じた研究計画のイメージ図の文章 **You must not otherwise modify or change the format**, including deleting the other instructions, adding items other than those specified, and omitting items that you are not filling out.
You may insert figures, tables, etc. as necessary.
- (iv) Your statement must not exceed the maximum number of pages allocated for each item. You cannot add extra pages to the format. You may end up with blank pages as a result of preparing your statement as per the instructions for each item, but do not delete any of those blank pages.
- (v) On the Applicant’s Name line at the bottom of the form, type in your name as you entered in the “Name to be Registered” field in the “Application Information” screen.
- (vi) The examiners will receive monochrome (or grayscale) printouts of the application documents, including the application content file. Make sure that the information will be clearly visible on print.
- (vii) Follow the recommended procedures described in the following link when converting the application content file into PDF format and uploading it to the System.
Recommended procedures: https://www.jsps.go.jp/j-pd/data/boshu/naiyo_torikomi.pdf
- (viii) **After uploading the application content file, be sure to download the converted PDF files to check that there are no flaws in the content (missing text, figures, or tables, garbled text, etc.). You may encounter garbled text in the converted PDF files, even if they seem ungarbled on the entry screen.**

Note: Failure to follow the instructions above may result in a disadvantage in the review process for insufficient application documents.

V. Preparing your Envisaged Budget for Grant-in-Aid for JSPS Fellows

- (1) This document must be prepared **in Japanese** or **English** using the System. The information you provide here will appear in the [Research Plan] Attachment: Envisaged Budget for FY2025 Grant-in-Aid for JSPS Fellows (“Research Expenditure and Necessity” and “Status of Application and Acquisition of Research Grants” sections), which is a document that constitutes your application documents.
- (2) After you complete entering the application information, click on the Application Information Input button in the Application Management screen.
- (3) Follow the instructions below to complete your data entry. **By clicking on the Japanese English button in the upper left corner of each screen, you can display the screens in English.**

*: Mandatory fields are marked with an asterisk

- Gray: Fields to confirm content only
- Yellow: Mandatory fields (text)
- Pink: Mandatory fields (to be selected)
- No highlight: Optional, or fields for relevant applicants only

● Research Project Information (Application Information Confirmation Screen)

Field	Instructions
Not applying for Grant-in-Aid for JSPS Fellows	<p>Check this box if you do not wish to apply for and receive Grant-in-Aid for JSPS Fellows.</p> <p>*Once you check this box, the functions for the preparation of envisaged budget will be disabled.</p> <p>(Note) Applications for Grant-in-Aid for JSPS Fellows will only be accepted at the same time as the applications for JSPS DC Research Fellowships. You will not be eligible to apply in the second or third year of your fellowship tenure. If you wish to apply for Grant-in-Aid for JSPS Fellows, you must apply at this time. Even if you change your eligibility from DC to PD after receiving a preliminary grant decision notice, you cannot submit a new application for Grant-in-Aid for JSPS Fellows under the PD funding category or total budget.</p>
(Application No., Eligibility, Panel Review Section, Starting Date of Fellowship Tenure, Name of Applicant, Host Research Institution & Department, Title of Research Proposal)	The information you entered in for each field in the Application Information screen will appear automatically.
Funding Category*	<p>From the pull-down menu, select the funding category that you choose to apply for. You can select either of the following two funding categories:</p> <p>(i) Funding Category A: total budget up to 2.4 million yen*</p> <p>(ii) Funding Category B: total budget of over 2.4 million yen and up to 4.5 million yen*</p> <p>*Range of total budget if the research period is three years. See the explanation for the Research Period field under Research Expenditure and Necessity for information on total budgets if you are selecting two years or one year for your research period.</p>

Research Period*	<p>From the pull-down menu, select the period that you choose to receive Grant-in-Aid for JSPS Fellows.</p> <p>You can select either of the following three funding research periods:</p> <p>(i) Three (3) fiscal years (ii) Two (2) fiscal years (iii) One (1) fiscal year</p> <p>The total budgets for each research period are as shown below:</p> <p>(i) For three (3) fiscal years: [Funding Category A] maximum 2.4 million yen; [Funding Category B] over 2.4 million yen and up to 4.5 million yen (ii) For two (2) fiscal years: [Funding Category A] maximum 1.6 million yen; [Funding Category B] over 1.6 million yen and up to 3 million yen (i) For one (1) fiscal year: [Funding Category A] maximum 800,000 yen; [Funding Category B] over 800,000 yen and up to 1.5 million yen</p>
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● Research Expenditure and Necessity

Field	Instructions
Research Expenditure and Breakdown of Use (for each fiscal year, total amounts)	<p>By clicking on the Recalculate button, the total of the amounts you enter for each expense item (Equipment Costs, Consumable Expenses, Domestic Travel Expenses, Overseas Travel Expenses, Personnel Cost/Honoraria, and Miscellaneous Expenses) will be calculated and displayed automatically. (You can click the Recalculate button as many times as necessary.)</p> <p>*The amount of research expenditure for any fiscal year must be at least 100,000 yen. (You cannot apply for the call for proposals with a research plan that has a budget of less than 100,000 yen.)</p> <p>*Enter the amount of each expense item in units of thousand yen, rounding off fractions smaller than one thousand yen.</p> <p>*Read the notes in the procedure documents in entering the details of each expense item. However, regardless of the examples given below, you should follow the accounting rules, etc. of your host research institution in determining what costs go into each expense item.</p>
Equipment Costs (Fiscal Year, Item, Specification, Institution to be Installed, Quantity, Unit Price)	Fiscal Year: Select the applicable fiscal year from the pull-down menu.
	Item (Specification), Place of Installation (Institution), Quantity, Unit Price: Type in the detailed information.
	The Amount field will be calculated and displayed automatically based on the quantity and unit price.
	The Subtotal field will show the sum of the Amounts for each expense item.
Consumable Expenses (Fiscal Year, Description, Amount)	Fiscal Year (FY): Select the applicable fiscal year from the pull-down menu.
	Item, Amount: Type in the detailed information.
	The Subtotal field will show the sum of the Amounts for each expense item.
	*You can add more columns with the Add button, or delete any unnecessary columns using the Delete button.
<p>(Note) If you are purchasing a large number of books or reference materials, use a description so that the content of such books/reference materials can be roughly identified, e.g., "Books on Western medieval political history." (For books, use similar descriptions even if they are not treated as Equipment.) For machinery and appliances, provide detailed items rather than just indicating "A set of XXX."</p>	

	(Note) Enter the amount for each item, e.g., chemicals, lab animals, glassware, etc.
Necessity of Equipment Costs and Consumable Expenses	<p>Explain the necessity and basis of your calculation for the equipment costs and consumable expenses that you have listed.</p> <p>Note that, for any fiscal year of the research plan, if the Equipment Costs exceed 90% of the total research expenditure for that fiscal year, or if there is an expense item under Consumable Expenses that constitutes a significant portion of the total expenditure, you must also provide an explanation on why said expenditure is necessary in carrying out your research project.</p> <p>Also, if you are, for example, purchasing one equipment by combining several research fundings, enter the amount to be expended from this research project in the Unit Price field, and provide a note that the item is a “combined use.”</p> <p>(The maximum length is 500 double-byte characters or 1,000 single-byte alphabetic letters & symbols. You may insert up to three line-feeds. A line-feed is counted as one double-byte character although it will not appear in the count.)</p>
Domestic Travel Expenses (Fiscal Year, Description, Amount)	Fiscal Year (FY): Select the applicable fiscal year from the pull-down menu.
	Item, Amount: Type in the detailed information.
	The Subtotal field will show the sum of the Amounts for each expense item.
	<p>*You can add more columns with the Add button, or delete any unnecessary columns using the Delete button.</p> <p>(Note) Enter the amount for each expense item, e.g., domestic travel expenses (transportation fees, accommodation fees, daily allowances) for data collection, investigations, research meetings, presentation of research achievements, etc. by Principal Investigators, Co-Investigators, and Research Collaborators.</p>
Overseas Travel Expenses (Fiscal Year, Description, Amount)	Fiscal Year (FY): Select the applicable fiscal year from the pull-down menu.
	Item, Amount: Type in the detailed information.
	The Subtotal field will show the sum of the Amounts for each expense item.
	<p>*You can add more columns with the Add button, or delete any unnecessary columns using the Delete button.</p> <p>(Note) Enter the amount for each expense item, e.g., overseas travel expenses (transportation fees, accommodation fees, daily allowances) for data collection, investigations, research meetings, presentation of research achievements, etc. by Principal Investigators, Co-Investigators, and Research Collaborators.</p>
Personnel Cost & Honoraria (Fiscal Year, Description, Amount)	Fiscal Year (FY): Select the applicable fiscal year from the pull-down menu.
	Item, Amount: Type in the detailed information.
	The Subtotal field will show the sum of the Amounts for each expense item.
	<p>*You can add more columns with the Add button, or delete any unnecessary columns using the Delete button.</p> <p>(Note) Enter the amount for each expense item, e.g., honoraria, compensation, wages, and salaries to be paid to Research Collaborators (postdoctoral researchers, research assistants (RAs), researchers affiliated with overseas institutions, etc.) who will be engaged in paperwork, lab assistance, translation & proofreading, provision of expertise, distribution & collection of questionnaires, collection of research materials, etc., and payment to temporary staff agencies. If you already know the job titles, etc. of the collaborators (e.g., specially appointed assistant professor, postdoctoral fellow, PhD student, Masters student, etc.) to whom you are planning to pay personnel cost & honoraria, you should also provide such information.</p>
Miscellaneous	Fiscal Year (FY): Select the applicable fiscal year from the pull-down menu.

Expenses (Fiscal Year, Description, Amount)	Item, Amount: Type in the detailed information.
	The Subtotal field will show the sum of the Amounts for each expense item.
	<p>*You can add more columns with the Add button, or delete any unnecessary columns using the Delete button.</p> <p>(Note) Enter the amount for each expense item other than those listed above to be incurred in carrying out your research project, e.g., costs for printing, photocopying, photo development & printing, communication expenses (postal stamps, phone bills, etc.), transport cost, rent for research venue (only if the funded project cannot be conducted at the facilities of your research institution), meeting expenses (venue charges, meals (excluding alcoholic beverages), etc.), lease and rental fees (computers, vehicles, lab equipment & instruments, etc.), equipment repair costs, transportation costs other than travel expenses, costs for presentation of research achievements (publication in academic journals, creation of websites, production of pamphlets and PR activities targeting the general public to publicize research achievements, etc.), lab waste disposal charges, etc.</p>
Necessity of Travel Expenses, Personnel Cost/Honoraria, and Miscellaneous Expenses	<p>Explain the necessity and basis of your calculation for the Travel Expenses, Personnel Cost & Honoraria, and Miscellaneous Expenses that you have listed.</p> <p>For any fiscal year of the research plan, if the Travel Expenses or Personnel Cost & Honoraria exceed 90% of the total research expenditure for that fiscal year, or if there is an expense item under Miscellaneous Expenses that constitutes a significant portion of the total expenditure, you must also provide an explanation on why said expenditure is necessary in carrying out your research project.</p> <p>(The maximum length is 500 double-byte characters or 1,000 single-byte alphabetic letters & symbols. You may insert up to three line-feeds. A line-feed is counted as one double-byte character although it will not be appeared in the count.)</p>

● Status of Application and Acquisition of Research Grants

Field	Instructions
The Status of Application and Acquisition of Research Grants*	<p>The information provided here will be referenced in the review session for Grant-in-Aid for JSPS Fellows to determine “whether the research proposal can be duly carried out without constituting unreasonable duplication and/or excessive concentration of grant allocation.” Therefore, it is crucial that you provide accurate information on any research grant applications currently under review or research grants for projects that have been adopted and are to be delivered in addition to this research proposal.</p> <p>As the Principal Investigator of this research project, enter any (1) Research grant application(s) in the review process, and (2) Research grant(s) adopted and to be delivered, at the time of this application. Check your entries.</p> <p>Delete any unused columns using the Delete button in the left side and save the data, if you don't plan to apply for or adopt any research grants other than the Grant-in-Aid for JSPS Fellows.</p> <ul style="list-style-type: none"> • (1) Research grant application(s) in the review process, (2) Research grant(s) adopted and to be delivered Provide information not only on KAKENHI grants, but also on other competitive research funds (including fundings from other countries). <p>If there are any fundamental research grants that are allocated to you within the affiliated research institution for you to perform research activities, etc. as job duty, you do not need to enter them under (1) Research grant application(s) in the review process or (2) Research grant(s) adopted and to be delivered.</p> <ul style="list-style-type: none"> • If your Role in the Project is a PI, the Name of the Principal Investigator field will be

	<p>disabled.</p> <ul style="list-style-type: none"> If your Role in the Project is a Co-I, the Sum Total field will be disabled. <p>In the upper box, enter the amount of direct expense that you will be receiving and using by yourself in FY2025 (or the amount that you are applying for, if the application is under review). In the box below, enter the total amount (expected amount) that you will be using by yourself over the entire research period.</p> <p>*If you select Co-I in the Role in the Project field: In the upper box, enter the (expected) amount of sub-grant (a share of the grant fund) that you will be receiving and using by yourself in FY2025. Also, in the box below, enter the total amount (expected amount) of sub-grants that you will be using by yourself over the entire research period. (If you are not receiving any sub-grant, enter “0” in the boxes.)</p> <ul style="list-style-type: none"> Distinctions of the Research Contents and the Reason for Submission of this KAKENHI Application in Addition to Other Projects: Give a clear description, focusing on the distinctions between the content of this research proposal and contents of any research grant application(s) under review, and the reason for submitting this application in addition to other research grants. <p>For each research project, enter the name of the affiliated institution and your title/position under which you are applying for or receiving grant delivery.</p> <p>Be sure to provide the name of the affiliated institution and your title/position for each and all projects, even if they are the same as the affiliated institution and title/position under which you are submitting applications for this research proposal.</p> <p>By clicking on the Add button at the left side of the screen, you can add as many columns as you need for fields (1) Research grant application(s) in the review process and (2) Research grant(s) adopted and to be delivered.</p> <p>Delete any unused columns (if you decide not to use the entered data or if you didn’t enter anything) using the Delete button in the left side.</p>
(1) Research grant application(s) in the review process	<p>Role in the Project: From the pull-down menu, select PI if your role is a Principal Investigator, etc., or select Co-I if your role is a Co-Investigator, etc.</p>
	<p>1. Funding Scheme, Grant Name: For KAKENHI, select the research category from the pull-down menu. For research grants other than KAKENHI, select Other.</p>
	<p>*If you select Other, type in the name of the research grant and funding agency in the box below.</p>
	<p>2. Research Period: Type in the research period.</p>
	<p>3. Title of Research Project: Type in the title of the research project.</p>
	<p>4. Name of Principal Investigator: If you selected Co-I in the Role in the Project field, type in the name of the principal investigator (or the person of equivalent position) for that research project.</p>
	<p>Research Expenditure for FY2025 (and for the entire research period) (unit: thousand yen): In the upper box, enter the amount of direct expense that you will be receiving and using by yourself in FY2025 (or the amount that you are applying for, if the application is under review). Also, in the box below, enter the total amount (expected amount) that you will be using by yourself over the entire research period.</p>
	<p>Distinctions of the Research Contents and the Reason for Submission of this KAKENHI Application in Addition to Other Projects: Provide a clear, focused description. For each research project, enter the name of the affiliated institution and your title/position under which you are applying for grant delivery.</p> <p>Sum Total: If you are the PI of a KAKENHI project, enter the total amount of grant to be</p>

	<p>received over the entire research period.</p> <p>(Note) Information on the research proposal for this application will appear automatically at the top of the column.</p>
<p>(2) Research grant(s) receiving and/or adopted to be delivered</p>	<p>Role in the Project: From the pull-down menu, select PI if your role is a Principal Investigator, etc., or select Co-I if your role is a Co-Investigator, etc.</p> <p>1. Funding Scheme, Grant Name: For KAKENHI, select the research category from the pull-down menu. For research grants other than KAKENHI, select Other.</p> <p>*If you select Other, type in the name of the research grant and funding agency in the box below.</p> <p>2. Research Period: Type in the research period.</p> <p>3. Title of Research Project: Type in the title of the research project.</p> <p>4. Name of Principal Investigator: If you selected Co-I in the Role in the Project field, type in the name of the principal investigator (or the person of equivalent position) for that research project.</p> <p>Research Expenditure for FY2025 (and for the entire research period) (unit: thousand yen): In the upper box, enter the amount of direct expense that you will be receiving and using by yourself in FY2025. Also, in the box below, enter the total amount (expected amount) that you will be using by yourself over the entire research period.</p> <p>Distinctions of the Research Contents and the Reason for Submission of this KAKENHI Application in Addition to Other Projects: Provide a clear, focused description. For each research project, enter the name of the affiliated institution and your title/position under which you are receiving grant delivery.</p> <p>Sum Total: If you are the PI of a KAKENHI project, enter the total amount of grant to be received over the entire research period.</p>

VI. Evaluation Report

[For Applicants]

(1) The evaluation report is to be prepared by the researcher entered in the (xii) Current Academic Supervisor field.

Before sending a request for the preparation of the evaluation report, you should revisit the instructions on Field (xii) under Section II. Entering your Application Information in this document.

(2) After you complete entering the application information, click on the Request Preparation of Evaluation Report button in the Application Management screen.

*Before clicking on this button, be sure to contact your evaluator and obtain consent on the preparation of the evaluation report.

(3) In the Confirm Request for Preparation of Evaluation Report screen, enter/check each field based on the following guidance.

*For the table below:

- Gray: Fields to confirm content only
- Pink: Mandatory fields (to be selected)
- Not highlighted: Optional or fields for relevant applicants only

Field	Instructions
Requested Deadline*	Enter the <u>deadline for the preparation of the evaluation report that the applicant requests the evaluator to meet.</u> The evaluator will be notified the requested deadline that you enter in this field. <u>The evaluation report can be submitted after this requested deadline</u> so long as it is <u>before the deadline for the submission of Application Forms.</u>
Title of Research Proposal	(Japanese) Check to make sure that the title of your research proposal is correct. *You may change the Japanese title of your research proposal after you make a request for the evaluation report. The Title of Research Proposal field on the evaluator's screen will automatically reflect the changes you make. Inform your evaluator as necessary of any changes. *If you revised the title of your research proposal after the evaluation report has been submitted, resubmission of the evaluation report is not necessary.
	(English) If you are asking a foreign researcher to prepare your evaluation report, you can enter the title of your research proposal in English as reference. The maximum length is 250 letters (single-byte alphabetic letters, numbers, underscores, periods, and dashes). *You cannot change the English title of your research proposal after you make a request for the evaluation report. (The English title of research proposal will not appear in the application documents.)
Evaluator	Check to make sure that the information is correct. JSPS will use the e-mail address entered here to send the link to the website, login ID, and password for the evaluator to prepare the evaluation report. Make sure to enter the e-mail address correctly. You must enter the evaluator's own e-mail address. Applicants are not allowed to enter their own e-mail address in this field.

When you click on the **Revise information on evaluator** button in the Application Management screen after your evaluator has submitted the evaluation report, the evaluation report submission status will change back to Not submitted.

*The content of the evaluation report will be retained in the System.

- (4) An e-mail will be sent to the evaluator through the System, requesting the preparation of the evaluation report. The evaluator, in person, must access the website provided in this e-mail, and log into the System using the ID and password also provided to create the evaluation report.

The evaluator's password can be reissued in the System by the applicant.

*JSPS cannot reissue the evaluator's password. If your evaluator asks you to reissue the evaluator's password, you may do so by logging in to the System and clicking on the Reissue evaluator's password button. The reissued password will be sent to the evaluator by e-mail.

*The content of the evaluation report will be retained in the System even if the password has been reissued.

- (5) As e-mails from the System are sometimes denied, be sure to contact the evaluator in person and check whether the e-mail was properly delivered. If the evaluator was not able to confirm the receipt of the e-mail, try the following:

- Check and correct the recipient e-mail address and other entries, and repeat the Request Preparation of Evaluation Report process.

*There may be accidentally inserted spaces before or after the e-mail address.

- Check the spam folder of the evaluator.

- Change the recipient e-mail address to one with another domain and repeat the Request Preparation of Evaluation Report process.

Contact us if the evaluator still cannot receive the e-mail even after trying the above.

- (6) Once the evaluator submits the evaluation report, the System will send an e-mail to the e-mail address indicated in the Preferred Contact field of the application information, notifying that the evaluator has completed the evaluation report. The status of submission of the evaluation report will be displayed as "submitted" in the relevant Process Status field in the Application Management screen. You cannot submit your application documents until the evaluation report is submitted.

*Neither the applicant nor the applying organization (nor the administration office of each academic unit) will have access to the content of the evaluation report. The applicant will only be notified that the evaluator has submitted the evaluation report.

* Clicking on the **Change evaluator to different researcher** button in the Application Management screen will **invalidate** the ID issued to the previous evaluator (for the preparation of the evaluation report), and **all data of the evaluation report in preparation or already submitted will be deleted.**

*The evaluator does not have access to the content of your application documents in the System. If you wish to have your evaluator check the application documents, you should contact them by different means.

[For Evaluators]

(1) Upon receiving an e-mail from the System notifying that the applicant is requesting the preparation of the evaluation report, please access the website provided in the e-mail, and log into the System using the ID and password also provided to create the evaluation report.

The evaluator's password can only be reissued by the applicant in person.
***JSPS cannot reissue the evaluator's password. Ask the applicant to reissue the password.**
 The reissued password will be sent to you by e-mail.

***The content of the evaluation report will be retained in the System even if the password has been reissued.**

(2) Evaluators should refer to the following instructions on how to enter/check the fields to be completed by the evaluators.

*The sample evaluation report on the JSPS website is in Japanese only, but **the field names, instructions, etc. on the evaluators' screen are accompanied by English translations.**

*For instructions on how to use the JSPS Electronic Application System for the preparation of the evaluation report, evaluators should refer to Operation Manual for Research Fellowship Program Evaluators.

• Operation manual for evaluators:

<https://www.shinsei.jsps.go.jp/topyousei/download-yo.html#a5>

*The evaluator does not have access to the content of the application documents in the System. If you need to check the application documents, please ask the applicant directly.

(3) The evaluation report information page will be disconnected in roughly 60 minutes (plus or minus, depending on the timer in the System) from the time the page is opened. Evaluators should save their entries frequently.

A Session Timeout alert will appear after 45 minutes. Clicking the OK button will extend the session.

*For the table below:

- Gray: Fields to confirm content only
- Yellow: Mandatory field (text)

Field	Instructions
Evaluator	The name of the evaluator and affiliated institution, department, and job title, which were entered by the applicant, will appear. Check to make sure that the information is correct. If there are any mistakes in the job title, etc., contact the applicant and ask him/her to correct the information.
Applicant	The applicant's name to be registered and name in alphabet, affiliated institution, and department, which were entered by the applicant, will appear.
Title of Research Proposal	The title of research proposal (Japanese)/(English) entered by the applicant will appear.
Relationship with Applicant*	Describe the evaluator's relationship with the applicant in specific details. Examples: Current host researcher, host researcher to-be, etc.
Evaluation*	Your statements will be an important reference material in the review process. Please provide specific and concise evaluation on the applicant. You may enter your statement in Japanese or English. [Acceptable characters] *The Evaluation Report screen on your PC is dependent on your PC's operating system, and

may be able to display non-JIS level one & level two characters. However, these characters will be recognized as bug (garbled text, etc.) by the System and may not appear properly on converted PDF files. Before submitting the evaluation report information, be sure to press the Check Evaluation Report button to download the converted PDF file, and check that the text appears correctly in PDF format.

***You cannot use character codes or special fonts other than JIS level one and level two characters.** (For more information, refer to section 2.3.1. Entering the Evaluation Report Information in the [Operation Manual for Research Fellowship Program Evaluators.](#))

*Examples of characters you cannot use:

- Single-byte Japanese *kana* characters
- Circled numbers (①, ②, ③...)
- Roman numerals (including lower case of I-V), etc.

[Maximum number of characters]

(i) You can enter up to 2,000 single-byte characters (or 1,000 double-byte characters), and up to 25 lines for the following two fields:

- (1) the Applicant's strengths as researcher
- (2) Qualities that you think the Applicant will need to acquire for further growth as researcher

*Describe if there are noteworthy matters (including cases where due consideration should be given as child bearing and nursing and other life events have resulted in a temporary decrease in research results).

*Try to eliminate as much unconscious bias as possible when entering the field.(ii) You can enter up to 4,000 single-byte characters (or 2,000 double-byte characters), and up to 60 lines for the following field:

- Information that may be particularly helpful in determining the future potentials of the Applicant as researcher

*Please provide information that may be particularly helpful in determining the future potentials of the Applicant, if any, for example, outstanding academic achievements, awards, advanced placements, overseas education, and highly unique extramural activities.

You may encounter an error even if your statements are within the maximum 25 lines or 60 lines. This is because the System adjusts the data so that the statements will fit inside the given space when converted to PDF format. If an error occurs, please adjust the text by deleting some of the line feed, etc.

(4) After you complete entering your report, press the Check Evaluation Report button and check the converted PDF file before you submit the report.

*The Evaluation Report screen on your PC is dependent on your PC's operating system, and may be able to display non-JIS level one & level two characters. However, these characters will be recognized as bug (garbled text, etc.) by the System and will not appear properly on printouts of the application documents.

(5) Once you submit the evaluation report, the System will send an e-mail to the e-mail address that the applicant has entered in the Preferred Contact field of the application information, notifying that the you have completed the evaluation report. The applicant cannot submit the application documents until the evaluation report is submitted.

***Neither the applicant nor the applying organization (nor the administration office of each academic unit) will have access to the content of the evaluation report.** The applicant will only be notified that the evaluator has submitted the evaluation report.

[Reference: What is unconscious bias?]

Unconscious bias refers to assumptions and biased views that people hold on an unconscious level. This bias itself is a natural response based on their experience and other factors - as their brain reacts, people first rely on their experience unconsciously to interpret things; therefore, it is not something that should be blamed immediately. However, if they act on their unconscious bias as it is, it may have an unintended and undesirable impact on their interaction with others.

Unconscious bias can take various forms; for example, it includes judging someone by his/her age, sex, academic background and past career, organizational affiliation, title, and so forth, without even realizing it.