

Application Flow for FY2025 JSPS Research Fellowships (Applicants must read this document first)

This document describes the flow of application for JSPS Research Fellowships. Be sure to read this document first, then check also the details on the application procedures in the separate Application Guidelines, etc. (compiled as <Reference Materials 1> and <Reference Materials 2> at the end of this document) to complete your application procedures.

1. Check Your Eligibility and Applying Organization

Application for JSPS Research Fellowships must be made through your Applying Organization (the organization handling the application procedures). The Applying Organization will differ depending on the eligibility you are applying for. Be sure to consult the Application Guidelines for your eligibility and applying organization. As JSPS does not have information on the enrollment, etc. of the applicants, we cannot determine the eligibility of the individual applicants. If you are uncertain of your enrollment period or other information on your enrollment, first check with your Applying Organization (or, in case of a DC, the university the applicant is enrolling at).

2. Issue Your ID and Password for JSPS Electronic Application System for JSPS Research Fellowship Programs

Application for JSPS Research Fellowships must be made using the JSPS Electronic Application System for JSPS Research Fellowship Programs (the “System”). The IDs and passwords for the System are managed by your Applying Organization. Be sure to ask your Applying Organizations to have your ID and password issued.

*Starting from JSPS Research Fellowships to be awarded in FY2025, the applications 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 as the applications for JSPS Research Fellowships. The information for the application for Grant-in-Aid for JSPS Fellows must also be provided using the JSPS Electronic Application System for JSPS Research Fellowship Programs (the “System”). The JSPS Electronic Application System for KAKENHI will not be used during the application process.

3. Enter Your Application Information and Prepare Your Application Documents

Read the Procedures for Preparing the Application Documents, and enter your Application Information (such as Name, Title of Research Proposal, etc.) in the System. Data entry must be conducted using a system that meets the recommended system requirements as detailed in the Operation Manual for JSPS Electronic Application System.

*When preparing your application documents, first complete entering your Application Information.

After your complete entering your Application Information, the other steps (4. Request the Preparation of the Evaluation Report, 5. Register Your Application Content File, and 6. Enter Your Envisaged Budget for Grant-in-Aid for JSPS Fellows) will become enabled. Steps 4-6 must be completed in the Application Management screen. The Application Management screen will not be available until you complete entering your Application Information.

4. Request the Preparation of the Evaluation Report

(i) Send a request to your evaluator on the System.

* In the System, go to **Applicant Menu** → **Check process status/Resume application** → Press **Revise/submit application form** button → In the **Request evaluation reports** field, press **Request evaluation report** button.

(ii) When sending a request, enter the deadline for the preparation of the evaluation report that the applicant requests the evaluator to meet. The evaluator can submit the evaluation report after this requested deadline so long as it is before the deadline for the submission of application forms.

*If the applicant revises the job title or other information on the evaluator after the evaluator submitted the evaluation report, the evaluation report submission status will change back to Not submitted. Request your evaluator to resubmit the evaluation report. (The content of the evaluation report will be retained in the System.)

* The evaluator's password can only be reissued 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 in to the System.

5. Register Your Application Content File

Download the application content file form from the JSPS website, and provide information on your research plan, etc.. After completing the application content file, follow JSPS's recommended procedures and convert the file into PDF format, then upload the converted file to the System.

6. Enter Your Envisaged Budget for Grant-in-Aid for JSPS Fellows

Enter the application information for Grant-in-Aid for JSPS Fellows. 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.

7. Submit Your Application Documents

After you complete steps 3-6 above, go to the Application Management screen. Be sure to click on the **Check application form** button, and check the content of the completed application documents in PDF format. Next, click on the **Check completed/Submit** button and be sure to submit your application documents by the deadline specified by your Applying Organization. Your Applying Organization may have an earlier deadline than the submission deadline to JSPS, so be sure to check with your Applying Organization.

<Reference Materials 1> Be sure to check these links on the application procedures.

(DC) Application Guidelines, Procedures for Preparing the Application Documents, Application Content File

https://www.jsps.go.jp/j-pd/pd_sin.html

JSPS Electronic Application System Operation Manual for Applicants (A diagram illustrating the general flow of the application procedure is included in the Operation Manual (simplified version))

<https://www-shinsei.jsps.go.jp/topyousei/download-yo.html#a2>

JSPS Electronic Application System demoware

https://www-shinsei.jsps.go.jp/topyousei/yousei_taiken/index.html

Recommended procedures for converting the application content file into PDF format

https://www.jsps.go.jp/file/storage/j-pd/data/recruiting/naiyo_torikomi.pdf

<Reference Materials 2> Consult these links before contacting JSPS.

If you have questions regarding the application (FAQs on Applying):

(DC) https://www.jsps.go.jp/j-pd/pd_qa.html

If you have questions regarding the preparation of application documents (FAQs on Procedures for Preparing the Application Documents):

https://www.jsps.go.jp/file/storage/j-pd/data/recruiting/2_shinseiyoryo_QA.pdf

https://www.jsps.go.jp/file/storage/j-pd/data/recruiting/2_shinseiyoryo_QA_en.pdf

If you wish to know your status during the fellowship tenure, studies abroad, receiving compensations other than monthly stipends, etc. (Compliance Rules and Procedural Guidelines) [Japanese]:

https://www.jsps.go.jp/j-pd/pd_tebiki.html