JSPS Research Fellowships for Young Scientists

Acceptance Procedure Guidance for FY 2025

Only for Candidates of DC Research Fellowship.

Candidates of PD/RPD Research Fellowship are asked to read the guidance in Japanese (as more details are given).

【for all Candidates】

① End-of-March deadline for entering information via the JSPS Electronic Application System in the first step of the fellowship acceptance procedure.

March 31, 2025(Monday)

【for all DC candidates】

② April deadline for entering information and uploading required documentation via the JSPS Electronic Application System in the second step of the fellowship acceptance procedure.

April 7, 2025 (Monday)

【if applicable】

③ Deadline for submission various change notifications and registering the academic unit number (Grant-in-Aid for JSPS Fellows)

March 19, 2025 (Wednesday)

*Deadline for submitting Host Institution Change Notifications (PDs and RPDs)

February 14, 2025 (Friday)

- All the candidates for FY 2025 need to perform the fellowship acceptance procedure.
- The entire fellowship acceptance procedure will be done on the electronic application system.
- You will not be selected as a JSPS Research Fellow (”Fellow”) if you fail to submit the required documentation by the deadlines.

<ver. 1.0>

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Notes of the Acceptance Procedure

- **All the candidates for FY 2025 need to perform the fellowship acceptance procedure.**

- **The entire fellowship acceptance procedure will be done on the electronic application system.**
  - No documentation is required to be submitted via postal mail.
  - Please request your applying organization to reissue your password for the electronic application system if necessary.

- **You will not be selected as a Fellow if you fail to submit the required documentation by the deadlines.**
  - Several deadlines have been set up depending on the type of procedures. Be sure to meet each deadline. See [Flow of the Acceptance Procedure] and the pages for each procedure in this guidance for details.
  - Please note that JSPS does not permit the postponement of the deadlines even if you are staying overseas.

- **Carry out the procedures after reading the JSPS Research Fellowships for Young Scientist's compliance rules and procedural guidelines ("Fellowship Guidelines") carefully.**
  URL：https://www.jsps.go.jp/j-pd/pd_tebiki.html

- If you have any questions after checking this guidance, please inquire the divisions listed below.

・Inquiries on the fellowship acceptance procedure

Research Fellowship Solicitation & Selection Team, Research Fellowship Division, Japan Society for the Promotion of Science (JSPS)

E-mail:yousei2@jsps.go.jp/Tel:03-3263-5070

・Inquiries on the treatment and procedures during the fellowship tenure (excluding employed PD Fellows, etc.)

Team for Research Fellows during and after the Fellowship Tenure, Research Fellowship Division, Japan Society for the Promotion of Science (JSPS)

E-mail:yousei3@jsps.go.jp/Tel:03-3263-4998

Flow of the Acceptance Procedure

Agree to the Pledge [for all Candidates]

To be approved by February 14

- **Host Institution Change Notification (PD/RPD)** [if applicable]

To be approved by March 19

- **Register the academic unit number (Grant-in-Aid for JSPS Fellows)** [if applicable]
- **Host Institution Change Notification (DC)** [if applicable]
- **Host Researcher Change Notification** [if applicable]
- **Name Change Notification** [if applicable]
- **Notice of Fellowship Category Change (DC→PD)** [if applicable]

To be entered by March 31

- **Registering the information required for the acceptance process in March**

[for all Candidates]

  - Applying for Research Expenses
  - Your contact information
  - Your financial institution information

To be approved by Host Institution and submitted by March 31

- Requesting official acceptance from your host research institution (PD/RPD) [for all Candidates]
- Application for Exemption for Dependents of Employment Income Earner (PD/RPD) [If applicable]
- Document to certify the date of PhD award or PhD Diploma (PD/RPD) [for all Candidates]
- Documentation to certify permanent residence (PD/RPD) [If applicable]
- Residence Card/Copy of Family Register (RPD) [for all Candidates]

To be approved by Host Institution and submitted by April 7

- **Registering the information required for the acceptance process in April**

[for DC candidates]

  - Requesting official acceptance from your host research institution (DC) [for all Candidates]
  - Confirmation of DC eligibility [for all Candidates]
- **Submitting Documentation** [for DC candidates]
  - Application for Exemption for Dependents of Employment Income Earner [for all Candidates]
  - Certificate of enrollment **[submittable period: from April 1 to April7]** [for all Candidates]

Officially selected as a Fellow

Notification of formal selection decision will be sent to the selected **Fellows' host research institutions** around late April to early May 2025. A list of the selected Fellows' names will be made public on JSPS's website.

I. Procedures required for all Candidates

I-1. Start the procedure promptly upon receipt of this Guidance

I-1-① Agree to Pledge

1. Log into JSPS Electronic Application System. (“System”)
URL：https://www-yousei.jsps.go.jp/yousei1/shinsei/index.html

・Please ask your applying institution if you have forgotten your ID/password or if your password has expired.

・See 2.9 in the Guidance for JSPS Electronic Application System [Japanese] to find the details for system operation.
URL:https://www-shinsei.jsps.go.jp/topyousei/download-yo.html#a2

2. After logging in, click the [採用手続] menu first, then click [Register Information] in [Current Processing Status] to start your acceptance procedure.

3. To start the fellowship acceptance process, you must first agree to this pledge. Please read the contents of the Pledge and the “Pledge Notices” on the next page carefully. Mark the [Agree to this Pledge] checkbox, then click [OK] if you agree to all the stipulations. You can check the contents of the Pledge in the [Administrating the Fellowship Acceptance Procedure] menu after agreeing to it.

【Pledge Notices】

・You will not be selected as a JSPS Research Fellow ("Fellow") if you do not agree to the Pledge.

・In agreeing to the Pledge, please be sure to review the applicable guidelines, which include the compliance requirements and obligations as a Fellow, as well as the procedures to be followed after the start of fellowship tenure. If you are unsure of the applicable guidelines, please visit the link below.
URL：https://www.jsps.go.jp/j-pd/pd_tebiki.html

・The contents of the Guidelines may be updated without any advance notices. Be sure to check the latest version of the Guidelines on our website.

・You must read one or more of the following research ethics materials, or take a course on research ethics based on them. (You are not required to read all of the following materials or take all of the courses.) You may take a research ethics course at an institution other than your host institution. A course taken before being selected as a JSPS Research Fellow is acceptable.
①The booklet [For the Sound Development of Science--The Attitude of a Conscientious Scientist]
You can access the PDF full text of the booklet on our website.
URL：https://www.jsps.go.jp/j-kousei/rinri.html
②e-Learning Course on Research Ethics [eL CoRE]
③eAPRIN course
④Take a research ethics course conducted by a research institution based on the "Guidelines for Responding to Misconduct in Research" issued on August 26, 2014 by Ministry of Education, Culture, Sports, Science and Technology (MEXT).

・All personal information contained in the documents submitted during the acceptance procedure and/or the fellowship tenure will be strictly managed in accordance with the Act on the Protection of Personal Information and the JSPS regulations on personal information protection. JSPS will use such information solely for the purpose of its operation*. (This includes providing personal information to external private companies, etc. commissioned for the electronic processing and management of the data.)

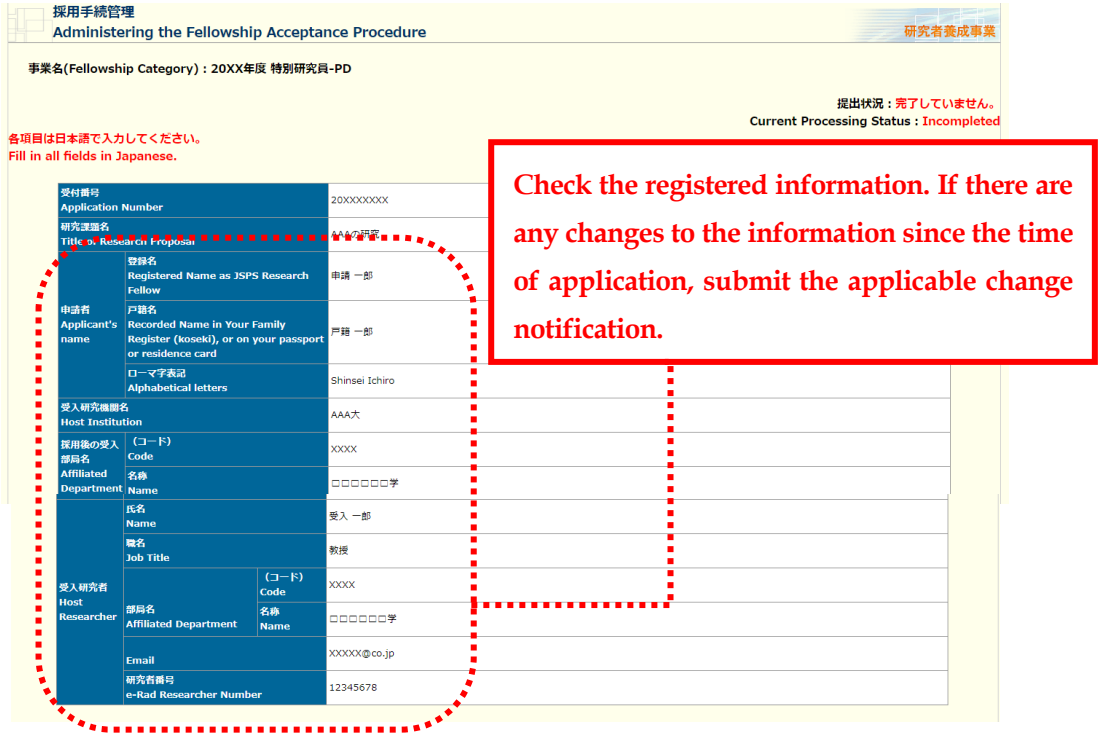
*JSPS may provide its overseas research contact centers with information on Fellows who are traveling overseas to pursue their research after the start of the fellowship tenure under this program. JSPS may also send emails, etc. on scientific research symposiums and other events that JSPS hosts or participates in.

・If a Fellow is traveling to the European Economic Area (EEA) and UK, JSPS will handle the personal information in accordance with the provisions stipulated in Regulation (EU) 2016/679 of the General Data Protection Regulation (GDPR). Please check the following webpage.
URL：https://www.jsps.go.jp/j-privacy_policy_guide/index.html#u20230403112604
欧州経済領域（EEA）及び英国所在の方へ/For those residing in the European Economic Area (EEA) and UK

・Fellows may be compensated for their work during their tenure, but there are certain requirements regarding the receipt of compensation. Please refer to the applicable guidelines for details.

I-1-② Check the registered information

1. Go to the [Administrating the Fellowship Acceptance Procedure] menu in the System and check the information you have registered at the time of application for fellowship. The information given here will be reflected in the documents after becoming a Fellow, so make sure that the information is accurate.



2. If there are any changes to the information since the time of application, submit the applicable change notification. See [Ⅲ. Other procedures if applicable] for details on the submission of change notifications.

【changes and applicable change notifications】

- If you want to change your registered name, you need to submit Name Change Notification.
- If you want to change your host institution, you need to submit Host Institution Change Notification.
- If you want to change your host researcher or the researcher's information, you need to submit Host Researcher Change Notification.
- If you want to change your affiliated department in the host research institution, you need to submit Host Researcher Change Notification.

※please make sure that the name of your affiliated department is accurate. It will be reflected in the documents issued by JSPS such as a certification of the fellowship etc.

I-2. Registering information required for the acceptance procedure in March

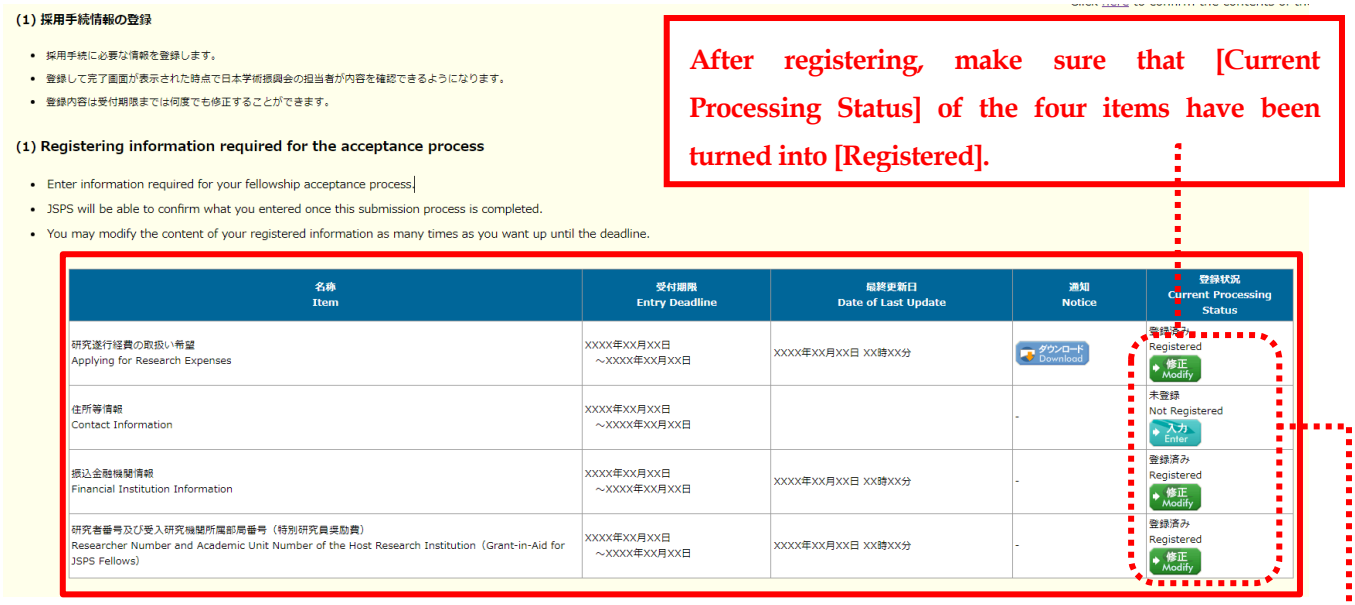
Deadline: Wednesday, March 19, 2025 / Monday, March 31, 2025

Fill in all fields in Japanese.

*Please ask the relevant office in your host institution if you need assistance in entering information in Japanese.

You must complete your registering of the following four items by deadline. To register them, start from [1) Registering information required for the acceptance process] in the [Administrating the Fellowship Acceptance Procedure] menu. You may modify the contents you have entered as many times as you want up to the deadline.

【Information required for the acceptance process】
①Applying for Research Expenses
②Contact Information
③Financial Institution Information
④Researcher Number and Academic Unit Number of the Host Research Institution（Grant-in-Aid for JSPS Fellows）



After registering, make sure that [Current Processing Status] of the four items have been turned into [Registered].

To be entered by March 31, 2025
①Applying for Research Expenses
②Contact Information
③Financial Institution Information

To be entered by March 19, 2025
④Researcher Number and Academic Unit Number of the Host Research Institution（Grant-in-Aid for JSPS Fellows）

***If you chose "Not apply" for Grant-in-Aid for JSPS Fellows in your application, you do not need to enter this item.**
Enter your researcher number if you have acquired it.

I-2-① Applying for Research Expenses

Deadline: Monday, March 31, 2025

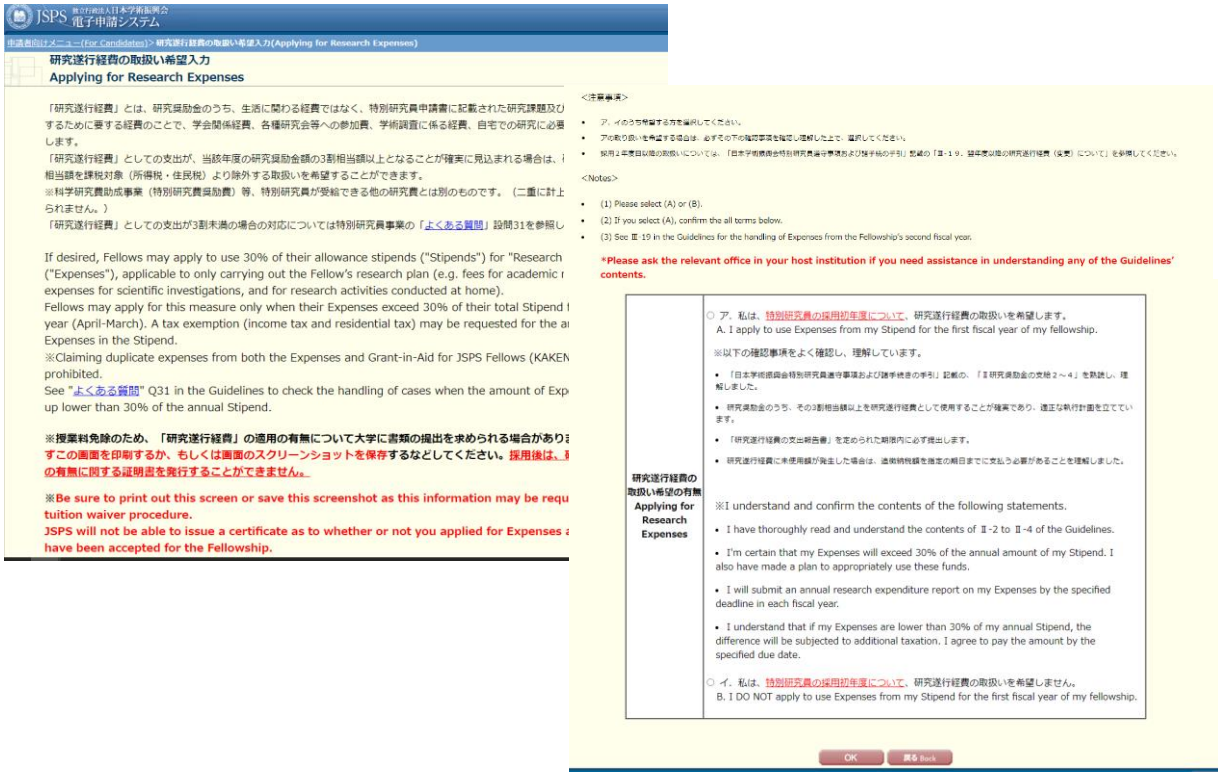
【Research Expenses】

If desired, Fellows may apply to use up to 30% of their allowance stipends ("Stipends") for "Research expenses," applicable to only carrying out the Fellow's research plan. A tax exemption (income tax and municipal tax) may be requested for the amount of Expenses in the Stipend. (*) Fellows may apply for this measure only when their estimated Expenses are 30% or more of their total Stipend for a fiscal year (April-March). (See II-2 and III-19 of the Guidelines).

*Stipends are treated as Fellows' salary income in Japanese tax rules so they are subjected to taxation.

1 . Register the way you wish your "Research Expenses" ("Expenses") to be handled for the first fiscal year of your fellowship tenure. Click [Enter] in the [Applying for Research Expenses] menu in [(1) Registering information required for the acceptance process].

2 . Select (A) or (B) and click [OK] to confirm your entry. You may modify the contents you entered as many times as you want up until the deadline.



・You can download a letter of certification by clicking "download" button on the notification screen after completing your registration.

<u>After you have been accepted for the fellowship, JSPS will not be able to issue a certificate on whether you applied for Expenses.</u>

名称 Item	受付期限 Entry Deadline	最終更新日 Date of Last Update	通知 Notice	登録状況 Current Processing Status
研究遂行経費の取扱い希望 Applying for Research Expenses	XXXX年XX月XX日 ～XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	ダウンロード Download	登録済み Registered 修正 Modify
住所等情報	XXXX年XX月XX日			未登録 Not Registered

I-2-② Contact Information

Deadline: Monday, March 31, 2025

Fill in all fields in Japanese.

For all the following items, register your contact information that will be valid on and after April 1, 2025. To register the information, click [Enter] in the [Contact Information] menu in [(1) Registering information required for the acceptance process]. You may modify the contents you have entered as many times as you want up until the deadline.

1. Registered Address

This information will be used by JSPS for your year-end tax adjustment. You must check the consistency between what is entered here and your registered address in Japan. If you do not have a registered address in Japan because of currently residing overseas, please enter your last registered address just before leaving Japan. Contact JSPS if you have never resided in Japan.

2. Contact Information

This information will be used by JSPS to contact you during your fellowship tenure. Enter a postal address at which you can receive mails including your tax and other documents from us. Also enter a phone number and an e-mail address at which you can receive important notices from us.

3. Emergency Contact Person

This information will be used in case we cannot reach you using the information provided in [2. Contact Information]. Select a person residing in Japan as your emergency contact person. Please enter a postal address, phone number, and e-mail address for the person. The phone number should be different from the one you entered in [2.].

- If you are planning to move after April 2025, register your new postal address in the System. Register an alternative address in which you can receive mails from JSPS if you have not yet established a new address. See the applicable guidelines and register your new address once you know it.
- If you want to modify the contents after deadline, refer to the applicable Guidelines.

I-2-③ Financial Institution Information

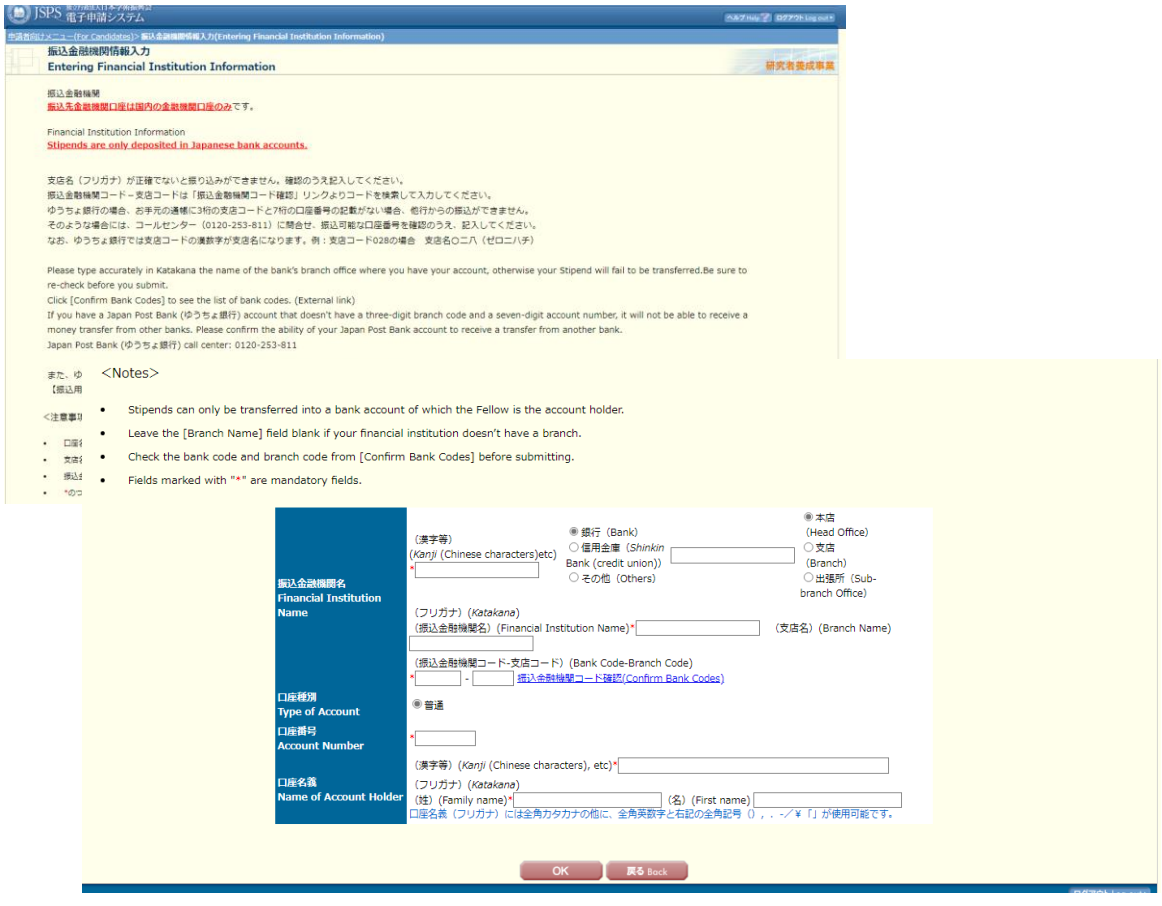
Deadline: Monday, March 31, 2025

Fill in all fields in Japanese.

Register your financial institution information to receive your Stipends. Click [Enter] in the [Financial Institution Information] menu in [(1) Registering information required for the acceptance process].
You may modify the contents you have entered as many times as you want up until the deadline.

【Notices】

- Stipends can only be deposited in Japanese bank accounts.
- Stipends can only be transferred into a bank account of which the Fellow is the account holder.
- Please be sure to enter accurate information in this section, otherwise your Stipend will fail to be transferred.
- If your bank account number has less than 7 digits, place 0s as necessary in front of your account number to make it 7 digits.
- If you have a Japan Post Bank（ゆうちょ銀行）account, please confirm the ability of your account to receive a transfer from other banks.
  See the following link of the Japan Post Bank to acquire information on bank transfers.
  https://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/kj_sk_fm_kz_1.html [Japanese]
- The Stipend for April is deposited in May together with the one for May every year. Contact “研究者養成課第三係” (Kenkyusha Youseika daisan gakari) by email (yousei3@jsps.go.jp) if you have questions regarding the transfer of your Stipend.
- If you want to modify the contents after deadline, see [Ⅲ-3.] of the Guidelines.



I-2-④ Researcher Number and Academic Unit Number of the Host Research Institution (Grant-in-Aid for JSPS Fellows)

Deadline: Wednesday, March 19, 2025

Register your researcher number and the information of the unit in charge of the management of Grant-in-Aid for JSPS Fellows (KAKENHI). Click [Enter] in the [Researcher Number and Academic Unit Number of the Host Research Institution (Grant-in-Aid for JSPS Fellows)] menu in [(1) Registering information required for the acceptance process] on the electronic application system. You may modify the contents you have entered as many times as you want up until the deadline.

【Notices】

- If you chose "Not apply" for Grant-in-Aid for JSPS Fellows in your application, you do not need to enter this item. ("No registration required" will be shown in the current processing status.)
- Enter your researcher number if you have acquired it. If not, leave the column blank.
- You can check the list of information on registered academic units by host research institution by clicking the See the List button beside the column for entering the academic unit number. Enter the academic unit number that corresponds to the name of the academic unit.
- Here you will register the information on the academic unit that will manage Grant-in-Aid for JSPS Fellows after formal selection. The unit may not be the same as the academic unit that you stated in your application for the fellowship you will belong to after you are selected as a Fellow.
- If you are not sure about the correct academic unit number, please ask your host research institution about it.
- Please contact us (yousei2@jsps.go.jp) if you need to correct the information after the deadline.

I-3. Registering information required for the acceptance procedure in April and submitting documentation

Deadline: Monday, April 7, 2025

I-3-① Requesting official acceptance from your host research institution

Request your host institution to officially accept you as a JSPS Research Fellow. Start from the [(2) Requesting official acceptance from your host research institution] menu in [Administrating the Fellowship Acceptance Procedure]. This approval process must be completed by the host institution by April 7, 2025. Follow the instruction given by your host institution if you are requested to do so by them.

In some cases, the request for acceptance from your host research institution should be submitted after the change notification has been approved. Please check the following chart.

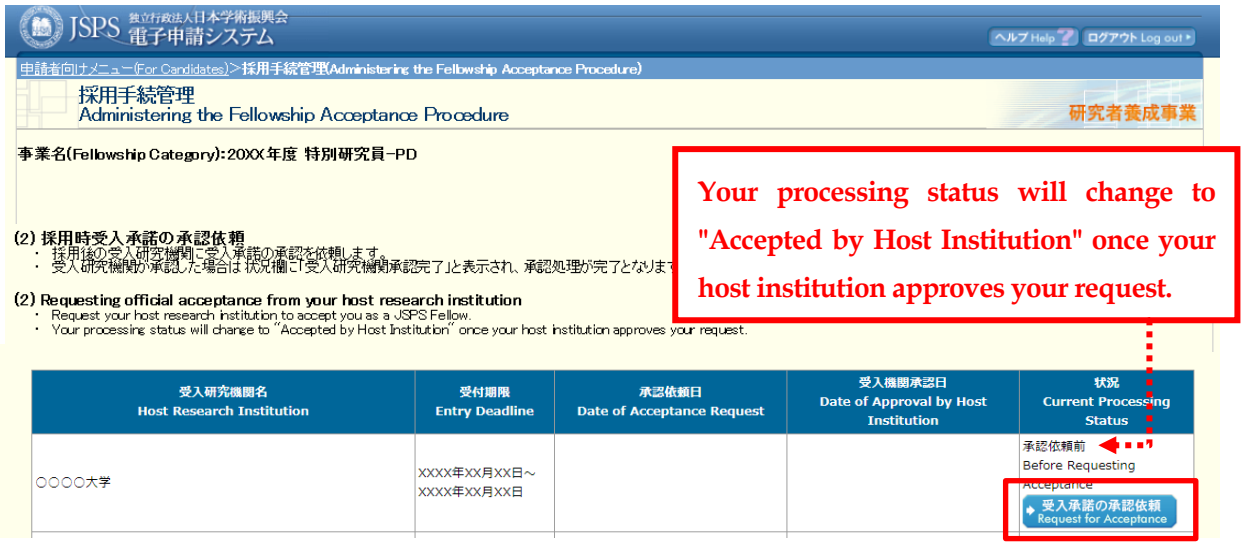
You can make a request for the acceptance from your host research institution along with submitting the change notifications indicated in the chart below.

（1）If you do not change registration details (and thus do not submit any change notification)	Request for acceptance
（2）If you wish to change your registered name as a JSPS Fellow and/or your name recorded in your family register	・Request for acceptance ・Submission of a Name Change Notification
（3）If you wish to change the name of your affiliated department in the host institution	・Request for acceptance ・Submission of a Host Researcher Change Notification
（4） If you wish to change the email address of your host researcher	・Request for acceptance ・Submission of a Host Researcher Change Notification

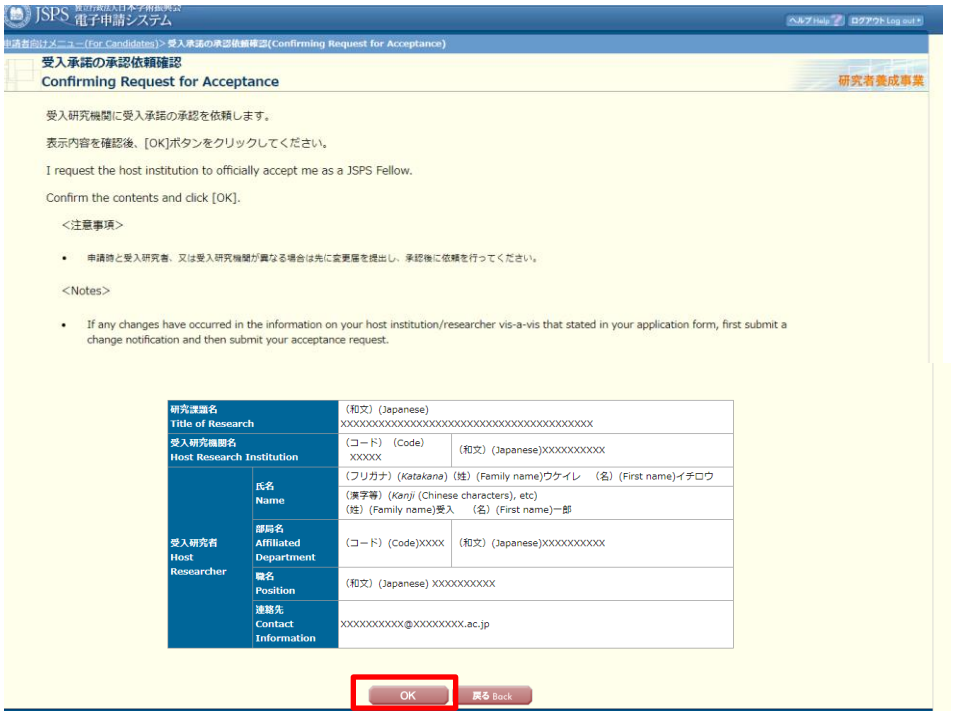
If you need to submit the change notifications indicated in the chart below, start with submitting them first. Be sure to make a request for the acceptance from your host research institution after the change process has been completed.

（5） If you wish to change the information on your host researcher (excluding his/her email address)	Submission of a Host Researcher Change Notification		
（6） If you wish to change your host research institution	Submission of a Host Institution Change Notification	Approval completed	Request for acceptance
（7）If you are expected to obtain your PhD degree before April 1, 2025 **[DC candidates only]**	Submission of a Notice of Fellowship Category Change		

1. Click [Request for Acceptance] to request your host institution's acceptance.



2. Check and make sure that the information on your host researcher, etc. is correct, then click [OK].



- **<u>At the time of requesting acceptance, your host researcher will not receive an email to that effect. Your host institution will first check with your host researcher whether or not to accept your request for acceptance, and will process all acceptance requests at once.</u>**

- Update your host researcher's email address if it has changed from the one she/he had at the time of application. See [III-1-④ Host Researcher Change Notification].

- If your processing status has not changed to "Accepted by Host Institution" after the deadline (April 1, 2025), contact your host research institution.

- After sending a request for acceptance, your processing status might remain "Processing in Host Institution" as your host institution accepts all requests from candidates at once near the deadline.

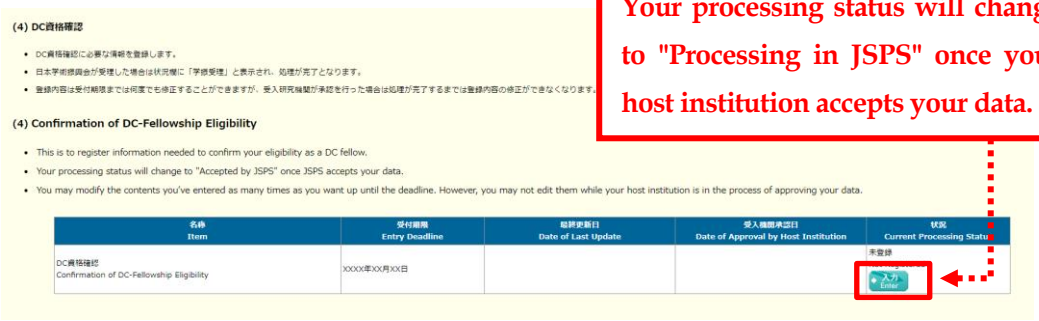
I-3-② Confirmation of DC-Fellowship Eligibility

Deadline: Monday, April 7, 2025

Register the information needed to confirm your eligibility as a DC Research Fellow. Start from the [(4) Confirmation of DC-Fellowship Eligibility] menu in [Administrating the Fellowship Acceptance Procedure]. This approval process must be completed by the host institution no later than April 7, 2025.

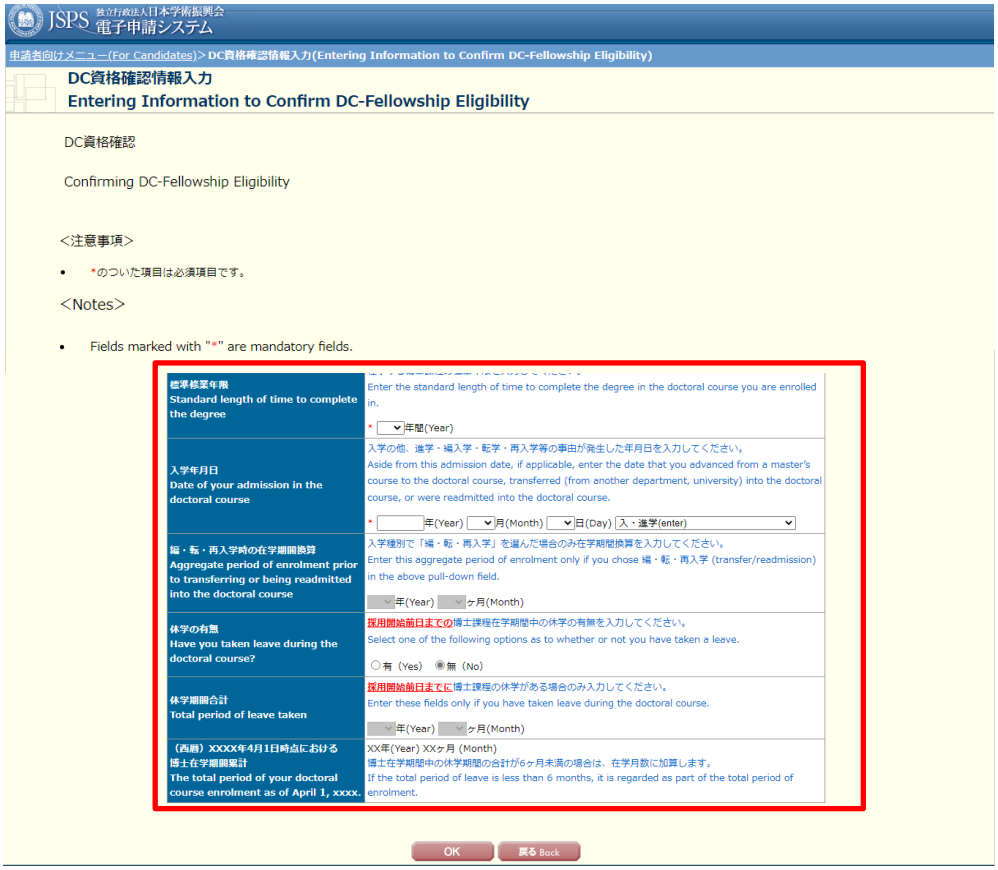
1. Click [Enter] to start registering information.

Your processing status will change to "Processing in JSPS" once your host institution accepts your data.



2. After reading 【Notices about Confirmation of DC-Fellowship Eligibility】 in the next page, enter the information on your doctoral course enrollment status as of April 1, 2025.

・Inquire at the academic affairs department of your university if you are unsure about what information is to be entered in this menu. The way of calculating periods of leaves (etc.) may differ by university.



【Notices about Confirmation of DC-Fellowship Eligibility】

・Standard length of time to complete the degree

- ・Enter the standard length of time to complete the degree of the doctoral course in which you are enrolled on April 1, 2025.
- ・Check and make sure that the information matches the [Type of Doctoral Course] you have selected in the [Status of Doctoral Course Studies] field at the time of application (unless the information has changed since the time of application).

・Date of your admission in the doctoral course

- ・Enter the date that you were admitted in/advanced from a master's course to/transferred (from another department, university) into/were readmitted into the doctoral course stated above. Select the applicable option from the pull-down field.

・Aggregate period of enrollment

- ・Enter this only if you chose 編・転・再入学 (transfer/readmission) in the pull-down field in [Date of your admission in the doctoral course].

  Fill in the aggregate period of your enrollment at the time you transferred/were readmitted into the doctoral course.

  Example: Enter "one year and three months" in this filed if you transferred into a 3-year doctoral course and had one year and nine months left to complete the degree at the time you transferred.

  *3 years – 1 year and 9 months = 1 year and 3 months

・Have you taken leave during the doctoral course?

- ・If you have taken leave between the date of admission/advancement in the doctoral course and the day before the start of your fellowship tenure, select [Yes].
- ・If you haven't taken leave until the day before the start of your fellowship tenure, but will take leave and suspend your fellowship tenure starting from the day of the start of your fellowship period (April 1) , select [No].

・Total period of leave taken

- ・If you have taken leave between the date of admission/advancement in the doctoral course and the day before the start of your fellowship tenure, enter the total length of leave.
- ・If you haven't taken leave until the day before the start of your fellowship tenure, but will take leave and suspend your fellowship tenure starting from the day of the start of your fellowship period (April 1), you do not need to enter this field.

I-3-③ Submitting Documentation

Deadline: Monday, April 7, 2025

Prepare required documentation after checking notices below.

【Notices】

- Submissions are only accepted via forms uploaded to the JSPS electronic application system. No documentation is required to be submitted via postal mail.

- DC candidates who have/will receive a doctoral degree by April 1, 2025, must first submit Notice of Fellowship Category Change (DC→PD) in the System before submitting their documentation.

- The documentation to be submitted differs by fellowship category. See the following pages for the requirements, then start preparing your documents in timely manner.

  ＰＤ → P.15
  ＲＰＤ → P.15
  ＤＣ → P.15

- You can download the forms and samples from JSPS website.
  URL：https://www.jsps.go.jp/j-pd/pd_tebiki/yoshiki/saiyounaitei.html

- Only PDF files (a file extension ending in .pdf) of 10MB or smaller are acceptable.

- **Preserve your original copies of uploaded documents.**

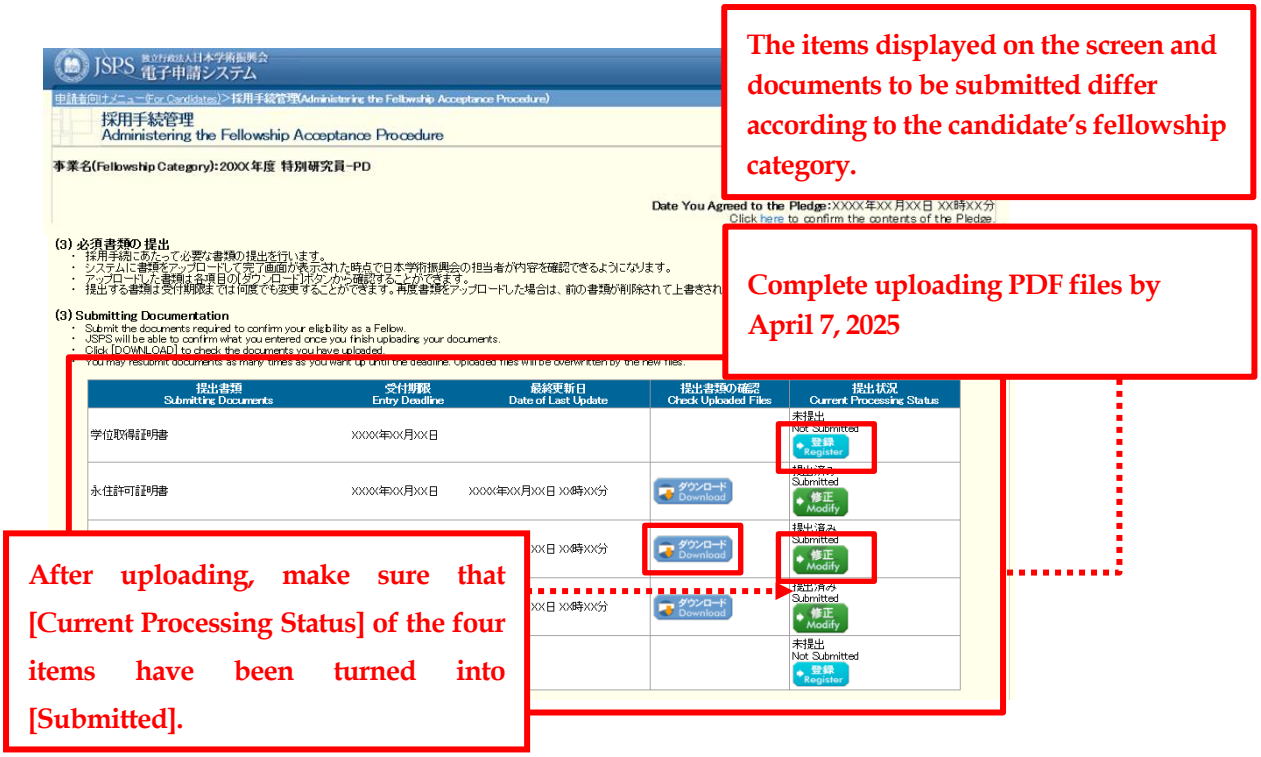
- Write the followings on the top right corner of your uploading documents. Either hand-writing or typing is acceptable.
  (1) Fiscal year that your fellowship tenure starts, (2) your fellowship category, and (3) application number

- Check that there are no blurred or missing parts in your scanned documents before uploading them. JSPS may ask you to resubmit documents if any deficiencies are found in them.

- Scanned certificates watermarked as "COPY" or "UNOFFICIAL" (etc.) are acceptable.

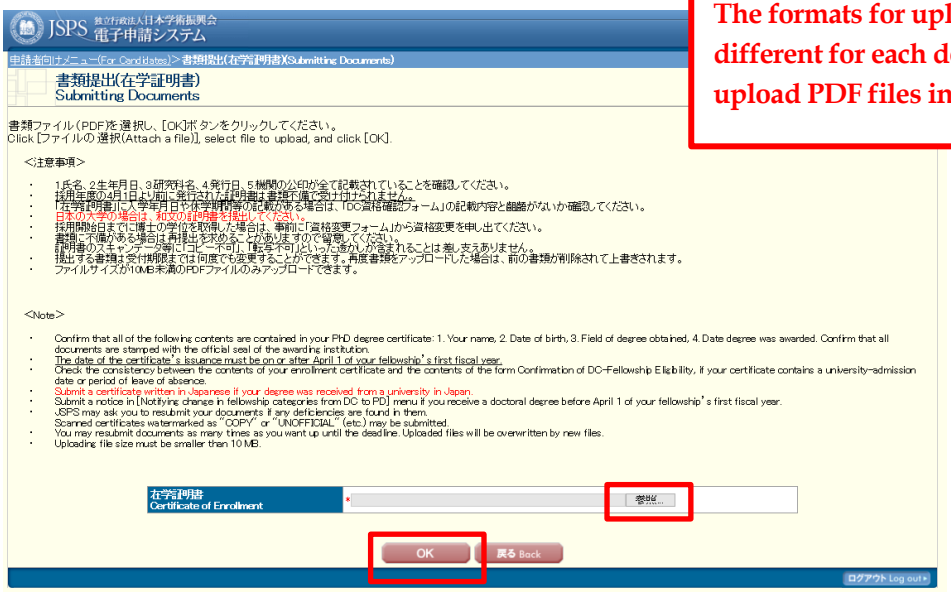
1. Upload your PDF file in the [(3) Submitting Documentation] menu in [Administrating the Fellowship Acceptance Procedure]. Check your documents carefully before uploading them, even though documents could be resubmitted before the deadline.

2. Click [Register] in [Current Processing Status] to start uploading. Click [Modify] to re-upload if you want to modify the contents of your documents. You can confirm your uploaded documentation by clicking [Download].



3. Select a file to upload, and click [OK]. Confirm the notices stated in <Notes> on the screen before uploading.

＜DC＞



- **JSPS does not respond to candidates' questions regarding their individual submission status.**
- An email will be automatically sent to you when uploading is completed.
- JSPS will contact you or your host institution if any deficiencies are found in your documents.

II. Documentation Submitted for Each Fellowship Category

II-1. Documentation submitted by PD candidates

II-2. Documentation submitted by RPD candidates

Candidates of PD/RPD Research Fellowship are asked to read the guidance in Japanese (as more details are given).

II-3. Documentation submitted by DC candidates

【Required documentation list】

Seq.	Form No.	Items to Submit	Reference	Target	Deadline
①	Form1	For the 2025 Application for (Change in) Exemption for Dependents of Employment Income Earner	Example Entry 1	**All Candidates**	April 7, 2025
②	—	Certificate of Enrollment	Sample 2	**All Candidates**	

II-3-① Form1, For the 2025 Application for (Change in) Exemption for Dependents of Employment Income Earner [required for all Candidates]

- ALL the candidates are required to submit this documentation to receive a Stipend, even if they do not have a spouse or dependents.
- **DO NOT** fill in your and your family member's Individual Numbers (マイナンバー) in this form.
- Write your registered address on and after April 1, 2025.
- Preserve your original copy of this form, and inform JSPS if any changes have occurred in the information stated in the form during 2025. (See II-6 in the Guidelines)
- **Fellows are not allowed to submit this form to multiple salary payers.**
- Submit this form to JSPS even if you have already submitted one to another salary payer this year. Also, be sure to notify the other salary payer to which you have already submitted the form of the fact that you have submitted another copy to JSPS.

II-3-② Certificate of Enrollment [required for all Candidates]

- **This menu will not appear until April 1, 2025.** Upload the certificate which covers all the requirements listed in the following note "Requirements for Certificate of Enrollment" **from April 1, 2025 through April 7, 2025.**
- Submit a certificate of graduate school enrollment issued by your university. This is to confirm your eligibility as a DC fellow, verifying the fact you are enrolled in a doctoral course at a university as of April 1, 2025.
- **The date of the certificate's issuance must be on or after April 1, 2025.**
- If your certificate contains a university-admission date or period of leave of absence, check the consistency between the contents of your enrollment certificate and the contents you entered in the [Confirmation of

DC-Fellowship Eligibility] menu.

【Requirements for Certificate of Enrollment】 *Submit a certificate written in Japanese.

1. Write the following three items on the top right corner of your uploading documentation.
   (1) Fiscal year that your fellowship tenure starts, (2) your fellowship category, and (3) your application number
2. Your name
   * Add photocopy of either your family register, passport, or residence card to the PDF file if the way your names are recorded in the certificate differs from the one in your application form. However, it is not necessary to upload a copy of these documents if your original names (e.g. maiden name) are written in parentheses in the registered name field.
3. Date of birth
4. Graduate school's name
5. Date of issue
   *** Must be on or after April 1, 2025**
6. Official seal of the awarding institution
   Electronic seal or official seal omitted are also acceptable.

III. Other procedures if applicable

PD・RPD・DC2・DC1

- **How can I change my name information from that stated in my application?**
  See P.19 for details on the change procedure.

- **How can I change my hostinstitution?**
  See P.22 for details on the change procedure.

- **How can I change my host researcher, or the information regarding my host researcher? How can I change the information regarding my affiliated department in the host institution?**
  See P.23 for details on the change procedure.

- **How can I decline to accept the fellowship?**
  See P.25 for details on the declining procedure.

- **How can I request a certificate that states I have been preliminarily selected as a JSPS Research Fellow?**
  See P.26 for the details.

- **How do I inform JSPS in advance if I will be staying abroad on and after April 1 of 2025?**
  Submit an advance notification of staying abroad via email by the end of February if the period of your overseas stay will be 28 days or longer starting from April 1, 2025. See III-9 in the Guidelines to find what is to be contained in the email.

- **How can I suspend my fellowship tenure from April 1, 2025 for reasons of child-bearing/nursing or sickness/injury?**
  See III-11 or III-12 in the Guidelines and submit the required documentation to JSPS by April 18. Contact us as soon as possible if you find that you need to suspend your tenure beyond the deadline.

DC2・DC1

- **What procedure do I need to take if I have obtained PhD before April 1, 2025?**
  You will need to first change your fellowship category from DC to PD. However, the period of your fellowship will not change from that of a DC Research Fellow. See P.20 for details.

- **What should I do if I do not meet some qualifications such as total enrollment period?**
  You will need to decline the Fellowship. See page 25「III-2.Declining the Fellowship」in this booklet for the procedure. You are not allowed to change your fellowship category to meet your eligibility.

III-1. Procedures for changing registered information

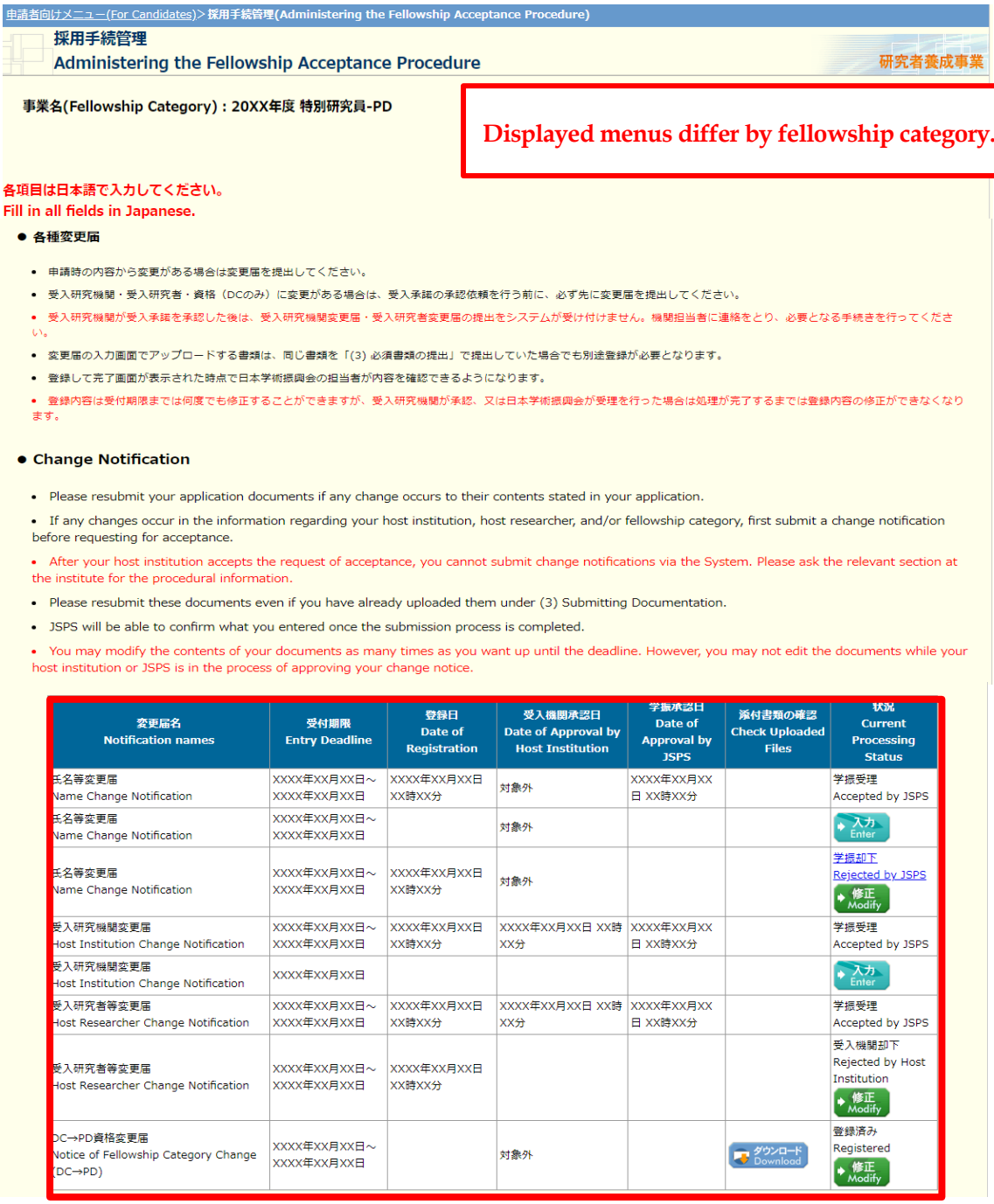
Fill in all fields in Japanese.

Deadline: Wednesday, March 19, 2025

*Please ask the relevant office in your host institution if you need assistance in entering information in Japanese.

Submit applicable change notifications if any changes occur in the information stated in your application form before April 1, 2025. Start from the [●Change notification] menu in [Administrating the Fellowship Acceptance Procedure] in the System.

See the Guidance for JSPS Electronic Application System to find how to enter each item.
・Guidance for JSPS Electronic Application System [Japanese]
URL:https://www-shinsei.jsps.go.jp/topyousei/download-yo.html#a2



申請者向けメニュー(For Candidates)＞採用手続管理(Administering the Fellowship Acceptance Procedure)

採用手続管理
Administering the Fellowship Acceptance Procedure

研究者養成事業

事業名(Fellowship Category)：20XX年度 特別研究員-PD

Displayed menus differ by fellowship category.

各項目は日本語で入力してください。
Fill in all fields in Japanese.

● 各種変更届

- 申請時の内容から変更がある場合は変更届を提出してください。
- 受入研究機関・受入研究者・資格（DCのみ）に変更がある場合は、受入承諾の承認依頼を行う前に、必ず先に変更届を提出してください。
- 受入研究機関が受入承諾を承認した後は、受入研究機関変更届・受入研究者変更届の提出をシステムが受け付けません。機関担当者に連絡をとり、必要となる手続きを行ってください。
- 変更届の入力画面でアップロードする書類は、同じ書類を「(3) 必須書類の提出」で提出していた場合でも別途登録が必要となります。
- 登録して完了画面が表示された時点で日本学術振興会の担当者が内容を確認できるようになります。
- 登録内容は受付期限までは何度でも修正することができますが、受入研究機関が承認、又は日本学術振興会が受理を行った場合は処理が完了するまでは登録内容の修正ができなくなります。

● Change Notification

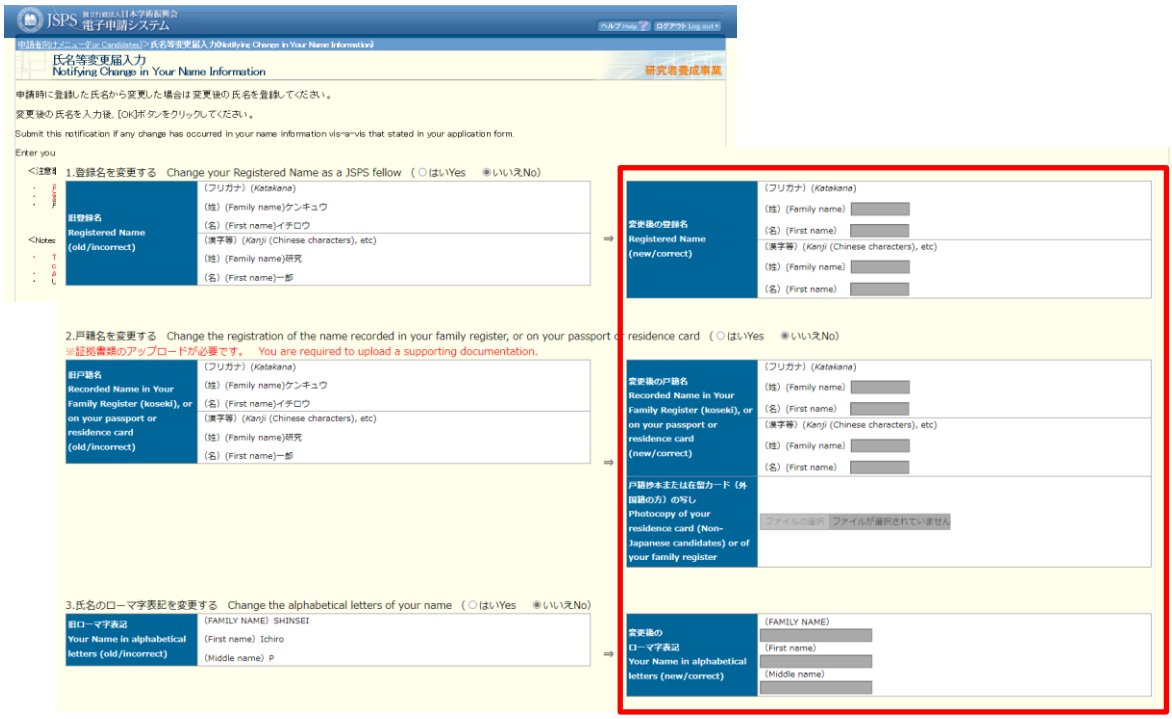
- Please resubmit your application documents if any change occurs to their contents stated in your application.
- If any changes occur in the information regarding your host institution, host researcher, and/or fellowship category, first submit a change notification before requesting for acceptance.
- After your host institution accepts the request of acceptance, you cannot submit change notifications via the System. Please ask the relevant section at the institute for the procedural information.
- Please resubmit these documents even if you have already uploaded them under (3) Submitting Documentation.
- JSPS will be able to confirm what you entered once the submission process is completed.
- You may modify the contents of your documents as many times as you want up until the deadline. However, you may not edit the documents while your host institution or JSPS is in the process of approving your change notice.

変更届名 Notification names	受付期限 Entry Deadline	登録日 Date of Registration	受入機関承認日 Date of Approval by Host Institution	学振承認日 Date of Approval by JSPS	添付書類の確認 Check Uploaded Files	状況 Current Processing Status
氏名等変更届 Name Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	対象外	XXXX年XX月XX日 XX時XX分		学振受理 Accepted by JSPS
氏名等変更届 Name Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日		対象外			入力 Enter
氏名等変更届 Name Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	対象外			学振却下 Rejected by JSPS 修正 Modify
受入研究機関変更届 Host Institution Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	XXXX年XX月XX日 XX時XX分	XXXX年XX月XX日 XX時XX分		学振受理 Accepted by JSPS
受入研究機関変更届 Host Institution Change Notification	XXXX年XX月XX日					入力 Enter
受入研究者等変更届 Host Researcher Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	XXXX年XX月XX日 XX時XX分	XXXX年XX月XX日 XX時XX分		学振受理 Accepted by JSPS
受入研究者等変更届 Host Researcher Change Notification	XXXX年XX月XX日～ XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分				受入機関却下 Rejected by Host Institution 修正 Modify
DC→PD資格変更届 Notice of Fellowship Category Change (DC→PD)	XXXX年XX月XX日～ XXXX年XX月XX日		対象外		ダウンロード Download	登録済み Registered 修正 Modify

III-1-① Name Change Notification

Deadline: Wednesday, March 19, 2025

Start from the [Name Change Notification] menu in [Administering the Fellowship Acceptance Procedure] in the System. Characters not contained in JIS level-1 and level-2 Kanji sets cannot be registered in the System. Please replace such characters with ones contained in the two sets.



1. Registered Name

   This name information will be used in interacting with you as a JSPS fellow. You may register your maiden name or nickname (etc.) in this category. However, JSPS assumes no responsibility whatsoever for any disadvantage or trouble that may arise from registering such names. Fellows' registered names will be made public on JSPS's website as stated in the application guidelines(募集要項).

2. Recorded Name in Your Family Register (koseki), or on your passport or residence card

   You must submit a change notification if any change in your name recorded in your family register occurs after the time of your application.

   In the case of non-Japanese, enter the name stated in a document such as your residence card that certifies your (permanent) residence status in Japan.

3. Your Name in alphabetical letters

   Check the consistency of your name as spelled in your passport as we will use this name information when issuing an English certificate certifying your selection as a JSPS Fellow.

   In the case of non-Japanese, enter the name stated in a document such as your residence card that certifies your (permanent) residence status in Japan.

【Flow of the procedure】

DC candidates submit Name Change Notification → Accepted by JSPS **【Deadline: March 19】**

III-1-② Notice of Fellowship Category Change (DC→PD)

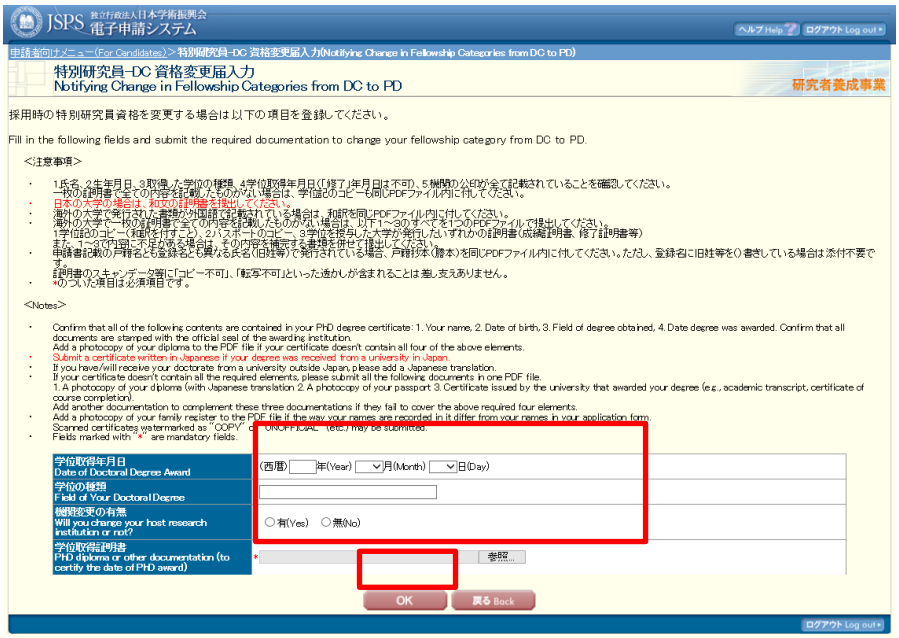
Deadline: Wednesday, March 19, 2025

1. Start from [Notice of Fellowship Category Change (DC→PD)] in [Administering the Fellowship Acceptance Procedure]. **You must also upload a document certifying the date you received your PhD.**

【Notices】

If it should take some time to obtain this certificate from your university, upload an alternative document certifying that your university has made a decision to award you a PhD. You will then need to upload your university's certificate stating the date you received your PhD. Upload it **by April 7, 2025** in [(3) Submitting Documentation] in [Administering the Fellowship Acceptance Procedure].

2. JSPS will inform you of its approval of the change of your category via email after confirming the contents of your notification. Submit a request for acceptance as a PD Research Fellow to your host research institution after receiving the approval from JSPS. To submit this request, go to [(2) Requesting official acceptance from your host research institution] menu in [Administering the Fellowship Acceptance Procedure].



【Notices】

- DC candidates may change their fellowship category from DC to PD if they obtain a PhD by the starting date of their fellowship tenure. **This measure does NOT apply if you received a doctoral degree from a university that's different from the one stated in your application form.**
- **The period of fellowship tenure will not change from that for a DC Research Fellow after changing the fellowship category.**
- You will not need to fulfill the following eligibility requirements for PD Research Fellows in this case. (1) Permanent residency in Japan. (2) Choose a host research institution that is different from the university where you obtained your doctoral degree.
- If you should want to change your host research institution, see [Host Institution Change Notification] in P.22 for instructions.
- Even if you are a PD Fellow from the start of your fellowship tenure through the fellowship category change, you will not be eligible for the employment support program. You will be a fellowship-type PD Fellow even if your host research institution is an institution with the employment support program.
- Other conditions are same as for PD Research Fellows (e.g. stipulations regarding research funding)

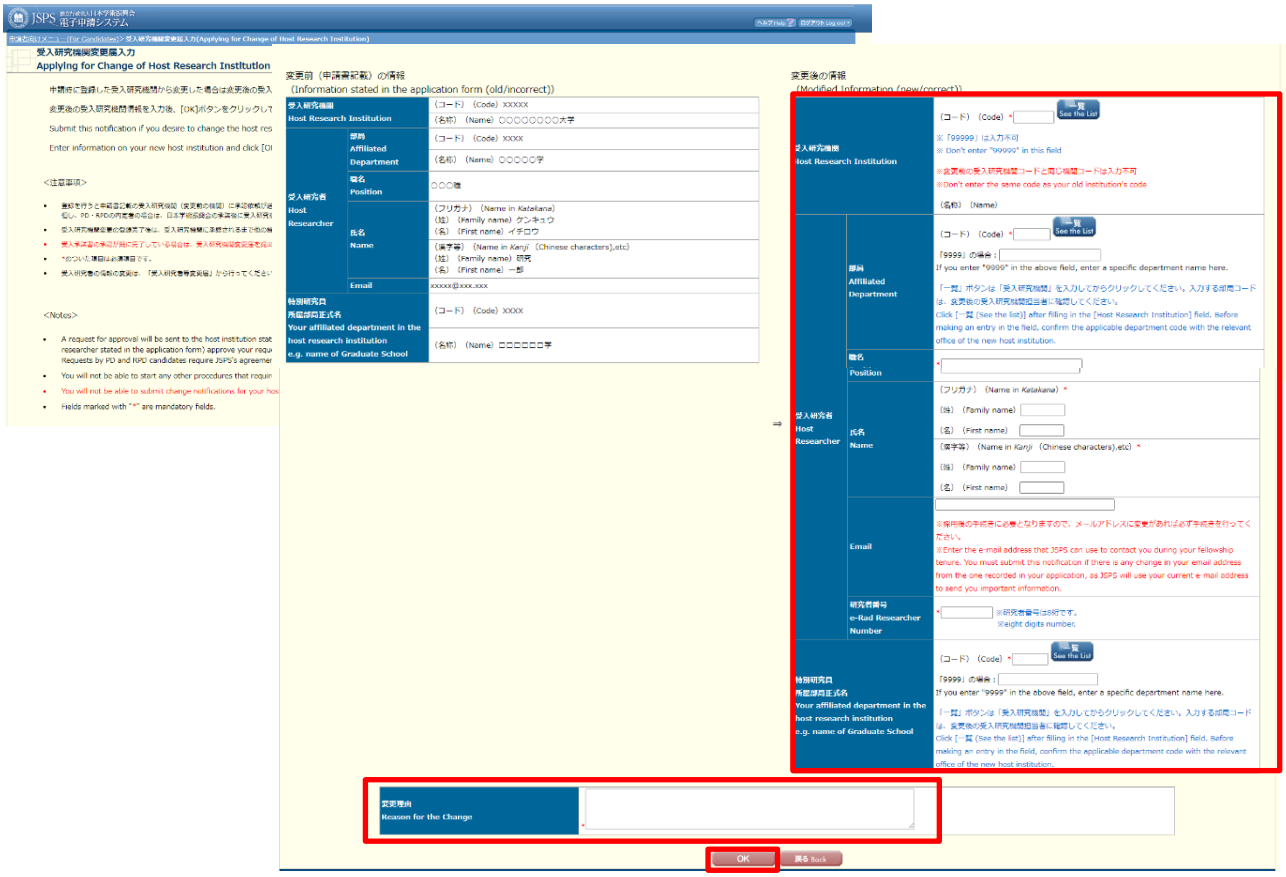
【Flow of the procedure】

III-1-③ Host Institution Change Notification

Deadline: Wednesday, March 19, 2025

1. Enter the information regarding your new host institution in [Host Institution Change Notification] in [Administering the Fellowship Acceptance Procedure] and submit a request for approving the change to the host institution stated in your application.

・ Confirm the applicable department code with the relevant office of your new host institution, when entering the code in this change notification.



2. Submit a request for acceptance to your new host research institution after JSPS approves your change notification. Be sure that the approval of your acceptance request by the new host institution is completed by the deadline (April 7).

・The acceptance requests from candidates are not approved individually. Instead, each host institution will approve all acceptance requests it receives at once. If your former or new host institution has already completed the approval process, the System will not accept the submission of notification to change your host institution. Contact your host institution and ask what actions to take.

・See III-5 in the Guidelines if you wish to change your host institution after your fellowship starts.

【Flow of the procedure】

DC candidates submit Host Institution Change Notification → Accepted by your old host institution → Accepted by JSPS **【Deadline: March 19】**

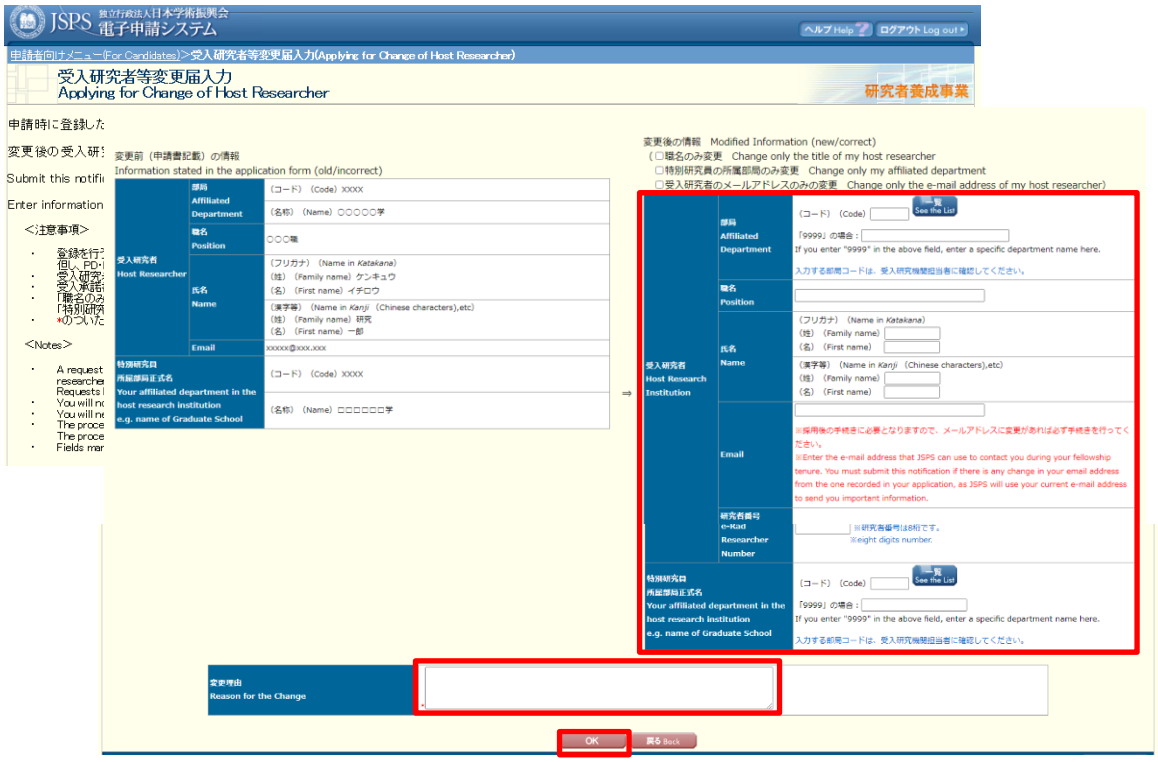
III-1-④ Host Researcher Change Notification

Deadline: Wednesday, March 19, 2025

1. To submit a request for change to your host institution, enter the information regarding your new host researcher in the [Host Researcher Change Notification] menu in [Administering the Fellowship Acceptance Procedure].

【Notices】

- Confirm the applicable department code with the relevant office of your host institution, when entering the code in this change notification.
- When only changing the information on your affiliated department in the host institution, mark the [Change only my affiliated department] checkbox and fill in the information on your new department.
- When only changing your host researcher's title, mark the [Change only the title of my host researcher] checkbox and enter the information on his/her new title.
- When changing your host researcher's email address only, mark the [Change only the email address of my host researcher] checkbox and enter his/her new email address.
- When DC1 candidates state their host researchers as "to be determined" in their application form, register the information on the "determined" host researcher.
- When your host researcher's affiliated department or title has changed <u>at the time your fellowship starts,</u> you need to submit this change notification.



2. Submit a request for acceptance to your host research institution once JSPS approves your change notification.

- The acceptance requests from Candidates are not approved individually. Instead, each host institution will approve all acceptance requests it receives at once. If your host institution has already completed the approval process, the System will not accept the submission of notification to change your host researcher. Contact your host institution and ask what actions to take.

- You can change the information on your host researcher's title, e-mail address, and the name of your affiliated department after the host institution approves the acceptance request up until the deadline.

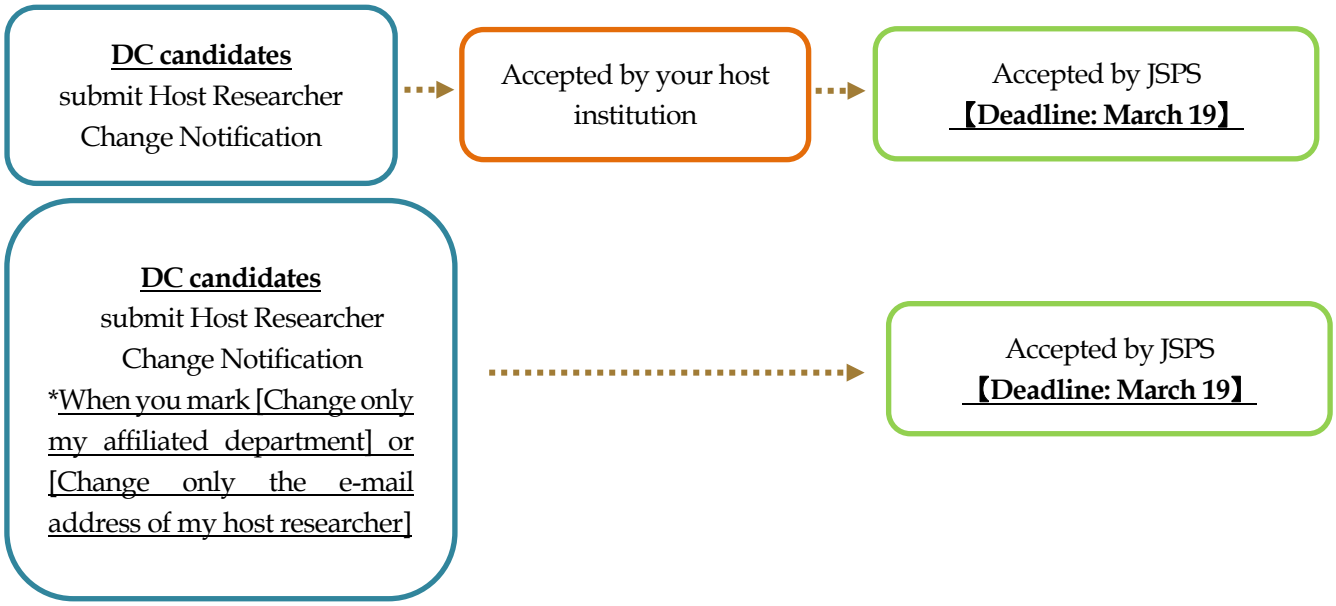
・See III-6 in the Guidelines to find the procedure for changing your host researcher after your fellowship tenure starts.

【To DC candidates】

・Note that the host researcher of DC Research Fellows must be their dissertation advisor who is officially registered in their affiliated university, even in the case when the host researcher entrusts the research supervision of the Research Fellow to the staff of another research institution.

・You may change your host researcher to an appropriate person, such as a research department head, if the host researcher stated in your application will not be able to supervise your research due to an unexpected reason. This change will only be valid during the period until you decide your next academic advisor (until around the end of April). In this case, the host institution will be accountable for all contents stated in the change notification.

【Flow of the procedure】



III-2. Declining the Fellowship

Deadline: Monday, March 31, 2025

If Candidates should wish to decline to accept the fellowship, they should register their withdrawal in the [Refuse the Fellowship] menu in [Fellowship Acceptance Procedure]. You will also need to inform your host researcher and the relevant staffs in the host institution and applying institution of your decision to decline the fellowship. Your request will be submitted to JSPS via your host research institution after being approved.
You may apply for a JSPS Young Researcher Fellowship from next fiscal year if you fulfill the eligibility requirements even after declining to accept the fellowship this time.

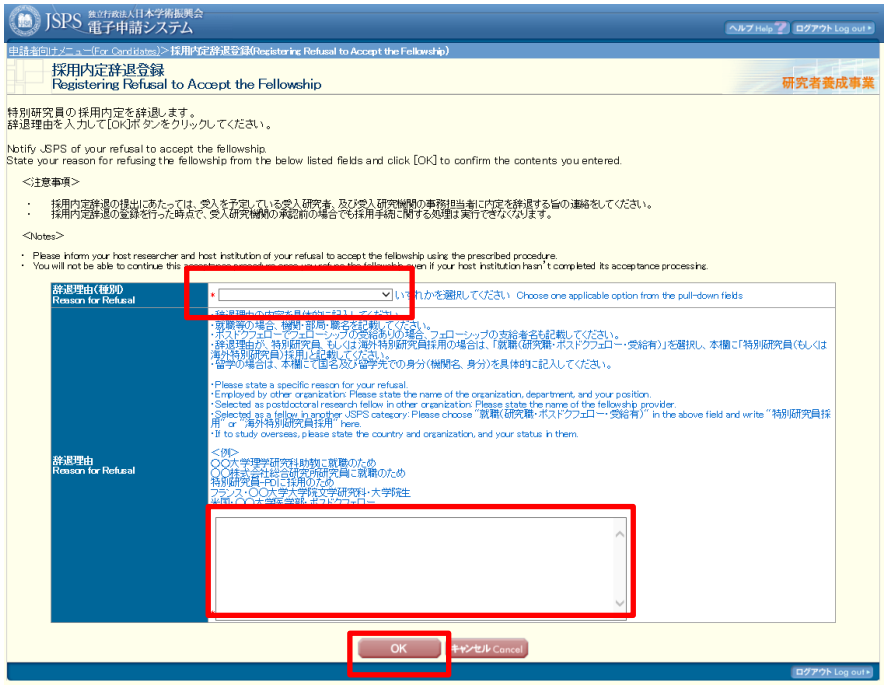
【Notices】

・You can register your withdrawal until April 7, 2025 only if there are unavoidable circumstances. However, you are encouraged to complete it as soon as possible.

1. Click [Refuse the Fellowship] in [Fellowship Acceptance Procedure].

2. Enter the required information and register your withdrawal.

・You will not be able to continue the Fellowship Acceptance Procedure once you decline to accept the fellowship even if your host institution has not yet completed its approval processing.



If you are in the process of declining the fellowship with submitting a " Notice of Refusal to Accept Fellowship" form, you can continue and complete the procedure without using the System.

【Flow of the procedure】

DC candidates Register your withdrawal from accepting the Fellowship **【Deadline: March 31】** → Accepted by your host institution → Accepted by JSPS

IV. Certificates

IV-1. Certificate of Preliminary Selection as a JSPS Research Fellow

Deadline: Monday, March 31, 2025

1. Send a request form via email after filling out all the required elements. You can download the form from our website.
   URL：https://www.jsps.go.jp/j-pd/pd_tebiki/yoshiki/saiyounaitei.html

2. We will accept requests that reach us **by March 31, 2025**.

- We will NOT issue a certificate when the request arrives after March 31, 2025.
- This certificate may not be acceptable by some recipients. We recommend that you check it once before making your request.
- JSPS will not be able to issue a certificate that certifies that you have been officially selected as a Fellow until late April to early May, as we will be in the process of confirming the eligibility of candidates. (See III-22 in the Guidelines to find how to request the issuance of this certificate after your selection is officially determined.)

IV-2. Notice of Research Fellowships Screening Results

Expiration Date : Monday, March 31, 2025

You can download a notice letter of your screening result from the [審査結果詳細] screen in the System.

- Your screening result (e.g. scores) can be viewed on the System **until March 31, 2025**. Print out this screen or save the screenshot if necessary.
- You may use this letter for the tuition waiver procedure at your university or for the procedure for JASSO scholarships. You may not use it for other procedures such as those conducted at city offices.
- The contents of this letter are based on the information stated in your application form, even if you have changed your name or your host institution. Request a Certificate of Preliminary Selection (stated above) if you want a certificate that contains your modified information.

V. FAQ

Q1 Can I postpone the deadline for submitting required documentation as I am currently residing overseas?

A No. JSPS does not permit a delay in this submission under any circumstances. You must submit the documentation by the deadline, otherwise you will not be selected as a Fellow.

Q2 Can I resubmit my documentation after uploading it?

A Yes. Resubmitted documents may be accepted up until the deadline. However, please check your documentation carefully before uploading, trying not to have to resubmit it as much as possible.

Q3 Can I delay the submission of a certificate of enrollment past the deadline?

A No. This certificate is essential for confirming your eligibility as a DC fellow. Every year, we call on the cooperation of relevant staffs at each university to complete the submission of this certificate by the deadline. Ask the staffs in charge of issuing the certificate at your university in March so as to obtain your certificate soon after April 1.

Q4 Can I change the title of my research or research plan stated in my application?

A No. However, it may be permitted only for correcting typographical errors in the research title. In this case, contact JSPS via email.

Q5 Can I submit a certificate that states that I am a prospective PhD holder as a substitute for a certificate that certifies the date my PhD is awarded?

A No. You must submit a certificate issued by the university after you are awarded a doctoral degree.

Q6 What can I do if the date of my PhD award will be after April 1, 2025? (in the case that I will obtain a doctoral degree outside Japan)

A The deadline for submitting your PhD-award certificate may be extended if you submit a certificate issued by the university outside Japan which states that a final decision has been made to award you the degree. The date of this decision must be on or before April 1, 2025. Ask JSPS via email what documents you will need to submit. The certificate must contain the following elements:

- Your name
- Date of birth
- The field of degree obtained
- A statement that the university has made its final decision to award you a PhD (*)
- The date that the final decision was made (must be on or before April 1, 2025)
- The scheduled date of your PhD award (e.g. commencement date)
- Signature of a university dean (etc.) who is responsible for your PhD award

*Submitting a certificate that just describes that you have either fulfilled the requirements or have passed the final examination for a doctoral degree is not acceptable for this measure. This is because other conditions might need to be met to obtain a PhD in some countries, after fulfilling the requirements.

Q7 What should I do if my host researcher has moved to another research institution or resigned his/her position?

A Submit a change notification in the [Host Researcher Change Notification] menu. (If you also need to change your host research institution, submit a change notification in the [Host Institution Change Notification] menu.) (See P.23)

Q8 I am a DC2 candidate and will be able to obtain my doctoral degree by April 1, 2025. Is there something I can do?

A You can change your fellowship category from DC to PD. See P.20 to find the details.

Q9 When will I get my notice letter stating I have been officially selected as a JSPS Fellow?

A You will get it around late April to early May. The notices are supposed to be mailed to the host institutions. If you need a certificate before your fellowship tenure begins, JSPS can issue you a certificate that certifies you have been preliminarily selected as a Fellow. See P.26 for details on this procedure.

Q10 My Stipend for April has not been deposited by the scheduled payment date.

A Your Stipend for April is deposited in May together with the one for May every year.
Contact “研究者養成課第三係” (Kenkyusha Yousei daisan gakari, Email: yousei3@jsps.go.jp) if you have questions regarding the transfer of your Stipends.

Q11 What are Research Expenses?

A If desired, Fellows may apply to use 30% of their allowance stipends ("Stipends") for "Research expenses" ("Expenses"), applicable to only carrying out the Fellow’s research plan. A tax exemption (income tax and municipal tax) may be requested for the amount of Expenses in the Stipend. Fellows may apply for this measure only when their estimated Expenses are 30% or more of their total Stipend for a fiscal year (April-March). If the Expenses are less than 30% of the annual Stipend, please note that the difference will be subject to additional taxation. See II-2 in the Guidelines for details on the applicable usage of Expenses and the obligation to submit an annual expenditure report (etc.).
Contact“研究者養成課第三係”(Kenkyusha Yousei daisan gakari, Email: yousei3@jsps.go.jp) if you have questions regarding this measure.

Q12 To whom can I ask a question about Grant-in-Aid for JSPS Fellows (KAKENHI) ?

A Ask the relevant staff in your host research institution to contact“研究助成第一課” (Kenkyujosei daiikka)（Tel: 03-3263-0976).

Q13 Can I receive other research funding after my fellowship tenure starts?

A It depends on the type of the research funding. You may receive research funding that satisfies all the conditions stipulated by JSPS. You will need to submit annual reports by the stipulated deadline on the research funding you receive during your fellowship tenure. (See III-14 in the Guidelines.). The deadline for submission of these reports is April 20 of the second year of your fellowship tenure. You do not need to submit these reports by April 20, 2025. Note that if you withdraw from the program in the middle of your fellowship tenure, you must submit the reports for that fiscal year within 20 days from the date of withdrawal.

Contact"研究者養成課第三係" (Kenkyusha Yousei daisan gakari, Email: yousei3@jsps.go.jp) if you have questions regarding this handling.

Q14 How can I submit an application form for the income tax convention based on the convention between Japan and the country I'm from?

A We'll provide information on the details of this procedure later.

Q15 I cannot submit the reports required under Report on Compensations <Form 5-3> and elsewhere in the Guidelines by the April 20 deadline.

A The deadline for submission of the reports mentioned in the Guidelines is April 20 of the second year of your fellowship tenure. No reports are due on April 20, 2025 after the start of your fellowship tenure. Note that if you withdraw from the program in the middle of your fellowship tenure, you must submit the reports for that fiscal year within 20 days from the date of withdrawal.

Q17 How can I log into the Gakushin My Page?

A You cannot log into the Gakushin My Page until you are officially selected as a Fellow. New Fellows will be notified of the account issuance procedures around May, 2025.