

FY2023

Guidelines for the JSPS Science Dialogue <For Fellows>

The Japan Society for the Promotion of Science (JSPS) carries out the procedures contained in the below Guidelines when implementing JSPS Science Dialogue.

I. Objective of the Program

The aim of this program is to send JSPS Fellows staying in Japan under the “JSPS Postdoctoral Fellowships for Research in Japan” to high schools to give lectures in English while stimulating the students’ interest in research and deepening their understanding from a global perspective through interaction with the Fellows.

Fellows who participate in this program will have an enjoyable opportunity to not only interact with the Japanese students but also strengthen their ties with Japan by communicating with people in the local community.

II. Implementation Framework

- (1) This program takes the form of lectures, including experiments and exercises, and question-and-answer sessions.
- (2) As a rule, lectures are within 2 hours long.
- (3) If a brief explanation or commentary in Japanese is needed and/or assistance in conducting experiments required by the school, ONE lecture assistant who may be a researcher in the same field (undergraduate student or above) is allowed to participate in the lecture session. JSPS asks Fellows to find an appropriate lecture assistant by him/herself. Family members and friends of Fellows are not allowed. The lecture assistant also asked to refer to these Guidelines and submit the required forms to JSPS.

*It is NOT necessary for the lecture assistant to interpret the entire lecture.

III. Pre-Lecture Procedure

(1) Preliminary discussion between the school and Fellow

JSPS provides the teacher in charge of the program at the participating school with the Fellow’s contact information. After the teacher contacts you (the Fellow), please arrange the lecture together, and confirm the following points.

If there is no contact from the teacher for a certain period, please contact the teacher.

① Lecture Contents and Preparatory Materials

Fellows should confirm in advance with the teacher the contents of the lecture and the materials

to be prepared, such as a computer, projector, lab equipment. If necessary, Fellows should ask the teacher to provide in advance preparatory materials to the students.

② Confirming the date

Fellows should reconfirm the lecture date with the school. If there is any change in the date, please reschedule it with the teacher, and notify JSPS of the rescheduled date right away.

③ Confirming travel to the school

The Fellow (and lecture assistant) should confirm the following points regarding travel to the school: the transportation route, the place to meet the teacher, and whether the teacher will pick up the Fellow and lecture assistant at the station beforehand.

④ Exchange of contact addresses

The Fellow (and lecture assistant) should exchange contact addresses (e.g. cell phone numbers) with the teacher. They should be able to be reached each other at the addresses on the day of the lecture in case some problem arises, such as getting lost on the way to the school.

(2) Notice of Bank Account for Lecture assistant

JSPS asks the lecture assistant to submit the Notice of Bank Account (Form B-1) via e-mail before the lecture.

IV. On the Day of the Lecture

(1) Give a Lecture

(2) Take photographs

The teachers may take pictures during the lecture and send them to JSPS. Please note that JSPS may use these photographs in its website, newsletters and other publications.

V. Post-Lecture Procedure

(1) Expenses covered by JSPS

JSPS covers the following expenses of Fellows and their lecture assistant. Please note that the cost of their travel is calculated based on JSPS travel regulations (by way of the most common and economical route), irrespective of the actual route taken.

a) Travel

Travel cost between the host institution and high school will be reimbursed to the Fellows and their lecture assistant. Travel costs will be paid based on the JSPS's regulations without regard to the route taken.

Travel expenses for a pre-lecture meeting will be covered only once. Taxi fare is not covered. If the

travel is by air, JSPS will inform Fellows in advance of the route. Please follow JSPS's instructions.

b) Accommodations

Under the following conditions, JSPS may pay the lodging fee of Fellows giving Science Dialogue lectures: (1) When roundtrip travel time between the host institution and the school is 7 hours or longer or (2) when the Fellow must leave the host institution before 8 a.m. or arrive back after 8 p.m., in which cases lodging the morning before or the night after the lecture may be covered. In all cases, a route approved by JSPS must be used and payment is made based on JSPS regulations. JSPS will inform Fellows in advance, so please follow its instructions.

- * If you wish to confirm in advance the amount to be paid, please contact JSPS.
- * JSPS does not cover the cost of travel and/or lodging when they are paid by the school.
- * JSPS does not pay honoraria or per diem to Fellows and their lecture assistants.
- * Regarding remunerations including wages and salaries, Fellows are to follow the instructions on the "JSPS Postdoctoral Fellowships for Research in Japan PROGRAM GUIDELINES."

c) Lecture materials (consumable supplies, telecommunications and delivery, printing, and miscellaneous expenses)

JSPS will reimburse Fellows for items needed in preparing and delivering their lecture in an amount of up to ¥50,000. Original receipts containing the name of Fellows or their lecture assistant are required to claim reimbursement of these expenses.

Examples:

- Consumable supplies: Learning aids and experiment materials for one-time use including the following items: specimens, brochures, drawing paper, folding paper, plastic bottles, wooden chopsticks, rubber bands, test tubes, chemicals, lab dishes.
- Telecommunications/delivery: Costs for sending learning aids and other materials to the high school.
- Printing: Costs for printing lecture materials, including paper and copy fees.

Examples of expenses that can NOT be covered by JSPS:

- Computers, software, books, mementos for students or consumable supplies not directly related to the lecture or content of Fellow's research.
- Eating and drinking expenses

(2) Method of Reimbursement

a) Travel expenses

Travel expenses calculated under the JSPS travel regulations will be reimbursed into Fellows' designated bank account (Ex: the bank account in which their maintenance allowance is deposited) and the lecture assistant's bank account in about 1 month after the lecture.

b) Lecture materials

The cost of lecture materials will be reimbursed after Fellows submit a Reimbursement Request (Forms B-4, B-5 and B-6). Please fill out these forms, and send them along with receipts to JSPS via post within 10 days after the lecture. JSPS will transfer the money into Fellows' designated bank account in about 1 month after receiving the forms.

VI. Documents to be submitted on the lecture

a) Activity Report and Questionnaire (mandatory)

Fellows are required to submit an Activity Report (Form B-2) and Questionnaire (Form B-3) via e-mail to JSPS within 10 days after the lecture.

b) Presentation file and handouts (voluntary)

Fellows are to submit the presentation materials they used during the lecture via e-mail within 10 days after the lecture. If the attached files are more than 5 MB, please ask JSPS for the URL to upload them.

* Please note that documents submitted may be posted on JSPS's website or otherwise given public access. Fellows should treat with particular care the contents of their research that they do not wish to disclose to the public.

Required forms can be downloaded from the following Science Dialogue website.

URL: <https://www.jsps.go.jp/english/e-plaza/e-sdialogue/index.html>

<Reference>

JSPS asks the high school teacher to submit the following documents after the lecture:

(a) Activity Report and Questionnaire (mandatory)

(b) Photographs taken during the lecture and pre-lecture preparation materials (voluntary)

VII. Contact

Overseas Fellowship Division, International Policy Planning Department

Headquarters for International Affairs,

Japan Society for the Promotion of Science (JSPS)

Tel: 03-3263-1730

Email: sdialogue@jsps.go.jp

URL: <https://www.jsps.go.jp/english/e-plaza/e-sdialogue/index.html>