

**Postdoctoral Fellowships  
for Research in Japan  
JSPS Summer Program 2018**

**PROGRAM GUIDELINES**

**Please read these Guidelines and follow the required procedures  
as soon as possible.**

**February 2018**

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## 【Contact Information】

Overseas Fellowship Division, JSPS  
5-3-1 Kojimachi, Chiyoda-ku, Tokyo 102-0083  
TEL: 03-3263-4098  
e-mail: summer@jps.go.jp

# I. BASIC STIPULATIONS

## 1. PROVISIONS

This guideline provides details on the terms, conditions and procedures of the JSPS Summer Program 2018, pursuant to the Award Letter issued by the President of Japan Society for the Promotion of Science (JSPS). The postdoctoral fellows (“Fellows”), host researchers (“Hosts”) and administrative offices or staffs of the host institutions (“Institutions”) in Japan are requested to read carefully each item in this booklet. (Hereafter, Fellows, Hosts and Institutions are referred to collectively as “YOU.”)

**This Guideline has Japanese and English versions. If any differences in wording or interpretation should occur between the two versions, the Japanese one will take precedence.**

## 2. ID NUMBER

JSPS assigns each Fellow an ID number, which is noted in the Award Letter. All documents sent to JSPS by YOU should **include the ID number.**

The ID number consists of the following prefixes and 18 + 3 digits. **“SP18xxx”**

## 3. TERM OF THE FELLOWSHIP AND PROGRAM SCHEDULE

The duration of the fellowship is as follow:

**◆June 12 (Arrival) – August 22 (Departure), 2018 (72 days) ◆**

Date			Schedule	Accommodation
June	12	Tue	Arrival Check in at the KNT Travel Desk * After checking in, move to the hotel by the free shuttle bus	Narita Airport ↓ Narita Garden Hotel
	13	Wed	AM: Move to the Shonan Village Center by the chartered bus PM: Opening Ceremony 13 <sup>th</sup> -18 <sup>th</sup> : Orientation Session **	Shonan Village Center (SVC) and Homestay (2 nights)
	18	Mon		
	19	Tue	AM: Move to Tokyo Station or Haneda Airport by the chartered bus, and move to Host Institutions PM: Arrive at Host Institutions	SVC ↓ Host Institution
July	19		June 19 <sup>th</sup> – August 20 <sup>th</sup>	Host Institution
August	20	Mon	Research experience at Host Institutions**	
	21	Tue	AM: Move to Tokyo PM: Research Report Presentation and Farewell Party	Host Institution ↓ Hotel in Tokyo (TBC)
	22	Wed	AM: Move to Narita or Haneda Airport by the shuttle bus ( <b>A fee is charged.</b> ) Departure from Japan	Hotel in Tokyo ↓ Airport

\* The detailed information about the Orientation is on JSPS website.

<https://www.jsps.go.jp/english/e-summer/pro2018/main.html>

\*\* Please refer to II-2-(3)-②

\*\*\* Please refer to I-7-(1)

#### 4. OBLIGATIONS

Fellows, Hosts and Institutions should, based on an understanding of the purpose of the fellowship, observe the rules and instructions stipulated in these Guidelines over the duration of the fellowship.

##### (1) Obligations of Fellows

- ① During their tenure, Fellows shall not, either in or outside their Institutions, infringe in any way on the human rights of others, including racial or gender discrimination, harassment or other forms of abuse. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported and action taken by the Institutions, JSPS and other related organizations to solve the problem.
- ② Fellows are not permitted to receive other fellowships or funding (e.g. salary or other compensation) during the tenure of their fellowships. If Fellows have accepted another fellowship, including another JSPS postdoctoral fellowship, they must choose one of them and decline the other.
- ③ **Fellows are not allowed to receive per diem** even when they are provided funds for transportation and accommodation during trips to execute their research plans.
- ④ During their tenure, Fellows must devote full time to their research at their Institutions, and not engage in any other work or research (\*).
- ⑤ Fellows must, as a rule, reside in Japan during the term of their fellowships, and leave Japan on the expiration date of their tenure. If Fellows wish to take a temporary leave of absence from Japan during their tenure, they must follow the rules set forth by JSPS.
- ⑥ Within one month of the completion of their tenure, Fellows must submit **Form 4 (Research Report)**.
- ⑦ If Fellows publish research results obtained under the JSPS fellowship program in scientific journals or other literature, annotation of such should be provided.
- ⑧ Fellows must not engage in any kind of research misconduct.
- ⑨ Fellows are obligated to manage appropriately the funds provided them under the JSPS fellowship and research grants, taking strict care to avoid their improper use or expenditure.
- ⑩ Fellows agree to observe all of the provisions in these Guidelines.

(\*) Types of activities not included in the above-noted “other work or research”

Only the following activities (a)-(d) are allowed to be carried out as a part of the Fellow’s research activities during his/her tenure. However, Fellows must not be hired or receive remuneration to conduct these activities.

Before conducting these activities, Fellows must obtain approval from their Hosts, ensuring that the activities will not hinder the performance of the fellowship’s research.

(a)Activities such as research-related teaching to students at Institutions.

(b)Participating in a research project closely related to the Fellow’s research title.

(c)Taking part in outreach activities that are relevant to the Fellow’s research title (see Section 10.

OUTREACH ACTIVITIES RELTED TO A FELLOW’S RESERARCG TOPIC).

(d)Taking part in events organized by JSPS for Fellows.

## (2) Obligations of Hosts

- ① During Fellows' tenure, neither Hosts nor Fellows shall, either in or outside their Institutions, infringe in any way on the human rights of others, including racial or gender discrimination or harassment or other forms of abuse. All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported and action taken by the Institutions, JSPS and other related organizations to solve the problems.
- ② Hosts shall, in cooperation with their Institutions, promptly provide the lab space, facilities and equipment that Fellows will need to begin their research activities. This includes providing Fellows with a title and/or identification card.
- ③ Hosts shall, in cooperation with their Institutions, provide Fellows with pre-arrival assistance including in visa application and other necessary processing, securing domicile, and consultation on daily life in Japan.
- ④ Hosts must not engage in any kind of research misconduct.
- ⑤ Hosts are obligated to manage appropriately the research grant and the funds provided under the JSPS fellowship, taking strict care to avoid their improper use or expenditure.
- ⑥ Hosts are to acquire an accurate grasp of the procedures related to Fellows' tenure and allowances and to ensure that all the prescribed forms are submitted to JSPS via their Institutions. Such procedures include the start, end, withdrawal, extension and recommencement of fellowships and temporary leaves of absence from Japan.
- ⑦ Hosts agree to observe all of the provisions in these Guidelines and to ensure that Fellows also observe them.
- ⑧ Personnel in charge of Fellows' travel expenses at Institutions and staffs at Host labs are to be informed that **Fellows are not allowed to receive per diem even when they are provided funds for transportation and accommodation during trips to execute their research plans.**

## (3) Obligations of Institutions

- ① Mindful of Fellows' period of stay in Japan including proper entry and departure, Institutions are to ensure the proper execution of all necessary procedures.
- ② Institutions are to support various living-related aspects of Fellows' stays in Japan, and provide them with a title appropriate for conducting their research activities at the Institution.
- ③ When accepting Fellows, Institutions are to carry out security trade control procedures based on the Foreign Exchange and Foreign Control Trade Law (Act No. 228 of December 1, 1949), as they pertain to related government regulations and institutional rules.
- ④ Institutions should ascertain how to contact Fellows in the case of an emergency such as a disaster.
- ⑤ Institutions should provide assistance needed for Fellows and Hosts to conduct their joint research comfortably, and, in the event of problems, try to resolve them from a neutral position.
- ⑥ Institutions shall inform both Fellows and Hosts of the rules that they and JSPS have established to prevent research misconduct and misuse of research funds and of the penalties for violations.
- ⑦ Institutions are to take primary responsibility for Fellows' actions, so they must be proactive in preventing any discrimination, misconduct or misuse of funds by Fellows during their tenure. If any such problems should occur, Institutions will endeavor to resolve them.

- ⑧ Institutions are to acquire an accurate grasp of the procedures related to Fellows' tenure and allowances. Such procedures include the start, end, withdrawal, extension and recommencement of the fellowship and temporary leaves of absence from Japan.
- ⑨ Personnel in charge of Fellows' travel expenses at Institutions and staffs at Host labs are to be informed that **Fellows are not allowed to receive per diem even when they are provided funds for transportation and accommodation during trips to execute their research plans.**

## 5. CHANGING RESEARCH PLAN

Fellows are obligated to conduct research based on the research title and research plan contained in their fellowship applications. Accordingly, the research title and research plan may not be changed. However, there may be cases when changing the research plan is allowed due to changes that occur during the course of the research.

## 6. REVOCATION OF THE FELLOWSHIP AND STOPPING ALLOWANCES

JSPS may take the following measure(s) if it judges any of the circumstances described below to pertain.

Accordingly, JSPS may:

- (1) Revoke or cancel the fellowship during the Fellow's tenure.
- (2) Stop paying allowances (including air tickets).
- (3) Require the full or partial return of money (including the research allowance) already paid.

The above measure(s) may be taken when JSPS judges the following to occur.

- ① The fellowship has been awarded on the basis of false statements in the application form.
- ② Completion of the Fellow's research activities stated in his/her application form
- ③ is deemed impossible or clearly difficult to achieve within the duration of the fellowship.
- ④ Fellows violate Japanese laws or regulations or are prosecuted for violating them.
- ⑤ Hosts or Institutions judge it difficult for Fellows to continue their research.
- ⑥ Fellows submit a request for a leave of absence after the fact or submit a false report.
- ⑦ Fellows fail to fulfill a fellowship's eligibility requirements (such as acquiring Japanese citizenship or permanent residency).
- ⑧ Fellows receive financial provisions by deception or other fraudulent means.
- ⑨ Fellows waste and/or abuse research funds.
- ⑩ Fellows commit misconduct in their research activities.
- ⑪ Fellows do not in good faith observe the obligations stipulated in these Guidelines, fail to follow JSPS's instructions, or carry out any actions in a manner unbecoming the high stature expected of JSPS Fellows.

## 7. COMMUNICATION BETWEEN FELLOWS AND HOSTS

Prior to Fellows' coming to Japan, close contact should be established between them and their Hosts with regard to both the research plan and preparations for living in Japan. When applicable, the following matters should be thoroughly discussed.

### (1) Transportation from Tokyo station/ Haneda airport to Institutions after the Orientation

JSPS does not arrange meeting services to escort Fellows from Tokyo station or Haneda airport to

Institutions on June 19<sup>th</sup> (Tue). Fellows, therefore, are advised to seek instructions in advance from Hosts on such transfers as from Tokyo Station/ Haneda Airport to the nearest local station/airport to Institutions and from the local station/ airport to Institutions. Particularly, if Fellows want pick them up at the local station/airport, Fellows should ask Hosts to arrange it for Fellows. (If Fellows should need any assistance in arranging train/air tickets, please contact KNT (Kintetsu International), the travel agency.)

## **(2) Securing Domicile**

Fellows stay at accommodations which JSPS designates on June 12<sup>th</sup> (Arrival day, Narita), 13<sup>th</sup> ~ 18<sup>th</sup> (Orientation, Hayama (Exclude the homestay)) and August 21<sup>st</sup> (After Research Report Meeting, Tokyo).

However, JSPS does not arrange lodging for Fellows at their respective host institutions. It leaves these arrangements entirely to Hosts and Institutions. Please, therefore, check with your host researcher about your lodging well in advance of your arrival.

Please be reminded that apartment rental in Japan can be expensive, particularly in large cities such as Tokyo, Osaka, and Kyoto. As the allowance provided to Fellows under the program is to cover their subsistence and lodging costs over the entire 2-month period, Fellows are strongly advised to ask Hosts to arrange public domicile, e.g. at international students' lodges or dormitories of Institutions, for Fellows.

If Fellows make lodging arrangements by themselves, Fellows must notify Hosts of such as soon as possible.

## **(3) Form of Joint Research**

If it is anticipated that a disagreement may occur with regard to intellectual property rights on the outcomes (e.g., patents, software) of the joint research, Fellows, Hosts and Institutions should negotiate and establish a memorandum on their disposition in advance.

It should be confirmed by Hosts in advance that Fellows understand that the cooperative research is to be conducted under the guidance of Hosts. If this should not be the case, Fellows and Hosts should discuss and agree upon the form of collaboration in advance.

When filing a patent application, care should be taken to fully consult patent and other related domestic laws and ordinances as well as the rules and regulations governing the disposition of research outcomes at the Institutions.

## **(4) Fellow's Working Conditions**

**As JSPS does not employ Fellows, JSPS is not in a position to dictate their working conditions, such as the number of hours or days per week they work at Institutions.** Therefore, Hosts and Institutions should establish Fellows' research hours and other working conditions in advance, and inform Fellows of how summer vacations or other periods of leave are administered. The working rules and practices of Institutions and/or research groups may be applied when establishing Fellow's working conditions.

If a difference of opinion should arise between Fellows and Hosts with regard to the implementation or other aspects of the joint research, a neutral body within Institutions should be asked to mediate.

## 8. RELEASING INFORMATION ABOUT FELLOWS

Fellows' and Hosts' names, fields of specialization, research themes, and fellowship tenures may be posted on JSPS's webpage.

## 9. ACKNOWLEDGING RESEARCH RESULTS

When reporting research results achieved under the JSPS fellowship in scientific journals or other publications, indicate clearly that Fellows are "JSPS International Research Fellows."

Example: 1. International Research Fellow of Japan Society for the Promotion of Science (Postdoctoral Fellowships for Research in Japan (Standard))  
2. JSPS International Research Fellow (Graduate School of Science, XX University)

Please inform JSPS if research activities conducted under this program or their related outcomes receive high appraisal. (This includes publications of coauthored papers in academic journals, coverage of research activities/results in newspapers or other media, and awards for research achievements.)

## 10. OUTREACH ACTIVITIES RELATED TO FELLOWS' RESEARCH TOPICS

Fellows are invited to use their research outcomes to benefit society and give presentations to disseminate them to the public, as the JSPS Fellowship Program is funded by taxpayers. Accordingly, Fellows may take part in outreach activities related to their research topics by obtaining permission from their Hosts, as long as such activities do not hinder the carrying out of their fellowship research plans.

### Outreach activities

Outreach activities go beyond the mere dissemination of information; they communicate research contents and outcomes to the public using easy-to-understand language; and they create a friendly two-way dialogue between practitioners and recipients of science and technology. "Outreach" means "reach out."

Examples of outreach activities:

Symposiums open to the public, children and/or teachers; Open Campus and Open Lab events; lectures given by guest speakers; classroom science experiments; "Science cafes"

Such outreach activities related to Fellow's research topic are funded by the Research Support Allowance.

## 11. MISCONDUCT IN RESEARCH

Misconduct in research dishonors science, undermines people's trust in science, and hinders the advancement of science. It must not be committed under any circumstance.

Ensuring research integrity is all-the-more imperative when it comes to securing the effective use of public funds at a time when governmental support for research is being increased as an investment in future despite severe financial conditions in Japan.

Therefore, YOU should not engage in any kind of research misconduct. Fellows and Hosts should take special care to observe the rules and regulations for research activities specified by Institutions and academic societies.

### **Misconduct in research activities**

“Misconduct committed in carrying out research activities and publishing research outcomes undermines research integrity, distorts the essence and meaning of research, and hinders the normal process of communication within the scientific community. Specifically, misconduct comprises the fabrication and falsification (manipulation) of data and/or results obtained from research activities and the appropriation of research results by others (plagiarism).”

“Guidelines for Responding to Misconduct in Research,” issued 26 August 2014 by Ministry of Education, Culture, Sports, Science and Technology (MEXT)

**References:** Learning materials on avoiding misconduct in research activities

- ① *For the Sound Development of Science—The Attitude of a Conscientious Scientist* by Editing Committee of Japan Society for the Promotion of Science.
- ② e-Learning Course on Research Ethics [ell Core]  
1 & 2 are available at: <http://www.jsps.go.jp/english/e-kousei/ethics.html>
- ③ APRIN e-learning program (CITI Japan)
- ④ Research ethics courses conducted by Institutions based on the “Guidelines for Responding to Misconduct in Research,” issued 26 August 2014 by Ministry of Education, Culture, Sports, Science and Technology (MEXT)

## **12. IMPROPER USE OF RESEARCH FUNDS**

You must not misuse research funds. The following are examples of the improper use of research funds.

### **(1) Impropriety through fictitious honoraria and wages**

- ① Requesting honoraria/wages not accordant with the actual situation, such as a claim for payment based on a fictitious timesheet

### **(2) Impropriety through the fictitious purchase of goods**

- ① Requesting payment of funds based on a fictitious transaction and giving the funds paid to a vendor to hold and manage
- ② Paying a vendor for a fictitious order of consumables to pool money

### **(3) Impropriety through fictitious travel expenses**

- ① Requests for travel funding in an amount more than actually expended
- ② Requests for funding for fictitious travel

In addition to the above, if a Fellow is participant in the misuse of another researcher’s research funds, JSPS will judge him/her to also have committed the misuse. When using research funds, Fellows must check in advance the usage rules at their Institutions and be sure to use them properly.

## II. PROCEDURAL PROVISIONS

### 1. AWARD LETTER AND RELATED DOCUMENTS

The following documents accompany the Award Letter. Check to confirm that all of them have been received.

- ① Award Letter\* (This cannot be reissued.)
- ② JSPS Summer Program 2018 Guideline (this documents)
- ③ Registration for JSPS Summer Program air ticket and individual data (from travel agency)
- ④ A Guide to Insurance Policy for JSPS Fellows (from insurance company)
- ⑤ Orientation Program Guideline (from SOKENDAI)

\* **Items ① cannot be reissued.**

A copy of the Fellow's Award Letter addressed to Host is sent to the Fellow.

Forms to be submitted can be downloaded on the following websites.

**[For Hosts and Institutions]**

<https://www.jsps.go.jp/j-summer/saiyougo.html>

**[For Fellows]**

<https://www.jsps.go.jp/english/e-summer/pro2018/main.html>

### 2. PRE-ARRIVAL PROCEDURES

After Fellows, Hosts and Institutions read this Guideline carefully, please proceed with the following procedures.

\*For more details about the Orientation Program, please refer to the separate "Orientation Program Guideline."

#### **(1) Application for Air Tickets [Fellows]**

Fellows are to follow the instruction "Registration for JSPS Summer Program air ticket and individual data for homestay program" issued by JSPS's designated travel agency, and apply to the agent's office for an air ticket **no later than May 9<sup>th</sup> (Wed).** After receiving Fellows' request, the travel agency will contact them when the ticket is ready.

**Note that JSPS's regulations prevent us from reimbursing Fellows for tickets that they purchase themselves.**

#### **(2) Submission of Form 1 (Notice of Bank Account) [Hosts, Institutions]**

A maintenance allowance will be paid immediately upon the commencement of the fellowship by remittance to a bank account which Hosts designates. The allowance can be deposited directly into Fellows' own bank account only when they have a bank account in Japan. JSPS does NOT deposit the allowance into overseas bank accounts.

Hosts are required to submit **Form 1 (Notice of Bank Account) by May 25<sup>th</sup> (Fri).** Hosts may designate the bank account of a third party (e.g. another researcher in the lab, a secretary or other person who will be diligent in passing the maintenance allowance to the Fellow). In this case, indicate so on Form 1.

**(3) Submission of Form 2 (Notice of Shipping Address for Fellows' Luggage and Domicile)**  
**[Fellows, Hosts and Institutions]**

Form 2 (Notice of Shipping Address for Fellows' Luggage and Domicile) is to be submitted after the Host and Institution secure domicile for Fellow during his/her tenure.

If an Institution accepts more than one Fellow, their Form 2's should be collected and submitted simultaneously to JSPS.

**① Address of domicile**

To be able to contact Fellows in case of an emergency, JSPS should be notified of their domicile address during their fellowship tenure.

**② Shipping Address for Fellows' luggage**

If Fellows wish to send their baggage to Institutions on or just after their arrival day, June 12<sup>th</sup>, they may use the **baggage delivery service** offered by JSPS and KNT. **Please note that Fellows must pay the charge themselves.**

In this case, Fellows are advised to divide their luggage into two bags: one for use during the Orientation period and the other for use at the Institution. The second one will be sent directly to the Institution from the hotel in Narita.

**(4) Resident Status [Fellows, Hosts, Institutions]**

All Fellows must possess a valid passport issued by their country of nationality and a proper visa as necessary. The visa shows that Fellows have permission to enter and stay in Japan. Fellows must go to a Japanese Embassy or Consulate to obtain a visa before leaving for Japan.

Fellows should receive "landing permission" at the immigration window of their port of entry into Japan when they show their proper visa.

If Fellows submit a Certificate of Eligibility when applying for their visa, the Japanese Embassy or Consulate will be able to process the visa faster than when applying without one.

**Before leaving for Japan, Fellows must obtain a visa that coincides with the purpose and length of their stays in Japan. Hosts and Institutions are asked to refer to Appendix A and assist Fellows in applying for and obtaining a proper visa. Please note that JSPS is not in a position to answer inquiries or make an arrangement regarding visa applications for Fellows and their family members.**

**Fellows are recommended to obtain a "Professor" or "Researcher" visa status. To check which of these two statuses is applicable to you, please consult the Immigration Bureau's homepage.**

**\*If Fellows need "Certificate of Financial Support", please contact with JSPS.**

**3. POST-ARRIVAL PROCEDURES**

**Submission of Form 3 (RECEIPT) [Fellows, Hosts]**

After Fellows finish the Orientation at Shonan Village Center (SVC) and arrive at the host Institution, they will receive a maintenance allowances from their Host along with a RECEIPT. After checking the amount of money received against that noted in **Form 3 (RECEIPT)**, sign the RECEIPT and send the

original to JSPS **by July 27<sup>th</sup> (Fri)**, a copy of which is retained by the Host.

#### **4. PRE-DEPARTURE PROCEDURES**

##### **(1) Submission of Form 4-1 (Research Report) and Future Contact Information [Fellows]**

Fellows must submit **Form 4-1 (Research Report)** on the research work they carried out during the program along with their **Form 4-2 (Future Contact Information)** to the following email address **by August 17<sup>th</sup> (Fri)**.

**Email: ecc5-30@or.knt.co.jp**

\* The names of Fellows and Hosts as well as their research themes and reports are subject to public disclosure.

##### **(2) Submission of Feedback on Fellowship Program [Fellows, Hosts]**

Fellows and their Hosts are asked to fill out an online questionnaire, which will be used to gauge the performance of services provided and to improve the JSPS fellowship program **by August 31<sup>st</sup> (Fri)**. The questionnaire is divided into two parts, one for Fellows and the other for Hosts to fill out. Please choose the appropriate webpage and answer the questions.

**<For Hosts>**

<https://reg34.smp.ne.jp/regist/is?SMPFORM=minf-rdpgs-0ed21ec1389537f85710b1051cd843a0>

**<For Fellows>**

<https://reg34.smp.ne.jp/regist/is?SMPFORM=minf-rgsfl-2fce0e38d406918d4f1ed1d97d322395>

## III. FINANCIAL PROVISIONS

JSPS's financial provisions described below are not subject to negotiation. **JSPS does not provide any support for dependents.**

### 1. NATURE OF FINANCIAL SUPPORT

JSPS provides Fellows with maintenance and other allowances to cover the cost of their stay and travel for the purpose of carrying out research activities in Japan.

**The fellowship does not constitute employment nor are the allowances considered to be pay or remuneration.**

### 2. MAINTENANCE ALLOWANCE (¥534,000 \*)

JSPS provides maintenance allowances to cover living expenses and domicile costs related to Fellows' stay in Japan for the purpose of carrying out research activities in collaboration with their Hosts.

JSPS covers the following expenses separately from the maintenance allowance: accommodation charges at Narita (June 14<sup>th</sup>) and Tokyo (August 21<sup>st</sup>) and meals and accommodation charges at Shonan Village Center (June 13<sup>th</sup>-18<sup>th</sup>).

The maintenance allowance will be paid by remittance after JSPS receives Form 1 (Notice of bank Account). For detailed information, check the letter that JSPS sends to Hosts prior to making the remittance.

As Fellows attend about a week-long orientation session before they move to Institutions, Fellows need to bring at least 50,000 yen with them to cover incidental expense during the session and to pay for Fellows' domestic travel from Tokyo to Institution.

\* For Fellows nominated by Mitacs, the program's nominating authority in Canada, Mitacs covers part of the stated amount of its Fellows' maintenance allowance (3,000 CAD).

### 3. AIRFARE (AIR TICKET)

To cover their travel to and from Japan, Fellows are provided air tickets. To arrange the ticket, please refer to the enclosed instructions, "Registration for JSPS Summer Program air ticket and individual data".

**If Fellows should wish to change or cancel their travel itinerary after receiving their air ticket, they must do so through JSPS's designated travel agency. Fellows must pay any extra charge incurred by changing or canceling their flights.**

### 4. OVERSEAS TRAVEL INSURANCE

JSPS provides Fellows with pre-paid overseas travel insurance, which covers medical costs for injury or sickness during the tenure.

For details concerning the policy and the procedures, refer to the enclosed insurance description "A Guide to the Insurance Policy for JSPS Fellows" provided by the designated insurance company or contact the insurance agent noted in the Guide or the insurance company directly.

This insurance will become invalid if Fellows remain in Japan after the end of their tenure.

## 5. REIMBURSEMENT

If JSPS judges that it has overpaid Fellows' allowances due to a shortening of their tenure or other reason, Fellows will be required to reimburse the overpaid amount. A "Request for Reimbursement" will be sent to Hosts via email.

**When making a reimbursement, do so as soon as possible. Hosts and Institutions are responsible to see that Fellows make their reimbursements before leaving Japan.**

**So as to prevent the need to make reimbursements, Hosts and Institutions should maintain daily contact with Fellows.**

When making a reimbursement, Fellows must pay all of the transfer fees (both domestic and international handling charges). If Fellows wait to make the reimbursement until returning home, these fees will be larger (more than ¥2,500). Therefore, remittance should be made before leaving Japan.

## IV. CHANGES DURING FELLOWSHIP TENURE

The purpose of the JSPS fellowship is to support young researchers from other countries while they conduct research under the guidance of Hosts during an uninterrupted stay at Institutions in Japan.

However, if Fellows should be absent from the Orientation Program, shorten their fellowship tenure or take a temporary leave of absence for an unavoidable reason, they must inform their Hosts and JSPS in advance.

When Fellows leave Japan, they must reimburse a portion of their maintenance allowance equivalent to the absence. The procedure of reimbursement is undertaken by Hosts. (Refer to Chapter III “6. REIMBURSEMENT.”)

### 1. SHORTENING THE FELLOWSHIP TENURE [Fellows, Hosts, Institutions]

If Fellows must shorten their fellowship tenure for an unavoidable reason, they must inform their Hosts and JSPS in advance and submit Form 7 (Notice of Schedule Change) through Institutions via email or post.

### 2. TEMPORARY ABSEBCE FROM JAPAN [Fellows, Hosts, Institutions]

Fellows may be permitted to take a temporary leave of absence under the following conditions.

- (a) **When it is necessary for them to be temporarily out of Japan for such purposes as conducting surveys used in their research, presenting research results at an international conference, or performing other activities necessary to achieving the objectives of their research plan. (Such necessity must have been stated in the research plan of the initial fellowship application.)**
- (b) **For other reasons deemed necessary.**

The maximum number of cumulative leave days allowed for Fellows is **7 days**. In calculating the number of leave days, note that the days of departure and arrival in Japan are also included.

(Example: 1 July (leave Japan) –7 July (arrive in Japan): 7 days)

After the date of temporary absence from Japan is fixed, Hosts must fill out Form 7 (Notice of Schedule Change) and submit it to JSPS **via their Institutions** by email or post.

### 3. CONTINUOUS STAY IN JAPAN AFTER EXPIRATION

To receive a return ticket, Fellows are obligated to arrival on the first day of their tenure and leave Japan on the last day of their tenure. If, however, Fellows wish to extend their stay in Japan (no more than 90 days including of their fellowship tenure) to continue or conclude their research after the expiration date of their fellowship, Hosts must submit Form 7 to JSPS via their Institutions to obtain approval. A return ticket will be provided upon approval from JSPS.

If the period of a Fellows' stay in Japan is for more than 90 days inclusive of the program period, JSPS provides them with only one-way ticket.

**\*Note that in such cases JSPS takes NO responsibility for Fellows, including their return ticket and insurance coverage. Any cost incurred in rearranging a return ticket must be paid by the Fellows.**

## V. RESEARCH SUPPORT ALLOWANCE

This allowance is to be used by Fellows and Hosts to carry out their joint research during the period of the Fellows' tenure. Application for the allowance is made by Hosts. Adequate consultation should be carried out between Fellows and Hosts as to the use of the allowance for conducting research or surveys. The allowance is to be used to cover costs directly related to the implementation of the joint research/surveys and compiling/reporting the results.

**\*Fellows under the JSPS Summer Program are not eligible for a Grant-in-Aid.**

### 1. APPLYING FOR RESEARCH SUPPORT ALLOWANCE

**Form 5 (Application for Research Support Allowance)** needs to be submitted by Hosts to JSPS to apply for this allowance. Form 5 must be submitted **by May 25, 2018**, after the Notice of Acceptance has been submitted by Institutions to JSPS. Hosts should contact JSPS in advance when this deadline cannot be met. JSPS does not accept Form 5 after the start of the Fellows' tenure.

This allowance may be applied for in an amount of ¥158,500.

**As a bank transfer notice is not issued, Hosts should verify whether the money has been remitted into the bank account specified in Form 5.**

### 2. MANAGING THE RESEACH SUPPORT ALLOWANCE

Hosts are to entrust the management of this research support allowance to their Institutions, which manages it as a "deposit" using appropriate accounting rules and entries.

**Note that it cannot be transferred to the same account used for Grants-in-Aid for Scientific Research.**

Check the "Rules of the Research Support Allowance Usage" in the next page and Rules and Institutions' regulations; then, manage and execute this allowance accordingly.

**By September 28, 2018**, Hosts must submit **Form 6 (Research Support Allowance Expenditure Report)**.

In addition, if there is unused allowance at the end of the Fellows' tenure (August 22, 2018), it must be returned JSPS. Regarding the procedure for returning of the allowance, JSPS will contact the department in charge of this program at the Institutions after receiving the Form 6.

Contact

Overseas Fellowship Division, International Program Department  
Japan Society for the Promotion of Science  
5-3-1 Kojimachi, Chiyoda-ku, Tokyo 102-0083  
TEL: 03-3263-4098  
E-mail : summer@jspm.go.jp

# Rules of the Research Support Allowance Usage

## I GENERAL RULES

### [Responsibilities of Fellows and Hosts]

- I-1 Fellows and Hosts should bear in mind that this allowance is funded by taxpayer money and use it appropriately for pursuing the stated objectives of the JSPS Postdoctoral Fellowships.
- I-2 Interest accrued in the bank account shall be applied to carrying out the research or transferred to the Institutions.

## II USAGE PARAMETERS

### [Fair and Efficient Usage of Research Support Allowance]

II-1 Fellows and Hosts shall take care to spend these funds in an appropriate and efficient manner, shall not use them for any other purpose, or violate any of the allowance usage rules.

II-2 The following items may be purchased with this allowance.

- (1) Consumables: Consumable supplies
- (2) Wages, etc.: Remunerations, wages or salaries of persons assisting in the research (The types of functions they perform include data processing, experiment assistance, translation and editing, specialized knowledge provision, distributing and collecting questionnaires, gathering research materials, etc.)
- (3) Travel expenses:
  - ① Transportation and accommodations for Fellows and Hosts engaged in travel related to the research (Per diem is not paid to Fellows.)
  - ② Transportation for Fellows between each departure point (e.g., Tokyo Station, Haneda Airport) and their Institutions after completing the Orientation Program at SOKENDAI, and for Hosts when accompanying Fellows; transportation for Fellows between the Institution and Tokyo to attend the research reporting meeting; transportation to the airport after the reporting meeting; and transportation for Hosts and other related researchers to see the Fellow off and/or to attend the reporting meeting in Tokyo.
- (4) Other items needed to carry out the joint research (e.g., Outreach activities related to Fellows' research title, participating in conferences (Alcoholic beverages are NOT covered))

### [Restrictions on Use of Funds]

II-3 The following items may not be covered by the allowance:

- (1) Facilities and equipment
- (2) Expenses for handling accidents and disasters that may occur during research
- (3) Remunerations, wages or salaries to Fellows and Hosts
- (4) Per diem to Fellows

### [Combined Use of Funds]

II-4 When the research support allowance is used together with other funding for making a research trip or purchasing a unit of consumable supplies, a clear delineation must be made between the use of the allowance vis-à-vis the other funding.

### [Deadline for Deliveries and Payments]

II-5 Project-related delivery of goods and provision of services must be concluded by the end of Fellows' tenure, August 22, 2018. Related payments must be made by the due date of Form 6 (Research Support Allowance Expenditure Report) as stipulated in III-1 below.

## III REPORTING EXPENDITURES

### [Deadline for Reporting Expenditures]

III-1 By September 28, 2018, Hosts shall report to JSPS using Form 6.

## IV OTHERS

### [Reimbursement of Unspent Funds]

IV-1 If grant funds remain unspent when the Fellows' tenure ends, they must be returned to JSPS.

### [Keeping Related Documents]

IV-2 A ledger of allowance expenditures shall be kept along with receipts and other supporting documents. The ledger and documents are to be kept by Hosts for five years after the Fellows' tenure ends. The ledger and documents must be submitted for inspection by JSPS upon request.

## VI. OTHERS

1) Fellows are also advised to give Hosts their email address and bring their personal computer to SVC so that Fellows can keep in close touch with Hosts via email during the orientation session. Connection points are available for free of charge in the premises of SVC.

\* Wired LAN in Fellows' room

\* Wireless LAN in Fellows' room and the lobby of SVC

2) There are not enough single rooms for everyone at the SVC, so please be prepared to share a twin room with another Fellow.

3) To introduce the program to potential candidates in subsequent years and others interested in conducting research in Japan, JSPS and SOKENDAI would like to use some pictures and videos taken during the term of fellowship, the pre-departure seminar (in the U. K., France, Germany and Sweden), the orientation session and the research report presentation in JSPS's and SOKENDAI's brochures and/or on our websites.

Fellows' individual photograph may, therefore, appear in these media, but please be assured that Fellows' personal information, such as Fellows' phone number and address, will not be disclosed. Understanding and cooperation of Fellows will be appreciated.

4) If someone accompanies Fellows to this program, the Fellows must take full responsibility for all matters related to dependents and cover all their expenses. JSPS takes NO responsibility in this case.

**Dependents are NOT approved to participate in any events of this JSPS Summer Program.**

5) The secretariat for the program is JSPS's Overseas Fellowship Division. The orientation session and the research report presentation are coordinated by SOKENDAI.

**\* Make sure to go through Chapter II-1-(4) “Resident Status” before reading the following instructions.**

**\* As both of these documents may take 1-3 months to be issued, be sure to apply as early as possible.**

**\* For the required forms, details and updated information, inquire at your nearest Japanese Embassy or Consulate.**

**\*Note that JSPS is not in a position to answer inquiries or make an arrangement regarding visa applications for Fellows and family members.**

## **1. Obtaining a Certificate of Eligibility**

This certificate is issued to show that the bearer satisfies the conditions of entry into Japan prescribed by Japanese Immigration Law. Having a Certificate of Eligibility when applying for a visa speeds up its processing. This is because it certifies that the applicant has already been screened and satisfies the government’s requirements for obtaining his/her visa status and for landing in Japan. However, just having a Certificate of Eligibility does not guarantee that the applicant will be issued a visa.

**Hosts should first ascertain whether or not Fellows need to obtain a Certificate of Eligibility by inquiring at their Institution or an Immigration Office. If required, the documents needed to apply for the Certificate of Eligibility must be prepared by the Host and Host Institution and submitted to the nearest Immigration Office. After receiving the certificate, they must be sure to forward it to Fellows.** The following documents are needed to apply for the Certificate of Eligibility. No fees are charged.

- (1) Application for Certificate of Eligibility (The application sheet should be filled out and stamped by Institutions)
- (2) An ID photograph (H4cm×W3cm)
- (3) A copy of the Award Letter and Certificate of Financial Support from JSPS
- (4) A copy of the Fellow’s CV accompanying his/her fellowship application
- (5) An extract from the JSPS Law (copy Appendix B)
- (6) Program Guidelines (this booklet is necessary to explain the fellowship.)
- (7) A self-addressed stamped envelope (standard size) with one 392-yen stamp

## **2. Obtaining a Visa**

Fellows must enter Japan within the period specified in the visa, otherwise the visa issued will become invalid. Generally, Fellows will need to bring the following documents when applying for a visa;

- (1) A valid passport
- (2) A copy of the Award Letter and Certificate of Financial Support from JSPS
- (3) A copy of the Fellow’s CV accompanying his/her fellowship application
- (4) Two ID photographs (H4cm×W3cm)
- (5) An extract from the JSPS Law (copy Appendix B)
- (6) A Certificate of Eligibility (Hosts will prepare it)

**Submit copies, not originals, of the Award Letter and Certificate of Financial Support,** as you may need to use them again. However, take the originals with you just in case when applying for the visa.

## ○ 独立行政法人日本学術振興会法抜粋 (最終改正：平成二六年六月一三日法律第六七号)

### 第一章 総則

(名称)

**第二条** この法律及び独立行政法人通則法（平成十一年法律第三百号。以下「通則法」という。）の定めるところにより設立される通則法第二条第一項に規定する独立行政法人の名称は、独立行政法人日本学術振興会とする。

(振興会の目的)

**第三条** 独立行政法人日本学術振興会（以下「振興会」という。）は、学術研究の助成、研究者の養成のための資金の支給、学術に関する国際交流の促進、学術の応用に関する研究等を行うことにより、学術の振興を図ることを目的とする。

### 第四章 業務等

(業務の範囲)

**第十五条** 振興会は、第三条の目的を達成するため、次の業務を行う。

- 一 学術の研究に関し、必要な助成を行うこと。
- 二 優秀な学術の研究者を養成するため、研究者に研究を奨励するための資金を支給すること。
- 三 海外への研究者の派遣、外国人研究者の受入れその他学術に関する国際交流を促進するための業務を行うこと。
- 四 学術の応用に関する研究を行うこと。
- 五 学術の応用に関する研究に関し、学界と産業界との協力を促進するために必要な援助を行うこと。
- 六 学術の振興のための方策に関する調査及び研究を行うこと。
- 七 第四号及び前号に掲げる業務に係る成果を普及し、及びその活用を促進すること。
- 八 学術の振興のために国が行う助成に必要な審査及び評価を行うこと。
- 九 前各号の業務に附帯する業務を行うこと。

## ○ An Extract from Law concerning Japan Society for the Promotion of Science as an Independent Administrative Institution (Law No.67 of June 13, 2014)

### Chapter I General Provisions

(Name)

**Article 2** The name of the independent administrative institution, which is established according to the provisions of this law and the Law on the General Rules of Independent Administrative Institutions (Law No.103 of 1999, hereinafter referred to as the "Law on General Rules") and stipulated in Article 2, Section 1 of the Law on General Rules, shall be Japan Society for the Promotion of Science.

(Purpose of JSPS)

**Article 3** The purpose of Japan Society for the Promotion of Science (hereinafter referred to as the "JSPS") is to promote science through the issuance of grants in support of scientific research, providing funds for training researchers, promoting international scientific exchange and carrying out research that contributes to the application of science.

### Chapter IV Activities, etc.

(Scope of Activities)

**Article 15** In order to attain the purpose prescribed in Article 3, JSPS shall perform the following activities:

- 1) JSPS shall provide necessary assistance toward scientific research.
- 2) In order to provide training for high quality scientific researchers, JSPS shall provide younger researchers with funds to encourage their research work.
- 3) JSPS shall perform activities to encourage the dispatch of Japanese researchers abroad, the reception of foreign researchers in Japan, and other forms of international scientific exchange.
- 4) JSPS shall conduct research on the application of science.
- 5) In connection with research on the application of science, JSPS shall provide necessary assistance to encourage cooperation between academic and industrial circles.
- 6) JSPS shall conduct studies and research on policies for the promotion of science.
- 7) JSPS shall disseminate the fruits of the activities described in 4) and 6) above and encourage their utilization.
- 8) JSPS shall perform inspections and evaluations as necessary for assistance provided by the Government for the promotion of science.
- 9) JSPS shall perform other activities ancillary to the activities listed in the preceding items.

**受入研究者が作成する研究員の研究内容、採用期間、滞在費等を証する文書の  
サンプル**

**Sample of Document Certifying the Research Activity, Fellowship Period  
and Monthly Maintenance Allowance of Fellows**

在留資格の更新手続等、研究員が外国人研究者招へい事業に採用されている旨を証明する書類が必要となった場合、依頼を受けた受入研究機関は、下記のサンプルを参照の上、作成してください。

If a certificate is required, during the Fellow's tenure, to verify his/her status under the JSPS fellowship for such purposes as applying for a visa extension, the Host Institutions may issue a certificate in a format such as this.

平成	年	月	日
殿			
受入研究機関			
所属機関・部局長			
職・氏名			
			印
申 請 人			
氏 名：（外国人特別研究員氏名）			
生年月日：			
国 籍：			
<p>上記申請人は、日本学術振興会の外国人特別研究員として、下記により日本に滞在し、 （受入研究機関）において受け入れ、研究を行っております。</p> <p>なお、申請人の本国との渡航費及び日本国内での滞在費及び海外旅行保険については、 日本学術振興会が負担しております。</p>			
記			
滞在期間：平成 年 月 日～平成 年 月 日（ か月）			
研究課題：			
受入研究機関：			
備 考：海外旅行保険に加入済み			