



JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE
JSPS LONDON SHORT-TERM AWARD

Notes for Referees

Your help in providing this reference is very much appreciated. If you require any further information please do not hesitate to contact JSPS London on **0207 255 4660** or alternatively by e-mail to short-termaward@jps.org. No written acknowledgement of receipt of references is usually made, however if confirmation is required please contact JSPS London.

1. Eligible Referees:

- Referees should be leading international authorities in their chosen field of research.
- The referees should normally, and where possible be UK based.
- The applicant's proposed host researcher is **not eligible** to act as a referee.

2. Procedure:

- **Reference forms should be typed and written in English.**
- **Reference forms for PhD students must state month and year the student is expected to be conferred with his or her PhD.**
- The referee should find a reference form enclosed with this sheet which you are kindly asked to complete **and return to the applicant in a signed and sealed envelope. An envelope not signed and sealed, will invalidate the reference form.**
- The reference form is also available as a Word file on our website at http://www.jps.org/funding/fellowship/short_term/index.html
- All opinions expressed are treated with complete confidentiality.
- The form should have the original signature of the referee, not a digitally reproduced copy.

3. Data Protection:

Personal data on the Application and Reference Forms will be held and processed at JSPS as well as at one or more of the following institutions who assist JSPS with application review in the UK: EPSRC, NERC, STFC, BBSRC and The British Academy. All information provided will be dealt with in accordance with the Data Protection Act.