

Orientation and Reporting Meeting

Q. How will the Japanese language classes be arranged?

A. To arrange the class division, a Japanese proficiency questionnaire will be sent to each participant before their departure for Japan.

Q. In the Japanese cultural experience program, what kind of activities will be included?

A. It will include the tea ceremony, Japanese calligraphy writing, *origami* paper folding, and other activities.

Q. Will the places where the home stays are conducted at SOKENDAI in the Tokyo area? Will we receive information about our host families in advance?

A. The host families will be in and around the town of Hayama, where SOKENDAI is located. As there is a short time line in matching up the host families with the participants by 18 June, when the two nights of home stay begin, we are not able to give you advance information about your family. However, you may receive a message by email directly from your host family.

Q. Regarding my poster for the poster session at SOKENDAI, should I bring it with me to Japan?

A. You may bring it with you or you may send it in advance. (Please find detailed instruction enclosed with your award letter.)

Q. I won't have received any money when I arrive in Japan. Should I bring some yen with me?

A. Yes, it would be a good idea to bring about 50,000 yen. Incidentally, City Bank has branches in Japan, and standard credit cards can also be used. Your lodging and meals at SOKENDAI will be paid by JSPS for separate from your allowance.

Q. For what will I use the 50,000 yen that I bring with me?

A. You may use it to buy miscellaneous items at SOKENDAI. You will also need money to send your baggage from Narita Airport to your host institution and to pay for your domestic travel expenses from Tokyo to your host institution.

Q. How will I travel to SOKENDAI and to my host institution?

A. You will go from Narita Airport to SOKENDAI by chartered bus, arranged by JSPS. It would be a good idea to divide your cloths and other things into a large and small bag. The large bag is for the things you will use during your 2-month stay at the host institution. The small bag is for the things you'll need during your one week at SOKENDAI. You will have your large baggage delivered directly to your host institution from Narita.

After the orientation, you will go by chartered bus from SOKENDAI to either the Tokyo train station or Haneda Airport. Separate buses will be provided for each of these destinations. At Haneda Airport, the bus will let you off at departure terminal on the second floor.

Regarding your route from Tokyo Station or Haneda Airport to your host institution, please consult by email with your host researcher in advance. You will need to buy your own train or airplane ticket to your host institution. You may use your domestic research trip allowance, which you will receive from JSPS through your host researcher, to supplement the ticket cost. KNT can book your domestic flights. (For touring, information on purchasing a Japan Rail Pass can be found on KNT's website (<http://www.knt.co.jp/ec/2010/jsp>s).)

If you will not take the chartered bus when leaving SOKENDAI, you will need to arrange your transportation by yourself.

Q. Will all of the participants travel from Narita Airport to SOKENDAI together?

A. JSPS will arrange three buses, and everybody will travel together in them.

Q. At the final reporting meeting, what will happen?

A. People chosen to represent the country will give presentations on their summer research activities. Two people from the US and one person from another country will give these presentations.

Q. Will JSPS pay the fee to have my baggage sent from Narita Airport to my host institution?

No, you will have to pay it yourself. At the hotel in Narita, there will be a baggage delivery counter that you can use.

Q. During the Summer Program, will it be okay for me to travel around to other institutions in Japan?

A. That would be okay. (However, it would be desirable to obtain your host researcher's permission in advance.)

Allowances and Insurance

Q. How will we receive our allowances?

A. The total amount of the Fellows' maintenance allowance and domestic research trip allowance will be deposited into their host researcher's designated bank account by the middle of June. When you receive this money from your host, you are asked to submit a RECEIPT to JSPS. (The RECEIPT form can be downloaded from JSPS's website (<http://www.jsps.go.jp/english/e-summer/pro2010/main.html>)).

Q. Is it possible to open a bank account while in Japan?

A. Normally, it's not possible for such a short stay in Japan.

Q. How should I go about obtaining my air tickets?

A. Please use KNT's website to obtain them. (Detailed instructions are enclosed with your award letter.) You may also adjust the booking using this website. If you should purchase your tickets by yourself or through another agent, JSPS will not be able to pay for them.

Q. Will living quarters be provided for my stay in Japan?

A. JSPS does not arrange the Fellows' lodging. Please consult with your host researcher about your living quarters in advance of your departure.

Q. Please tell me about the insurance policy, including how to apply, its coverage, and what to do in case of accident or sickness?

A. Your insurance coverage will go into effect three days before your arrival in Japan. You will receive an insurance card. You can receive medical treatment free of charge if you bring it with you to a hospital or clinic. If you do not have your insurance card with you or if it is not accepted by the hospital, you will need to pay out of pocket. In that case, please get a receipt, and the insurance company will adjust your claim and reimburse you. You will receive a more detailed description of the insurance program from a

representative of the insurance company on your first day at SOKENDAI.

Q. Does the insurance policy cover dental work?

A. No. It cannot be used for dental treatment.

Extending Stay in Japan and Taking Temporary Leave from Japan

Q. May I extend my stay in Japan before (after) the program period?

A. You may not extend your fellowship tenure, but you may extend your stay.

The period of the Summer Program is from 15 June through 25 August. As a rule, you are not allowed to either shorten or lengthen your tenure. An exception may be made in cases when an unavoidable reason requires a Fellow to return home early. In such cases, permission will need to be obtained from the Fellow's host researcher, nominating authority and JSPS. The Fellow will be required to reimburse JSPS for amount of allowance equivalent to the number of days shortened.

A Fellow's stay in Japan may be extended with the permission of his/her host researcher, nominating authority and JSPS. If the extended stay does not exceed 90 days (including the program period), the program will pay for the Fellow's return flight, based on his/her approved adjusted schedule. To obtain approval, the Fellow must inform his/her host researcher, nominating authority and JSPS of the adjusted schedule. Please note, however, that JSPS will not pay the Fellow's allowance for the extended days of stay.

If a Fellow stays in Japan for more than 90 days (including the program period), s/he will not be provided with a return ticket (only a one-way ticket to Japan).

Q. Will it be okay for me to go overseas during the tenure of my fellowship?

A. It will be okay if you obtain permission from your host researchers, nominating authority and JSPS and if it is a short stay for research purposes. Please note, however, that your allowances will not be paid during the period you are away from Japan. You will be required to reimburse JSPS for amount of allowance equivalent to the number days you are away.

Q. May I leave Japan to attend a friend's wedding?

A. No, that would not be allowed. Temporary absences from Japan are only permitted for research purposes or unavoidable reasons. (There have, however, been cases in the past when for religious reasons a Fellow has been permitted to leave Japan to attend a family member's wedding.)

Q. Would it be okay to arrive in Japan before 15 June, then temporarily leave Japan and come back to Narita Airport on 15 June?

A. It would be okay with permission from your host researcher, nominating authority and JSPS. KNT can arrange your tickets, but JSPS will only pay the airfare for the most direct route between the airport closest to your home institution and Narita Airport. Any difference in airfare must be paid by the Fellow out of pocket.

Q. Would it be okay if I depart and return to different places?

A. It would be okay, and KNT can arrange your tickets. However, JSPS will only pay the airfare for the most direct route between the airport closest to your home institution and Narita Airport. Any difference in airfare must be paid by the Fellow out of pocket.

Research Content and Stay in Host Lab

Q. Please tell me about the research lab at my host institution. What are the working hours and days off? What kind of cloths do the members wear?

A. Each lab has its own standards. So, please consult with your host researcher. (As you will be in Japan during the *o-bon* holidays, please ask your host researcher about the lab's leave policy.

Q. Will I need to prepare a calling card? If so, how many?

A. It is convenient to have them. When preparing your calling card, please consult with your host researcher.

Q. Is a computer's keyboard in the lab same as that of our country?

A. No. They may use a Japanese style keyboard, slightly different to your country's.

Q. Please tell me how the research-support allowance is used.

A. This allowance is paid to your host researcher for expenses that s/he incurs in hosting you. Your host will bill JSPS for these expenses after the program ends. Please consult with your host about the usage of this allowance. For reference, please also see the

“Guidelines for Research Support Allowance” enclosed with your award letter.

Q. Can the research-support allowance be use for travel to academic meetings in Japan?

A. Fellows must pay for such travel out of their domestic research trip allowance. When the Fellow is accompanied by the host or a Japanese colleague, his/her travel expense may be paid for with the research-support allowance.

Q. If I go traveling while in Japan, would it be okay if I buy a souvenir for my colleagues in the lab?

A. That would not be a problem. I’m sure it would make your colleagues happy if you did so.

Q. How should patents be handled?

A. Please consult with your host researcher, JSPS can not be involved in such matters..

Submissions

Q. What documents will I need to submit during the program period?

A. There are four documents:

- (1) The RECEIPT for your allowances. You’re asked to mail the RECEIPT to JSPS. You will not need to submit an itemized accounting of your expenditures or receipts (such as from a convenience store).
- (2) Your report (3 copies)
- (3) A filled-out questionnaire (3 copies)
- (4) Your contact address after the program ends

} Please email to sp2010@simul.co.jp

These forms can all be downloaded from JSPS’s website (<http://www.jsps.go.jp/english/e-summer/pro2010/main.html>).

Q. I can’t write the report until my research is finished at the end of the program. May I submit it after returning home?

A. As it is difficult for us to collect the reports after the Fellows return to their countries, we ask that you submit it toward the end of your fellowship tenure. The submission deadline is 20 August.

Others

Q. How many people will participate in the Summer Program from each country?

A. There will be 65 participants from the US, 13 from Germany, 13 from France, 10 from the UK, and 15 from Canada.

Q. Will vegetarian meals be available?

A. They will be prepared for the opening and closing receptions.

Q. Will I be able to receive a mailing list of the participants?

A. A mailing list will be passed out to all the participants at SOKENDAI.