



## JSPS LONDON SHORT-TERM AWARD

**Fellowship Start Period: 1 November 2016 – 31 March 2017**

**Closing Date for Applications: Wednesday 8 June 2016**

### Award Information for Applicants

#### 1. OUTLINE OF THE PROGRAMME:

This programme provides the opportunity for short-term visits for pre- and post-doctoral UK researchers and European and North American researchers **based in the UK**, for cooperative research with leading research groups at Japanese Universities and Institutions. The programme is designed to provide researchers with first-hand experience of the research and living environment in Japan, whilst expanding academic exchange between Japan and the UK. Researchers from any fields; Computer, Engineering, Health, Biological, Life, Natural and Physical Sciences, Mathematics, Humanities and Social Sciences etc. are eligible to apply. Awards will cover visits of 1 to 12 months.

#### 2. APPLICANT ELIGIBILITY:

- Post Doctorates must have obtained their PhD at a university outside of Japan within the last 6 years (on or after 2 April 2010).
- PhD Students must be enrolled in a doctoral course in the UK and not Japan and be scheduled to receive their PhD within 2 years from the time of starting their tenure in Japan.

**Only nationals of the following countries are eligible to apply through JSPS London:**

- **UK**
- **All European Union countries (as of 1 April 2015) as well as Norway and Switzerland**
- **USA and Canada**

Nationals of other countries may be eligible to apply for funding through JSPS Tokyo. In the case of applying to JSPS Tokyo Headquarters, the application must be made via the host researcher on the candidate's behalf. Please check our Tokyo head office's fellowship programmes and eligibility criteria by referring to the following webpage:

<http://www.jsps.go.jp/english/e-fellow/index.html>

If you are in doubt about your eligibility status, please contact JSPS London to discuss.

NOTE:

- Candidates must, in advance of applying, have arranged a research plan with a host researcher in Japan.
- Those who have previously been awarded another type of JSPS Post Doctoral Fellowship Programme for Foreign Researchers (Standard Award or Pathway to University Positions in Japan award) are not eligible to apply.
- The applicant can not simultaneously apply for this fellowship and a JSPS Invitation Fellowship for Research in Japan.
- This Short Term Pre/Post-doctoral Fellowship is only awarded once to a single researcher.
- Only one application per candidate is allowed in a call.

**3. NUMBER OF GRANTS AWARDED:**

Approximately 20 awards per year.

**4. DURATION AND COMMENCEMENT OF AWARDS:**

- Grants are awarded for a period of 1 to 12 months.
- The closing date for applications is **Wednesday, 8 June 2016** and successful candidates are asked to take up their fellowships in Japan between **November 2016 to the end of March 2017**.

**5. JAPANESE HOST RESEARCHER AND INSTITUTION**

It is the applicant's responsibility to contact a suitable Japanese host from the Japanese Universities and Institutions approved by JSPS.

Japanese host researchers must be academic researchers above the level of lecturer or equivalent and be employed full-time at a Japanese University or Institution acknowledged by JSPS. "Jokyo" or "Joshu", which can be translated as Assistant Professor or Research Assistant, are not eligible.

**NOTE: Full-time employment classification is determined by the regulations of the host institution.**

**An Invitation letter from the Host Institution** and signed and dated by the host researcher to prove acceptance of your visit is required.

**Evidence of correspondence** with your host should be sent with your application in the form of e-mails and/or faxes and letters and should not be more than 10, A4 pages. The evidence should demonstrate the following:

- the host researcher in Japan accepts to provide for the research and welfare needs of the applicant.
- the project has been thoroughly discussed and developed with the host researcher.
- both the host and the applicant will benefit positively from the proposed collaboration.
- For research plans that include surveys, research or experiments which require prior approval from an information-advisory or ethics committee either within or outside the Japanese host institution, the application should state the measures that have or will be taken.

Please note, where e-mails or letters have been exchanged in Japanese, an English translation must be provided.

## 6. TERMS OF THE AWARD:

- JSPS' designated travel agent will provide a return air ticket for the most direct and economical route.
- Monthly maintenance allowance of ¥362,000 (for Post-Doctoral Fellows)  
¥200,000 (for PhD Students)

\*These rates will take effect according to the status of the applicant at the time their research in Japan starts.

- Settling-in allowance of ¥200,000 (only for awardees with a tenure of four or more months).
- Overseas travel, accident and sickness insurance coverage (based on JSPS regulations).
- A support allowance to cover cooperative research expenses is also available and an application for this funding can be made by the host researcher via their institution to JSPS Tokyo headquarters once the fellowship has been awarded.
- The amounts of the award indicated above are subject to change.

### **NOTE:**

- If the Awardee already resides in Japan or has residency status on or after the date his/her award letter is issued, the above mentioned air ticket to Japan and settling-in allowance will not be provided.
- Japanese citizens with permanent residency status in any of the countries listed in section 2 are not eligible to apply.
- Overseas researchers doing research at a Japanese research institute at the time of application are not eligible.
- Successful candidates are expected to stay in Japan continuously during the tenure of their fellowship and concentrate on their research at their host institution. Fellows may, however, suspend their fellowship for the purpose of childbearing or infant nursing.
- A fellow may not engage in other work, paid or otherwise, during their tenure.

## 7. REPORTING OBLIGATIONS:

The awardee and their host researcher must submit a research report within one month of completing the fellowship tenure.

## 8. DATA PROTECTION:

Applicants should be aware that information they provide will be dealt with in accordance with the Data Protection Act. All information 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.

Successful candidates should note that their name, research theme, host institution, name and title of their host researcher and their research reports will be given public access. JSPS Fellows will also be asked to participate in surveys aimed at improving this fellowship programme.

## 9. CLOSING DATE FOR APPLICATIONS AND SUBMISSION:

The closing date for applications is **Wednesday, 8 June 2016**.

Completed applications should be sent **by registered post** or **hand delivered** to JSPS London. Any applications postmarked after the closing date will not be accepted. Also JSPS London reserves the right to refuse an application which has been delayed for a considerable length of time and will cause setback to the peer review process. Applications that have been rejected will not be returned.

In addition, an electronic version of the application and abstract forms (such as word documents) are required to be e mailed to: [short-termaward@jsps.org](mailto:short-termaward@jsps.org). The closing date to receive these forms will also be **Wednesday, 8 June 2016**.

Emails and faxes of reference forms will **not** be accepted. Applications with the absence of any of the required documents will not be put forward for review.

## 10. APPLICATION PROCEDURE, SELECTION AND NOTIFICATION

- On receipt of each application, a peer review takes place with members of the JSPS London College of Reviewers based in the UK.
- JSPS London recommends those candidates with the highest grades to JSPS Tokyo Headquarters. JSPS will notify all applicants of results by e mail, approximately 3 months after submitting the application.
- JSPS Tokyo Headquarters will carry out necessary administrative procedures with the Japanese host institution and send a formal award letter to the successful candidates. The successful candidates will receive this letter 4 or 5 months after submitting the application.

## 11. REFERENCES:

It is the applicant's responsibility to ensure their two referees complete the references in English. The referee must put the completed reference form in an envelope, sign and seal the back and return it to the applicant. **Envelopes not signed and sealed, will invalidate the reference form.** The applicant should send the references with the rest of the application documents to JSPS London by the closing date. JSPS London requests one of these references comes from the institution the applicant currently belongs to and the other comes from preferably an external department or institution.

**For PhD Students, one referee should be the applicant's supervisor and their reference should state the month and year in which the applicant is**

**expected to receive his or her PhD.**

The applicant's host researcher in Japan is **not** eligible to act as a referee for the application.

**NOTE:** Your choice of referee is a personal matter but JSPS London would advise that you choose a referee who you feel is best able to give an informed opinion on your academic career, your proposed research project and the scholars involved, as well as to be able to assess its likely impact on the subject area.

Please note the following important administrative points regarding references:

**Applicant's responsibilities:**

- It is your responsibility to ensure that your referee obtains a copy of the **current** Reference Form and the Notes for Referees documents.
- Faxes or electronic submissions will not be accepted.  
**Closing date for applications: Wednesday, 8 June 2016.**
- **Without two valid references, the application will be considered incomplete and be withdrawn from the competition.**

## 12. RESUBMISSION POLICY

- **JSPS London currently operates an open resubmissions policy unless previous correspondence notifying results specifically does not invite this. A resubmission should be substantively different from a previous application with modified aims and objectives and revised methodological approach.**

## 13. NOTES

- Should JSPS London determine any information provided is incomplete, falsified, plagiarized or otherwise flawed, the application will be rejected, or if already awarded, the fellowship will be withdrawn, allowances (including airfares) stopped, and allowances already paid will be reclaimed.
- JSPS does not support any research project related to military affairs.

## 14. CONTACT:

For application enquiries and submissions, please contact:

JSPS London  
14 Stephenson Way  
London  
NW1 2HD

Tel: +44 (0)207-255-4660  
Fax: +44 (0)207-255-4669  
E mail: [short-termaward@jpsps.org](mailto:short-termaward@jpsps.org)  
Web: <http://www.jpsps.org>