



FY2018 Application Guidelines for the JSPS London call of the JSPS Pre/Postdoctoral Fellowship For Research in Japan (Short-term)

Fellowship Start Period: 1st May 2018 – 31st March 2019

Closing Date for Applications: Friday 1st December, 2017

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, North American and Canadian 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:

- Postdoctoral candidates must have obtained their PhD at a university outside of Japan within the last 6 years (on or after 2nd April 2012).
- 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.
- Candidates who are expected to be conferred with their PhD before starting their fellowship but submit a copy of their PhD certificate or letter confirming award of their PhD from their college registry before leaving for Japan.

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

- **UK**
- **All European Union countries (as of 1st April 2017) 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 the JSPS Tokyo head office, 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 and reached a point of agreement concerning any Intellectual Property considerations.
- Those who have previously been awarded another type of JSPS Postdoctoral 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 **Friday 1st December, 2017** and successful candidates are asked to take up their fellowships in Japan between **May 2018 to the end of March 2019**.

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.

A host institution can be either a university or research institution as specified in Article 2 of the Procedure for the Handling of Grants-in-Aid for Scientific Research (KAKENHI), issued by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

Approved host institutions include:

- 1) Universities and inter-university research institutes
- 2) MEXT-affiliated institutions engaged in research
- 3) Colleges of Technology

4) Institutions designated by the Ministry of MEXT

If your preferred Host Institution is not included, please either check the more detailed list at the following link:

<https://www.kokusai.jps.go.jp/jps1/kikanList.do> or consult with JSPS London.

A Japanese host researcher must be an academic researcher above the level of lecturer or equivalent and be employed full-time at a Japanese University or Institution acknowledged by JSPS.

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

An Invitation letter from the Host Institution must be provided in English and signed and dated by the host researcher to prove acceptance of your visit.

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 and must be proactive in preventing any form of discrimination or misconduct on the part of the candidate during their tenure. If any such problems occur, the host should endeavour to resolve them.
- 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 Postdoctoral 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 three or more months).

- Overseas travel, accident and sickness insurance coverage (based on JSPS regulations).
- A research support allowance to cover cooperative research related expenses. The host researcher can apply for this allowance to the JSPS Tokyo head office once an award of a fellowship has been confirmed.
 - 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 and those with permanent residency status in Japan or candidates of dual nationality including Japanese are not eligible to apply.
- Candidates who already have a residency card with a mailing address in Japan for the duration of the fiscal year this fellowship call covers are not eligible to apply.
- Overseas researchers doing research at a Japanese research institute at the time of application are not eligible.
- 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 using a separately prescribed format.

8. DATA PROTECTION:

Applicants should be aware that all information provided will be dealt with in accordance with the General Data Protection Regulations of JSPS London. Information will be held and processed at JSPS London, JSPS Tokyo and possibly other JSPS overseas offices and will be used exclusively for the implementation of JSPS programmes.

Successful candidates should note that their name, affiliation, 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 **Friday 1st December, 2017.**

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. The closing date to receive these forms will also be **Friday 1st December, 2017**.

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: Friday 1st December, 2017.
 - **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. OBLIGATIONS OF THE HOST RESEARCHER

The host researchers, their institution and candidate should keep in mind the following points in mind before applying and if selected all parties will be expected to observe the regulations and procedures stipulated in the Program Guidelines for the JSPS Postdoctoral Fellowship for Research in Japan. If either the candidate or host should fail to do so, the fellowship may be withdrawn, allowances (including airfares) stopped, and allowances already paid will be reclaimed.

- Before submitting an application, the host researcher shall fully inform the candidate of conditions at the host institution, including his/her status under the fellowship and the candidate needs to acknowledge and accept those conditions.
- The host researcher will, in cooperation with the administration office of the host institution, provide suitable arrangements for the fellow to pursue their joint research. The host will also assist the fellow, when needed, with immigration processing (including applying for a “certificate of eligibility”), securing domicile and other matters related to his/her stay in Japan.
- During fellowship tenures, the host should not commit acts of discrimination or abuse towards the candidate and should be particularly careful their actions cannot be interpreted as committing such acts.
- During their tenure, a candidate must not infringe in any way on the human rights of others, including racial or gender discrimination or other forms of abuse.
- As a rule, the candidate should stay in Japan continuously during the tenure of their fellowship and concentrate on their research at the host institution. However, a candidate may 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.
- The host shall take full responsibility for the candidate’s actions while in Japan, so must be proactive in preventing any discrimination, misconduct or misuse on the part of the candidate during their tenure. If any such problems should occur, the host should endeavor to resolve them.

14. 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.

- The candidate and host researcher must follow the rules established by the host institution and JSPS which prohibits acts of research misconduct e.g. fabricating and falsifying research results and misuse of funds. The host institution is responsible for explaining these rules and penalties for violations.
- JSPS does not support any research project related to military affairs.

15. CONTACT:

For application enquiries and submissions, please contact:

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14 Stephenson Way
London
NW1 2HD

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Fax: +44 (0)207-255-4669
E mail: short-termaward@jsps.org
Web: <http://www.jsps.org>