



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

### **1. Before Completing the Application Forms:**

**Please download all the application materials from our website ([www.jsps.org/](http://www.jsps.org/)) and read through each document so you are aware of the entire application submission procedure and to ensure that you are able to provide all the documentation required for a complete application.**

You should have the following documents:

- Award Information for Applicants
- Guidelines for Completing your Application
- Abstract Form
- Application Form
- Subject Area Form for Humanities and Social Sciences **or** Subject Area Form for Computer, Engineering, Life, Natural and Physical Sciences (please select as appropriate)
- Application Checklist
- Notes for Referees (x1)
- Reference Form (x2)

Please also make sure you are able to provide copies of the following documentation:

- Invitation letter from host institution
- Evidence of correspondence with your host researcher in Japan (not more than 10, A4 pages)
- A photocopy of the photo page of your passport
- If you are not a UK or EU national please provide a photocopy of your UK visa.

- A photocopy of your PhD certificate (if applicable). If not already written in English, please provide a translation.

## 2. Completing the Application Forms:

Please note that all submitted materials should be **typed** and not handwritten as your application may be prejudiced if it is unreadable in whole or in part. Handwritten applications, no matter how neatly written, will **not** be accepted.

### 2.1. The Abstract Form

The abstract is intended to be a lay summary of your proposed research plan. As well as providing a summary of your research plan, you should briefly explain the potential impact or wider benefits for your research to your research community and/or society. The research title should not exceed 100 letters, including spaces and symbols and the abstract should not exceed 300 words, including spaces and symbols

### 2.2. The Subject Area Form

Please select the areas that most closely reflect your field of research as this will enable us to allocate your application to the correct reviewers.

### 2.3. The Application Form

Please read how to fill in each section of the application form carefully. Errors in completing the application form can cause difficulties in the processing and/or evaluating of your application.

Please adhere to the following administrative points:

The closing date for applications is **Friday 1<sup>st</sup> December, 2017.**

- Applications **must** be typed.
- Font size must not be below 11 in any section of the application.
- Applications **must not** be stapled or bound in any way.
- Applications should be sent by recorded delivery or be hand delivered. If sent by post, it is the applicant's responsibility to check the delivery status. JSPS accepts no responsibility for applications lost in the post and delayed applications will be rejected if they are considered to set back the peer review process. Posted applications must be postmarked before the closing date for applications.
- **All** application materials submitted should be printed on **single-sided, white A4** paper.

- In addition, an electronic version of the abstract and application form (as word documents) are required to be e mailed to short-termaward@jsps.org.
- Applicants are asked to submit only the requested documents. Additional papers or copies of CVs will be removed from the application regardless of whether they have been referenced to in the proposal.

### 3. Filling in your Application Form

Please refer to the following instructions when filling in your application form.

#### Section 1

Please write your full name as it appears in your passport.

#### Section 2

Please enter your nationality/citizenship. To be eligible to apply through JSPS London you must be a national of the UK or any other EU country, Norway, Switzerland, the USA or Canada and **be based in the UK**. Nationals of Japan are not eligible. If you have dual citizenship please enter both here but if one of these is Japan, you are not eligible to apply.

#### Section 3

Please enter your date of birth numerically in a dd/mm/yyyy format.

#### Section 4

This section should be self-explanatory.

#### Section 5

Please state the title of your present position, your current department, the institution/company name of your current appointment and the country where you are based.

#### Section 6

Please provide details of your doctorate degree.

Type	e.g. Ph.D, D.Eng, D.Phil etc
Dates	Please give in dd/mm/yyyy format
Field	Your general academic area of expertise
Institution	The awarding institution
Country	Country of awarding institution

## **Sections 7-9**

These sections should be self-explanatory.

## **Section 10**

Please enter the time period of your proposed visit to Japan

Successful candidates must begin their fellowship in Japan between **May 2018 to the end of March 2019.**

Grants are awarded for a period of 1 to 12 months. Please note that the length of the fellowship must be for a whole number of months (i.e. 2 months, 3 months, 4 months etc).

At the time of submission, it is permissible for your tenure start and end dates to be tentative. However, the period of time you wish to do research in Japan must be accurate.

## **Section 11**

Please enter the full title of your proposed research project, maximum 100 letters including spaces and symbols.

## **Section 12**

Please provide details of your host researcher in Japan, taking care to ensure you complete all of this section accurately.

Please ensure your Japanese host researcher is an academic researcher above the level of lecturer.

## **Section 13a**

Please provide information regarding your higher education history in reverse chronological order.

## **Section 13b**

Please provide details of any qualifications you may have gained in reverse chronological order. This can include professional qualifications or recognised extra-curricula examinations/certificates.

## **Section 14**

Please provide a record of your employment history relating to your research in reverse chronological order.

## Section 15

Please provide information of any academic awards you have received and include the title of the award, the institution granting the award, and the year the award was received. This section can include details of research grants held and prizes/awards won.

## Section 16

Please give an indication of your language abilities. Please note that it is not a requirement set by JSPS for applicants to have any knowledge of the Japanese language.

## Section 17

This section should be self-explanatory.

## Section 18

Please include in this section a brief outline of your research to date and outline any outstanding achievements. You may wish to include details of any conferences at which you have presented.

## Section 19

Please provide a complete publication record of **your own** publications in reverse chronological order. Please include any completed work that has been approved for publication. It is not necessary to give details of book reviews.

**NOTE:** This section is **not** for listing the main publications you intend to use during your stay in Japan.

## Section 20

This section forms the main part of your application and should, at least, detail your present research and how it relates to your proposed research in Japan, the programme of research in Japan to be followed if an award is offered, the methodology to be used, the timetable for its accomplishment and an indication of the proposed outcome. Please also include an assessment of the merits of your proposed research and a statement of your reasons for undertaking the research in Japan.

Applicants may expand on the space given for their research proposal by up to **one** side of A4 and referencing related work should be limited to one extra half side of A4.

Please bear in mind that your application will be scanned and distributed to our review panel. Therefore, if you are including diagrams

or photos, please be sure that these are of a format that will still be clear.

### **Section 21**

Please briefly outline your present plans for and after your stay in Japan. Please indicate where you will go (or would like to go) and what you will work on (or would like to be working on) and comment on how your experience in Japan will benefit your future plans.

### **Section 22**

Please provide information of any non-JSPS academic awards or grants you are applying for, including a brief description of the research the award will be used for, the institution granting the award, the period the award will cover and when the funding decision is likely to be made.

### **Section 23: References**

Please give contact details for two referees who have indicated their willingness to support your application. Please also state your relationship to that person in this section.

**NOTE:** More than two references for any one application should not be submitted and if more than two are received JSPS will not evaluate which are the most beneficial. Only two referees may be cited on the application form and only references from those referees will be submitted with the application to our review panel. The references must be written in English and your proposed host in Japan can not act as a referee.

### **Section 24**

The completed application form should be accompanied by an invitation letter from your host institution and evidence of correspondence between the applicant and host in Japan. The invitation letter should be written in English, printed on letter headed paper and be signed and dated by the host researcher. At the very least, the invitation letter should state the name of the JSPS award being applied for, the title of the research plan and the length of time, including the month and year, the host researcher will accept the visit. Evidence of correspondence can be in the form of e-mails, letters and faxes and should not be more than 10, A4 pages. Duplication of e mails should be avoided. Between the invitation letter and e mail correspondence with the host, please make sure the following points are covered; the types of facilities and support the host researcher can provide, what is hoped to

be achieved, how both sides will benefit from the results produced and any plans for longer term or expanded collaboration. This information is an integral part of the application and our reviewers will consider it with a high level of importance.

Do not staple or bind any of your evidence of correspondence documents.

## **Section 25**

Please read this section carefully. If you can not agree to all statements, your application will not be considered further.

## **Finally...**

Please date, print your name and sign the declaration on the application form. Please sign in black ink.

Please note that signing the application form constitutes as confirmation that the information provided is complete and accurate. Subsequent discovery of any deliberate falsehood will automatically render the application null and void. In such instances where an award has been made, JSPS may require a full refund of any allowances already paid.

Please refer to the **Application Check List** to ensure you submit all the required documentation.

Completed applications should be submitted by **Friday 1<sup>st</sup> December, 2017** by post or delivered by hand to:

Short Term Award  
JSPS London  
14 Stephenson Way  
London  
NW1 2HD

Electronic versions of the application and abstract forms should also be submitted by **Friday 1<sup>st</sup> December, 2017**.