



## **Guidelines for Completing your Application to the JSPS London FY2020 (final 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.jspso.org](http://www.jspso.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 Biometric Residence Permit.
- 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. Please be sure to use the form for the FY2020 programme.

### **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**

The applicant is to fill out the form themselves. Please read how to fill in each section of the application form carefully. Note that you cannot make any changes to the format of each field in the form, such as enlarging or reducing the frames, creating undesignated new fields, omitting fields or deleting notes, or changing the number of pages. Please also note that you should fill out all fields except the colored columns. The type of font used when making entries on the form is optional, however, please use a font size of 11 points or larger. Errors in completing the application form can cause difficulties in the processing and/or evaluating of your application.

## **3. Filling in your Application Form**

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

### **“Proposed Tenure of JSPS Fellowship”**

Please enter the time period of your proposed visit to Japan

Successful candidates must begin their fellowship in Japan between **November 2020 to the end of March 2021.**

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.

### **“Proposed Research Title”**

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

### **Section 1. Full Name**

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

### **Section 2. Nationality**

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 or the Republic of Ireland. Distance learning is not acceptable.** 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. Date of Birth**

Please enter your date of birth.

### **Section 4. Gender**

This section should be self-explanatory.

### **Section 5. Current Appointment**

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. Academic Degree**

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

Note: You are not eligible to apply for this fellowship with only a professional degree such as J.D. or M.D. You must in addition either hold a PhD or be enrolled in a PhD programme of research.

### **Sections 7-9**

These sections should be self-explanatory.

### **Section 10. Proposed Host Researcher / Host Institution**

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 employed, preferably full-time, at a Japanese University or Institution acknowledged by JSPS.

### **Section 11a. Higher Education**

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

### **Section 11b. Other Professional Qualifications**

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

### **Section 12. Previous Employment**

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

### **Section 13. Academic Awards**

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 14. Language Ability**

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 15. Past / Present Stay in Japan over 3 months**

This section should be self-explanatory.

### **Section 16. Past Research and Achievements**

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

### **Section 17. List of Major Publications**

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 18. Research Plan in Japan**

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.

Please keep 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 in a format that will still be clear.

### **Section 19. Detail of your academic goals and career prospects**

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 20. Details of other grants you are currently applying for**

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 21: Referee's Details**

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:** Only two referees may be cited on the application form and only references from those referees will be accepted and shown to our review panel. The references must be written in English and your proposed host in Japan can not act as a referee.

### **Section 22. Correspondence**

The completed application form should be accompanied by evidence of correspondence between the applicant and host in Japan. Evidence of correspondence can be in the form of e-mails and letters should not be more than 10, A4 pages. Duplication of e mails should be avoided.

### **Section 23. Invitation Letter from Host researcher**

The completed application form should be accompanied by an Invitation letter from your host researcher that is addressed to JSPS London.

The invitation letter should be written in English, printed on letter headed paper and be signed and dated by the host researcher. A digital signature and PDF of the original document are acceptable for submission. 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.

Please make sure the following points are covered between the invitation letter and evidence of correspondence; 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

### **Section 24. Required Conditions for the applicants of this fellowship**

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. A digital image of your signature is acceptable.

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 invalid. 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 **Monday 8<sup>th</sup> June, 2020** by e mail at [short-termaward@jps.org](mailto:short-termaward@jps.org)

Applicants are asked to submit only the requested documents. Additional information such as copies of academic papers or CVs will be removed from the application regardless of whether they have been referenced to in the proposal.