



JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE
JSPS SHORT-TERM AWARD PROGRAMME

Notes for Referees

Your help in providing this reference is very much appreciated. If you require any further information please do not hesitate to contact the JSPS London Office on **020 7 255 4660** or alternatively by e-mail at **short-termaward@jsps.org**. No written acknowledgement of receipt of references is usually made, however if confirmation is required please telephone the JSPS London Office, quoting the name of the applicant.

1. Eligible Referees:

- Referees should be leading international authorities in their chosen field of research.
- The referees should normally, and where possible be UK based.
- At least one referee should be from outside the applicant's institution.
- The applicant's proposed host researcher is **not eligible** to act as a referee.
- Referees may not be currently serving members of *The British Academy*, or of the particular panel which considers these awards.

2. Procedure:

- **Reference forms should be typed.**
- **Reference forms for PhD student applicants** must include a statement of the month and year the student is expected to be awarded his or her PhD. At least one reference for PhD students must be provided by a referee from the student's own institution.
- The referee should find a reference form enclosed with this sheet which you are kindly asked to complete and return by post by **Thursday 29th November, 2007** to the JSPS London Office.
- The reference form is also available as a Word file on our website at http://www.jsps.org/funding/fellowship/short_term/index.html
- All opinions expressed are treated with complete confidentiality.
- The completed **reference form should not be returned to the applicant** but should be sent **before the deadline** directly to:

Short-Term Award Reference
JSPS London Office
14 Stephenson Way
London NW1 2HD

Emails and faxes of reference forms will not be accepted.

3. Data Protection:

Personal data on the Application and Reference Forms 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, PPARC and *The British Academy*. All information provided will be dealt with in accordance with the Data Protection Act.