

## **Preparing to Apply for the JSPS Short-Term Award**

In order to apply for the JSPS Short-Term Award, applicants must ensure that they comply with the eligibility criteria for the award and that they have found a suitable host at an eligible host institution in Japan. Additionally, applicants are required to approach two suitable referees to support their application.

### **1. Eligible Research Fields**

All fields of the Humanities, Social Sciences, Computer, Engineering, Life, Natural and Physical Sciences are covered by this programme.

### **2. Applicant Eligibility**

**Before** starting your application, please ensure that you fulfil the eligibility criteria to apply for the award by referring to the **Eligibility Flow Chart for PhD Student Applicants** or the **Eligibility Flow Chart for Post-Doctorate Applicants** contained within the application pack.

Please note that JSPS London has changed its eligibility criteria. Currently, **only nationals of the following countries are eligible to apply through the JSPS London Office:**

- **United Kingdom**
- **All European Union countries**
- **Switzerland**
- **Norway**
- **Iceland**
- **USA**
- **Canada**

Nationals of other countries may be eligible to apply for funding through JSPS Tokyo. Please check Tokyo's fellowship programmes and eligibility criteria by referring to the following webpage:

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

Please also note that there are different eligibility criteria for PhD student applicants and Post-Doctorate applicants and your status at the time of submitting the application determines which eligibility criteria is applicable to you.

These requirements are strictly adhered to and any applicant who does not meet them will be excluded from the competition without notice. If you

are in doubt about your eligibility status, please contact the JSPS London office to discuss your eligibility to apply.

**NOTE:** Those who have previously been awarded a fellowship under the JSPS Postdoctoral Fellowship Programme are not eligible to apply for this award.

### 3. Japanese Host Researcher and Institution

It is the applicant's responsibility to search for and contact a suitable Japanese Host from the Japanese Universities and Institutes recommended by JSPS (see the **List of Host Institutions** for a complete list of eligible host institutions). JSPS is not permitted to aid an applicant with this process.

Japanese host researchers must be academic researchers (not research assistants or *joshu* in Japanese) and be employed full-time at one of the listed Japanese Universities or Institutes recommended by JSPS.

**Evidence of correspondence** with your host should be sent with your application form. Evidence of correspondence usually takes the form of e-mails and/or faxes and letters. The evidence should demonstrate the following:

- the host researcher in Japan accepts to act as host for 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

### 4. Supporting References for your Application

All applications must be supported by **two** references. The applicant's host researcher in Japan is **not** eligible to act as a referee for the application.

Your choice of referee is a personal matter but JSPS London would advise that you choose referees whom you feel are best able to give an informed comment on your academic career, your proposed research project and the scholars involved and assess its likely impact on the subject area.

In the case of references for PhD student applicants, one referee should be from the applicant's own institution and he or she should be asked to state the month and year in which the applicant is expected to receive his or her PhD. This person will usually be the applicant's supervisor.

If you are a post-doctoral applicant, JSPS London would prefer that at least one referee is from an institution other than your own.

Please note the following important administrative points regarding references:

**Applicant's responsibilities:**

- It is your responsibility to approach 2 referees who are able to comment on you and on your research.
- It is your responsibility to ensure that your referees obtain a copy of the **current** Reference Form and the Notes for Referees document.
- It is your responsibility to ensure your references are submitted by the deadline of **17:30 on Thursday 29<sup>th</sup> November , 2007**. JSPS London will not contact your referees to request references be sent.
- Faxes or electronic submissions will not be accepted.
- JSPS London would prefer to receive supporting statements from your nominated referees before the closing date for applications but, where this is not possible, referees will be able to submit their comments **up to three working days** after the closing date. **Without two valid references, your application will be considered incomplete and may be withdrawn from consideration.**

**Referee's Responsibilities:**

**It is the responsibility of the referee to send a signed and completed original hard copy of the Reference Form directly to the JSPS London Office.** All applications for grants under the JSPS Short-Term Award Programme are considered in light of referees' comments. No application will be considered without the required number of references.