

Guidelines for Completing your Application

1. Before Completing the Application Forms:

Please download all the application materials from our website (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
- Preparing to Apply for the JSPS Short-Term Award
- Eligibility Check Flowchart for PhD Student Applicants **or** Eligibility Check Flowchart for Post-Doctorate Applicants (please select as appropriate)
- List of Japanese Host Institutions (compliant with JSPS regulations)
- 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)
- Monitoring Form (optional)
- Application Checklist
- Notes for Referees (x2)
- Reference Form (x2)

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

- Evidence of correspondence with your host researcher in Japan
- A photocopy of the photo page of your passport
- If you are not a UK national or EU national please provide a photocopy of your UK visa.
- A photocopy of your PhD certificate (if applicable)

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. It should be written in such a way that it is understandable by an A-level student. 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 abstract should be completed within 300 words.

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 review panel.

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 deadline for applications is **17:30 on Thursday 29th November, 2007.**
- Applications **must** be typed.
- 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. Posted applications must be post-marked before or on the deadline date.
- **All** application materials submitted should be printed on **single-sided white A4** paper.
- Faxes or electronic submissions of the application form will not be accepted.
- Applicants are asked to submit only the requested documents. Additional papers or copies of CVs will be removed from your application regardless of whether you have referenced them in your proposal or not.

3. Filling in your Application Form

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

Section 1

Please indicate your title (Dr, Mr, Mrs, Miss etc) and your full name.
Please take care to complete this section accurately.

Section 2

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

Example:

If your birthday is the 1st April, 1979, please enter: 01 / 04 / 1979

Section 3

Please enter your nationality/citizenship. If you have more than one nationality, you may state both in this section. To be eligible to apply through JSPS London you must be a national of the UK or any other EU country, Norway, Switzerland, Iceland, the USA or Canada.

Please note, to be eligible for the award, you must be a national of a country which has full diplomatic relations with Japan.

Section 4

Please state your country of **permanent** residence. This is the country in which you are ordinarily resident.

Section 5

Please indicate your residency status in the UK. If you are an EU national, you have indefinite leave to remain in the UK. If you are not a UK national or an EU national please provide a photocopy of your UK visa. Please tick 'Other' if you have a student visa or a *Temporary Leave to Remain* stamp.

Section 6

Please provide details of your **current** position. You will be asked about the proposed host organisation for the award in Section 14. Please state the title of your present position, your current department and the institution/company name of your current appointment.

Example:

3rd year PhD Student, Department of Mechanical Engineering, Imperial College London.

Section 7

Please provide details of your doctorate degree.

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

Section 8

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

Section 9

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 10

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

Section 11

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 12

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 13

Please state your current field of specialisation.

Section 14

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

As stated in section 3 of the 'Preparing to Apply for the JSPS Short-Term Award' document, please ensure your Japanese host researcher is an academic researcher (and not a research assistant or *joshu* in Japanese) who is employed full-time at one of the listed Japanese universities or institutes recommended by JSPS.

Section 15

Please enter the full title of your proposed research project.

Section 16

Please enter the dates of your proposed visit to Japan in dd/mm/yyyy format.

Successful candidates must begin their scholarship in Japan during the specified period. For the application deadline **Thursday 29th November, 2007**, applicants are asked to take up their awards in Japan between **1st May, 2008** and **31st March, 2009**.

Grants are awarded for a period of 1 to 12 months. Please note that for tenures of over 1 month, the length of the fellowship must be for a natural 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 research in Japan must be accurate.

Section 17

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 brief statement of your reasons for undertaking the research in Japan.

Applicants may expand the space given for their research proposal by up to **one** side of A4. Please do not use a font size below 10pt.

Please bear in mind that your application will be photocopied and distributed to our review panel. Therefore, if you are including diagrams or photos, please be sure that these are of a type that will still be clear when reproduced by a black and white photocopier.

Section 18

Please briefly outline your present plans for 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 19

Please provide a complete publication record of **your own** publications in reverse chronological order. Please including any completed unpublished work. 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

Please give an indication of your language abilities. Please note that it is not necessary for applicants to have any knowledge of Japanese.

Excellent	Advanced level - a high level of fluency which is either native level or close to native level
Good	Intermediate level - an ability to get by on a daily basis without difficulty
Fair	Beginners' level – a basic knowledge and ability
None	No knowledge

Section 25: 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: JSPS cannot submit more than two references for any one application and should more than two be received, JSPS will not evaluate which is the most beneficial. Only two referees may be cited on the application form and only references from those two referees will be submitted with your application.

Section 26

The completed form should be accompanied by evidence of correspondence between you and your host in Japan. As detailed in section 3 of the 'Preparing to Apply for the JSPS Short-Term Award'

document, evidence of correspondence can be in the form of e-mails, letters and faxes.

Do not underestimate the importance of providing evidence of your correspondence with your host professor. It is an integral part of your application and our reviewers consider it with a high level of importance.

Do not staple or bind any of your evidence documents.

Section 27

Please date and sign the declaration on your application form. Please sign in black or blue ink.

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

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

Completed applications should be submitted by **17:30** on the deadline date of **Thursday 29th November, 2007** by registered post or hand delivery to:

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