

## **Guidelines for Completing your Application**

### **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
- 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)
- 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
- 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 and the abstract should not exceed 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 closing date for applications is **Wednesday, 4 June 2014**.
- 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 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@jspm.org](mailto:short-termaward@jspm.org).
- 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.

### 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 1<sup>st</sup> 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, the USA or Canada and **be based in the UK.**

#### Section 5

Please state the title of your present position, your current department and the institution/company name of your current appointment.

Example:

*3<sup>rd</sup> year PhD Student, Department of Mechanical Engineering, Imperial College London.*

#### Section 6

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 7

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

## **Section 8**

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 9**

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

## **Section 10**

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 11**

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 12**

Please state your current field of specialisation.

## **Section 13**

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 and is not an Assistant Professor or Research Assistant (*jokyo or joshu* in Japanese). They must also be employed full-time at one of the Japanese universities or institutes approved by JSPS.

## **Section 14**

Please enter the full title of your proposed research project, maximum 100 letters.

## Section 15

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

Successful candidates must begin their fellowship in Japan between **November 2014 to 31 March 2015**.

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 16

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 on 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 format that will still be clear when reproduced by a black and white photocopier.

## Section 17

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 18

Please provide a complete publication record of **your own** publications in reverse chronological order. Please include 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 19**

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

## **Sections 20-23**

These sections should be self explanatory.

## **Section 24: 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 your 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 25**

The completed application form should be accompanied an invitation letter from your host institution and evidence of correspondence between you and your host in Japan.

The invitation letter should be printed on letter headed paper and signed 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.

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 your application and our reviewers consider it with a high level of importance.

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

## Section 26

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

Please note that signing the application form constitutes a 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 **Wednesday, 4 June 2014** using post or deliver 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 **Wednesday, 4 June 2014**.