



## **FY2023 Application Guidelines for the JSPS London call of the JSPS Pre/Postdoctoral Fellowship for Research in Japan (Short-term)**

**Fellowship Start Period: 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**

**Closing Date for Applications: Monday 7<sup>th</sup> November, 2022**

### **Award Information for Applicants**

#### **1. OUTLINE OF THE PROGRAMME:**

This programme provides the opportunity for short-term visits for pre- and post-doctoral UK, European, North American and Canadian researchers for cooperative research with leading research groups at Japanese Universities and Institutions. The programme is designed to provide researchers with first-hand experience of the research and living environment in Japan, whilst expanding academic exchange between Japan and the UK or Ireland. Researchers from any fields; Computer, Engineering, Health, Biological, Life, Natural and Physical Sciences, Mathematics, Humanities and Social Sciences etc. are eligible to apply. Awards will cover visits of 1 to 12 months.

#### **2. APPLICANT ELIGIBILITY:**

- Applicants need to be ordinarily based in the UK or Ireland for research purposes.
- Postdoctoral candidates must have obtained their PhD at a university outside of Japan within the last 6 years (on or after 2<sup>nd</sup> April 2017), minus time taken off for maternity or paternity leave. Evidence of this leave must be provided with the application.
- PhD students must be enrolled in a doctoral course in the UK or Ireland and not Japan and be scheduled to receive their PhD within 2 years from the time of starting their tenure in Japan.
- PhD students undertaking formal distance learning PhD degrees and are based outside of the UK or Ireland are not eligible.
- Candidates who are expected to be conferred with their PhD before starting their fellowship must be able to submit a copy of their PhD certificate or letter confirming award of their PhD from their university/ research institute registration services before leaving for Japan.

**Only nationals of the following countries are eligible to apply through JSPS London:**

- **UK**
- **All European Union countries (as of 1st April 2021) as well as Norway and Switzerland**
- **USA and Canada**

Nationals of other countries may be eligible to apply for funding through JSPS Tokyo. In the case of applying to the JSPS Tokyo head office, the application must be made via the host researcher on the candidate's behalf. Please check our Tokyo head office's fellowship programmes and eligibility criteria by referring to the following webpage:

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

If you are in doubt about your eligibility status, please contact JSPS London to discuss.

**NOTE:**

- Candidates must, in advance of applying, have arranged a research plan with a host researcher in Japan and reached a point of agreement concerning any Intellectual Property considerations.
- Those who have previously been awarded another type of JSPS Postdoctoral Fellowship Programme for Research in Japan (Standard Postdoctoral Fellowship or Pathway to University Positions in Japan Postdoctoral Fellowship) are not eligible to apply.
- This Short Term Pre/Post-doctoral Fellowship is only awarded once to a single researcher.
- Those who have a residency card with a mailing address in Japan at the time of application are not eligible.
- Only one application per candidate is allowed in a call.
- The same person may not simultaneously apply for two or more types of JSPS Fellowship programme.

**3. NUMBER OF GRANTS AWARDED:**

Minimum of 13 awards per year.

- The number of awards indicated above are subject to change.

**4. DURATION AND COMMENCEMENT OF AWARDS:**

- Grants are awarded for a period of 1 to 12 months.
- The fellowship period starts from the day the Fellow arrives in Japan until the day of departure. The Fellowship can not be divided into multiple stays.
- The closing date for applications is **Monday 7<sup>th</sup> November, 2022** and successful candidates can start their fellowships in Japan anytime between **1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**.

**5. JAPANESE HOST RESEARCHER AND INSTITUTION**

JSPS does not find or introduce host researchers or institutions. It is the applicant's responsibility to contact a suitable Japanese host from the Japanese Universities and Institutions approved by JSPS. It is possible to search for a suitable host using the researchmap portal on the JSPS London website: <https://researchmap.jp/?lang=english>

A host institution can be either a university or research institution as specified in Article 2 of the Procedure for the Handling of Grants-in-Aid for Scientific Research (KAKENHI), issued by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

**Approved host institutions include:**

- 1) Universities and inter-university research institutes
- 2) MEXT-affiliated institutions engaged in research
- 3) Colleges of Technology
- 4) Institutions designated by the Ministry of MEXT

If your preferred Host Institution is not included, please either check the more detailed list at the following link:

<https://www-kokusai.jps.go.jp/jps1/kikanList.do> or consult with JSPS London.

A Japanese host researcher must be an academic researcher who is employed full-time at a Japanese University or Institution acknowledged by JSPS. However, a researcher not employed full time may be eligible to be a host researcher if they are able to apply for KAKENHI (Grants-in-aid) funding and their institution judges them able to implement the project and provide an appropriate research environment. If in doubt about eligibility, please discuss with JSPS London before making an application.

**NOTE: Full-time employment classification is determined by the regulations of the host institution.**

**An Invitation letter from the Host Institution** must be provided in English and signed and dated by the host researcher to prove acceptance of your visit.

**Evidence of correspondence** with your host should be sent with your application in the form of e-mails and/or faxes and letters and should not be more than 10, A4 pages. The evidence should demonstrate the following:

- the host researcher in Japan accepts to provide for the research and welfare needs of the applicant and must be proactive in preventing any form of discrimination or misconduct on the part of the candidate during their tenure. If any such problems occur, the host should endeavour to resolve them.
- 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.
- For research plans that include interviews, surveys, research or

experiments which require prior approval from an information-advisory or ethics committee either within or outside the Japanese host institution, the application should state the measures and actions that have or will be taken.

Please note, where e-mails or letters have been exchanged in Japanese, an English translation must be provided.

## **6. TERMS OF THE AWARD:**

- JSPS' designated travel agent will provide a return air ticket for the most direct and economical route.
- Monthly maintenance allowance of ¥362,000 (for Postdoctoral Fellows)  
¥200,000 (for PhD Students)  
\*These rates will take effect according to the status of the applicant at the time their research in Japan starts.
- Settling-in allowance of ¥200,000 (only for awardees with a tenure of three or more months).
- Overseas travel, accident and sickness insurance coverage (based on JSPS regulations).
- A research support allowance to cover cooperative research related expenses. The host researcher can apply for this allowance to the JSPS Tokyo head office once an award of a fellowship has been confirmed.
- The amounts of the award indicated above are subject to change.

### **NOTE:**

- If the Awardee already resides in Japan or has residency status on or after the date his/her award letter is issued, the above mentioned air ticket to Japan and settling-in allowance will not be provided.
- Japanese citizens and those with permanent residency status in Japan or candidates of dual nationality including Japanese are not eligible to apply.
- Candidates who already have a residency card with a mailing address in Japan for the duration of the fiscal year this fellowship call covers are not eligible to apply.
- Overseas researchers doing research at a Japanese research institute at the time of application are not eligible.
- A fellow may not engage in other work, paid or otherwise, during their tenure.

## **7. REPORTING OBLIGATIONS:**

The awardee and their host researcher must submit a research report within one month of completing the fellowship tenure using a separately prescribed format.

## **8. DATA PROTECTION:**

Applicants should be aware that all information provided will be dealt with in accordance with the UK General Data Protection Regulation and the Privacy

Notice of JSPS London. Information will be held and processed at JSPS London, JSPS Tokyo and possibly other JSPS overseas offices and will be used exclusively for the implementation of JSPS programmes. Please see our Privacy Notice at the following link: [https://www.jsps.org/about\\_us/privacy.html](https://www.jsps.org/about_us/privacy.html)

Successful candidates should note that their name, nationality, title and affiliation, research theme, fellowship tenure, host institution, name and title of their host researcher and their research reports will be given public access. JSPS Fellows will also be asked to participate in surveys aimed at improving this fellowship programme.

## 9. CLOSING DATE FOR APPLICATIONS AND SUBMISSION:

The closing date for applications is **Monday 7<sup>th</sup> November, 2022.**

Completed applications should be sent **by e mail (short-termaward@jsps.org)** to JSPS London. Any applications received after the closing date or by post will not be accepted.

## 10. APPLICATION PROCEDURE, SELECTION AND NOTIFICATION

- On receipt of each application, a peer review takes place with members of the JSPS London College of Reviewers based in the UK and Ireland.
- JSPS London recommends those candidates most highly evaluated to the JSPS Tokyo head office. JSPS London will notify all applicants of results by e mail, approximately 3 months after submitting the application.
- JSPS Tokyo will carry out necessary administrative procedures with the Japanese host institution and send a formal award letter to the successful candidates. The successful candidates will receive this letter 4 to 5 months after submitting the application.

## 11. REFERENCES:

Two completed "References" must be sent by e mail from each referee to JSPS London by the closing date. JSPS London requests one of these references comes from the institution the applicant currently belongs to and the other comes from preferably an external department or institution.

**For PhD Students, one referee should be the applicant's supervisor and their reference should state the month and year in which the applicant is expected to receive his or her PhD.**

The applicant's host researcher in Japan is **not** eligible to act as a referee for the application.

**NOTE:** Your choice of referee is a personal matter but JSPS London would advise that you choose someone who you feel is best able to give an informed opinion on your academic career, your proposed research project and the scholars involved, as well as to be able to assess its likely impact on the subject area.

Please note the following important administrative points regarding references:

**Applicant's responsibilities:**

- It is your responsibility to ensure that your referee obtains a copy of the **current** Reference Form and the Notes for Referees documents.
- **Without two valid references, the application will be considered incomplete and be withdrawn from the competition.**

## 12. RESUBMISSION POLICY

- **JSPS London currently operates an open resubmissions policy unless previous correspondence notifying results specifically does not invite this. An applicant is advised to obtain feedback from JSPS London before considering to apply again. A resubmission should take into account this feedback and be substantively different from a previous application with modified aims and objectives and revised methodological approach.**

## 13. OBLIGATIONS OF THE HOST RESEARCHER

The host researchers, their institution and candidate should keep in mind the following points in mind before applying and if selected all parties will be expected to observe the regulations and procedures stipulated in the Program Guidelines for the JSPS Postdoctoral Fellowship for Research in Japan. If either the candidate or host should fail to do so, the fellowship may be withdrawn, allowances (including airfares) stopped, and allowances already paid will be reclaimed.

- Before submitting an application, the host researcher shall fully inform the candidate of conditions at the host institution, including his/her status under the fellowship and the candidate needs to acknowledge and accept those conditions.
- The host researcher will, in cooperation with the administration office of the host institution, provide suitable arrangements for the fellow to pursue their joint research. The host will also assist the fellow, when needed, with immigration processing (including applying for a "certificate of eligibility"), securing domicile and other matters related to his/her stay in Japan.
- During fellowship tenures, the host should not commit acts of discrimination, harassment or abuse towards the candidate and should be particularly careful their actions cannot be interpreted as committing such acts.
- During their tenure, a candidate must not infringe in any way on the human rights of others, including racial or gender discrimination or other forms of abuse.
- As a rule, the candidate should stay in Japan continuously during the tenure of their fellowship and concentrate on their research at the host institution. However, a candidate may suspend their fellowship for the purpose of childbearing or infant nursing.
- A fellow may not engage in other work, paid or otherwise, during their tenure.
- The host shall take full responsibility for the candidate's actions while in Japan, so must be proactive in preventing any discrimination, misconduct or misuse on the part of the candidate during their tenure. If any such problems should occur, the host should endeavor to resolve them.

## 14. NOTES

- Should JSPS London determine any information provided is incomplete, falsified, plagiarized or otherwise flawed, the application will be rejected, or if already awarded, the fellowship will be withdrawn, allowances (including airfares) stopped, and allowances already paid will be reclaimed.
- The candidate and host researcher must follow the rules established by the host institution and JSPS which prohibits acts of research misconduct e.g. fabricating and falsifying research results and misuse of funds. The host institution is responsible for explaining these rules and penalties for violations.
- JSPS does not support any research project related to military affairs.
- When accepting Fellows, the host institution should perform necessary procedures for the export and provision of technology concerning security trade control in accordance with the Foreign Exchange and Foreign Control Trade Law (Act No. 228 of December 1, 1949). JSPS Fellows must follow all of Japan's pertinent laws and ordinances, guidelines and directives in this regard.

### COVID-19 Pandemic Considerations:

As the situation with the COVID-19 pandemic changes, we may apply flexibility in our handling of some aspects of the application and post-award processes. Please consider that travel restrictions to and in Japan are highly changeable and it may be difficult for JSPS Fellows awarded in FY2023 to go to Japan as planned.

## 15. CONTACT:

For application enquiries and submissions, please contact:

JSPS London

Tel: +44 (0)207-255-4660

E mail: [short-termaward@jsps.org](mailto:short-termaward@jsps.org)

Web: <https://www.jsps.org>