



## **JSPS London Symposium and Seminar Scheme Application Guidelines for FY2023**

Closing date: Monday 30<sup>th</sup> January, 2023

Time frame for holding events: between June 2023 to the end of February 2024

### **Purpose**

JSPS London's primary aims include publicising academic research from Japan and strengthening collaborative research linkages between the UK or Republic of Ireland (RoI) and Japan. To help achieve these aims, JSPS London has created this scheme to support events organised by members of the JSPS Alumni Association of the UK and RoI or by Japanese Researchers based in the UK or RoI at institutional or departmental level. These events should aim to create high quality collaboration in cutting edge fields or showcase research in areas where Japan and the UK or RoI are world leading. This could be a symposium or smaller scale seminar. Both kinds of events can either focus on UK or RoI-Japan bilateral collaboration or be part of an international conference that aims to develop trusted multilateral partnerships with Japan and the UK and/or RoI at the centre.

For this call we can support an in-person and/or on-line event. However, an in-person event must follow current UK or RoI Government COVID secure guidelines and consideration to rules for international travel. The awardee/organiser(s) must also confirm to JSPS London in advance that they have carried out a thorough risk assessment and will take all reasonable steps to mitigate the risk of viral transmission.

### **Applicable Research Fields:**

Open to any research field at higher education institutions.

**Eligibility:**

Applicants must be registered members of the JSPS Alumni Association of the UK and RoI or the JSPS London Network for Japanese Researchers Based in the UK (JBUK) and be based at a university or research institute in the UK or RoI. It is preferable that the applicant's affiliation should be the lead institution. Applicants should also be ordinarily based at a university or research institute in the UK or RoI at the time of organising and holding the event, be involved in the field of research the application is based on and should clearly benefit from the collaborative elements of the event.

**Conditions:**

- To strengthen bilateral linkages between Japan and the UK or RoI or multilateral linkages with Japan and the UK or RoI at the centre.
- The event should be at institutional or departmental level.
- For organisation of an event, involvement is needed from the appropriate senior academic level e.g. Vice Chancellor, Pro Vice Chancellor or Head of School, who can facilitate on-going collaboration at institutional level.
- Involvement from the appropriate senior academic level at the co-scientific lead's institution in Japan is preferable.
- Primarily, speakers should come from universities or academic research institutes in Japan and the UK or RoI.
- Where possible, the event should provide early career researchers from Japan with the opportunity to present their research and have discussion with peers in order to obtain good international research experience.
- The event should be open to all with public lectures encouraged.

\*It is not possible to apply to this symposium and seminar scheme if already receiving another source of funding from JSPS to support the same event.

**Selection Criteria:**

- Scientific excellence.
- Involvement of early career researchers.
- Broad participation from institutions including the very best researchers from the UK and/or RoI and Japan.

- Contribution to long-lasting academic linkages between the UK or RoI and Japan.
- Evidence of the event having high impact.
- Institutional or departmental level involvement.
- Significance of the host institution in the UK or RoI in holding the symposium.
- Appropriateness of proposal to meet objective.
- Value for money.

\* In the final selection, JSPS London will look to achieve a balance among the research areas and institutions it supports. Applications by former awardees to this scheme will be given less priority.

### **Terms of Funding for an In-Person Event**

An international air ticket, accommodation and daily allowances for the main symposium or seminar for speakers from Japan will be provided as well as travel costs between the invited speaker's institution and nearest airport in Japan. All travel costs are provided in accordance to the following JSPS budget regulations:

- International air ticket: discount economy class (up to 4 researchers). However, if necessary, for a person who is in a position equivalent to a professor/associate professor, one discounted business class ticket can be chosen instead of two discounted economy class tickets. In this case, the maximum number of speakers that JSPS can support will be reduced from four to three.
- Accommodation allowance: this should be used to cover breakfast, dinner and accommodation. Up to JPY 20,000 is provided per night for London and up to JPY 17,000 per night for events held in other areas. This amount provided will be reduced if any of these costs are paid for by the UK host.
- Daily allowance: to cover lunch and domestic travel costs, including taxis, within the UK and RoI. Up to JPY 6,000 is provided for London and up to JPY 5,000 for other areas. This amount provided will be reduced if any of these costs are paid for by the UK host.

\*Other costs should be covered by another funding source.

\* Please note the accommodation and daily allowance can only be provided in JPY to the speakers from Japan. Please therefore consider the exchange rate before making any arrangements involving these speakers.

\*When planning the event programme, please keep in mind the flight arrival times for the speakers from Japan.

Involvement of PhD students or postdoctoral researchers is strongly encouraged. If the organiser would like to invite PhD students or postdoctoral researchers from Japan, who are not already supported by a JSPS programme, please submit their CV and publication list and brief explanation of why they have been chosen as an invited speaker, altogether one A4 page maximum for each person, to JSPS London. These will be counted in the overall quota of 4 speakers JSPS can support as part of each award. Another example of involvement of PhD students and postdoctoral researchers could be a side or elevator session to give these researchers an opportunity to explain about their work and facilitate interaction with senior researchers.

Researchers based at one of the following types of Japanese research institutes are eligible to be an invited speaker supported by JSPS:

- (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

\*eligible institutions are listed at:

<https://www-kaken.jsps.go.jp/kaken1/kikanList.do>

JSPS Research Fellows (DC1, DC2, PD and RPD) are also eligible.

In addition, JSPS London can provide funding towards the venue, catering, advertisement, material printing and costs of publications arising from the event. In this regard, £1,000 is available for support of a seminar, 1,500 for a symposium with a bilateral focus and £2,000 for a symposium with multilateral focus.

Funding for publications is awarded on the provision that as much as possible, such type of research outcome is disseminated to both research and more widespread audiences, to inform potential users and beneficiaries of the research.

Funding for a symposium will be paid upon the host institution producing the relevant invoices to JSPS London. For a small scale seminar, JSPS London can agree to pay the host institution or sub-contracted companies directly on receipt of an invoice. The organiser must consult with JSPS London about estimate costs before placing any orders. Please note that JSPS London may also request a full list of attendees to submit to the JSPS Tokyo head office to satisfy accounting procedures.

Financial support or benefit-in-kind contributions from the UK lead institution is essential for a symposium. A letter of support, signed by the most senior person involved, that details the contribution the lead institution is able to make, should be included with the application. With regards to a symposium with multilateral focus, financial support or benefit-in-kind contributions are welcome from any institution that members of the organising committee have links with.

Other forms of financial support are encouraged providing JSPS London is recognised as the lead sponsor. Co-sponsorship or registration fees raised must be on a not-for-profit basis and should be considered to be used to provide greater access for pre/postdoctoral researchers to join the event for free. Registration fees for invited speakers already being supported by JSPS should ordinarily be waived but if it becomes necessary to raise such fees from all participants please discuss with JSPS London in advance.

### **Terms of Funding for an On-Line Event**

JSPS London can provide up to £2,000 for funding towards technological support for the event to enable advertising, streaming and archiving of the event to take place as well as proceedings from the event to be published. If there are other organisational costs that need to be covered, please discuss with JSPS London in advance. If the applicant wishes to hold a combined in-person and on-line event, the amount provided will be capped at £3,000, regardless of the type or scale of the event.

### **Responsibility of the Applicant:**

The JSPS logo and logos for either the JSPS Alumni Association of the UK and RoI or JBUK must appear on all symposium or seminar related materials. The correct logos should be obtained from JSPS London.

Slots in the event programme should be made for JSPS London staff to give 5 to 10 minutes of opening remarks and a 15 minute presentation to promote JSPS activities and funding programmes.

One of the speakers should write an article (approximately 2 pages), either in English or Japanese, for the JSPS London Newsletter.

**Time Frame for Event:**

The event may be held between June 2023 to the end of February 2024. It will not be possible to defer holding an event beyond this time.

**Duration for Event:**

1 to 3 days for a symposium and up to 1 day for a seminar.

**Number of Events Supported:**

At least 2 in a fiscal year.

**Application Procedure:**

To apply for this scheme, please submit the following:

- a.) Completed application form. Please do not exceed the space given in any section of the application form and do not use a font size below 10.
- b.) CV of applicant and co scientific lead.
- c.) For an in-person event, the CV of Japanese speakers whose travel costs are to be supported by JSPS must be provided. (Maximum of 1 A4 page for CVs and 1 A4 page for publications should be submitted for each person.)
- d.) Support letter from UK lead institution (required for a symposium only).

**Closing Date for Proposals:**

Monday 30<sup>th</sup> January, 2023 (applications received after this date will not be accepted).

**Selection and Notification:**

The selection process will be carried out by JSPS London between January to March 2023.  
Successful candidates will be notified in April 2023.

**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, affiliation, research theme, host institution, name and title of their host researcher as well as their event article will be given public access.

**Contact Details:**

All completed application forms should be e mailed to JSPS London at: [enquire@jsps.org](mailto:enquire@jsps.org)