

**JSPS International Fellowships for Research in Japan**  
**Postdoctoral Fellowship for Research in Japan (Standard)**  
**Application through Overseas Nominating Authorities**  
**FY 2019 Application Guidelines**

**1. PURPOSE**

To provide opportunities for young and excellent postdoctoral researchers from other countries to conduct, under the guidance of their hosts, cooperative research with leading research groups in universities and other Japanese institutions. The program allows such researchers to advance their own research while contributing to the progress of research in Japan and the counterpart countries.

**2. FIELDS OF RESEARCH**

All fields of the humanities, social sciences, and natural sciences are included under this program.

**3. DURATION OF FELLOWSHIPS**

12 to 24 months (full months)

**4. STARTING DATE**

Fellows must start their Fellowship in Japan during the period of 1 April 2019 – 30 November 2019.

**5. FELLOW ELIGIBILITY**

1. Be a citizen of a country that has diplomatic relations with Japan. (JSPS treats Taiwanese and Palestinian researchers in this manner.)
2. Hold a doctorate degree when the Fellowship goes into effect, which must have been received on or after 2 April 2013, or be scheduled to receive a doctorate degree before the Fellowship goes into effect.

[Note]

- 1) Those who have previously been awarded a fellowship under the JSPS Postdoctoral Fellowship for Research in Japan ([Standard] and [Pathway to University positions in Japan]) are not eligible.
- 2) Persons who are Japanese citizen and foreigners who are permitted permanent residence in Japan are not eligible.

**6. HOST RESEARCHER ELIGIBILITY**

Host researcher must, in principle, be a researcher who is employed full-time at 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). However, there are cases when a researcher not employed in a full time position may be eligible. Such persons must be eligible to apply for a KAKENHI grant-in-aid and his/her affiliated institution must judge them able to implement the project and to provide an appropriate research environment (e.g., laboratory, equipment, personnel) for it.

\*Eligible host institutions specified under the above MEXT Procedure are as follows:

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

**7. TERMS OF AWARD**

- 1) Airfare  
A round-trip air ticket (based on JSPS's regulations)
- 2) Maintenance Allowance ¥362,000 per month
- 3) Miscellaneous  
A settling-in allowance of ¥200,000, overseas travel insurance, etc.

[Note]

- 1) For the fellow who has been living in Japan (and has a mailing address) before the fellowship starting date, the “traveling expense” of outbound flight and a “settle-in allowance” will not be paid. A Grant-in-Aid for Scientific Research (Grant-in-Aid for JSPS Research Fellow) is available to cover cooperative research-related expenses. Application for these grants is made by the host researcher through his/her institution.

## 8. APPLICATION PROCEDURE FOR PROGRAM

Applications for this program must be submitted to JSPS through an overseas nominating authority. The application process is as follows:

- 1) Contact is made between overseas researchers (candidates) who wish to conduct cooperative research in Japan and their prospective hosts.
- 2) Candidates submit an application to a nominating authority.
- 3) The nominating authority conducts a scientific evaluation to select candidates and nominates them to JSPS.
- 4) Approximately three months after the nomination, JSPS sends out a notice of selection decision to both the candidates and the nominating authorities.

[Note]

- 1) JSPS does not find or introduce host researchers or institutions.
- 2) Application deadlines and selection procedures differ by each nominating authority.
- 3) When setting the starting date of fellowships, adequate time should be allowed for application processing: e.g., application screening by the nominating authority (time differing by authorities) and selection decision-making by JSPS (about three months).
- 4) In addition to receiving applications through overseas nominating authorities, JSPS also accepts applications for candidates from researchers in Japan (open recruitment).

## 9. MATERIALS TO BE SUBMITTED

- 1) FY2019 Application Form for JSPS International Fellowships for Research in Japan, Postdoctoral Fellowships for Research in Japan (Standard), for Application through Overseas Nominating Authorities. The application form is to be written by the candidate.
- 2) Letter of acceptance/invitation from the candidate’s prospective host researcher in Japan, stating that s/he accepts the candidate at his /her institution during the period of the fellowship tenure. The letter should be signed by the host himself/herself. It is preferable that the letter be written on letterhead paper.
- 3) Letter of recommendation signed by the candidate’s doctoral supervisor (etc.) (The writer of the letter is to be a person other than the candidate’s prospective host researcher in Japan). It is preferable that the letter be written on letterhead paper.
- 4) A copy of the candidate’s PhD degree diploma or the original of his/her PhD degree certificate. If the degree has not yet been awarded, a letter is required from the candidate’s institution stating the date that s/he will officially receive the degree. In that case, the candidate should submit to JSPS the original of PhD degree certificate or a copy of the PhD diploma promptly before starting his/her fellowship. The diploma or certificate should be signed or stamped with an official seal.

[Note]

- 1) All documents must be in either English or Japanese. When the original document is in another language, please be sure to attach an English translation (which does not need to be an official translation, and may be done by the host or candidate).

## 10. NOTICE

### a) False information etc., in the application form

Should JSPS determine any information in an application to be falsified, plagiarized or otherwise flawed, the application will be rejected or, if already awarded, the fellowship withdrawn.

### b) Research ethics education coursework

To promote the proper conduct of research activities and prevent misconduct in advance, it is

first necessary to raise the level of researcher ethics within research institutions. When deemed appropriate, therefore, host institution should establish educational courses for invited overseas researchers to take in research ethics.

(References) Learning materials on avoiding misconduct in research activities

- 1) For the Sound Development of Science—The Attitude of a Conscientious Scientist— by Editing Committee of Japan Society for the Promotion of Science
- 2) e-Learning Course on Research Ethics [eL CoRE]  
1) and 2) are available at: <http://www.jspss.go.jp/english/e-kousei/ethics.html>
- 3) APRIN e-learning program (CITI Japan)
- 4) Research ethics courses conducted by Institutions based on the “Guidelines for Responding to Misconduct in Research” issued 26 August 2014 by Ministry of Education, Culture, Sports, Science and Technology(MEXT)

#### **c) Handling of personal information**

With regard to personal information contained in application materials, it shall be strictly controlled in accordance with the “Law to Protect Personal Information Held by Independent Administrative Institutions” and JSPS’s own regulations for protecting personal information. JSPS will use such information exclusively for implementing its programs. (This may involve the provision of personal information to external companies commissioned to electronically process and manage program-related data.)

If selected for a fellowship, fellows should note that their name, nationality, title and affiliated organization; research theme, fellowship tenure, host institution, host researcher’s name and title; and research reports may be given public access.

Fellows are also asked to participate in surveys aimed at improving JSPS programs.

#### **d) Research conducted for a military purpose**

JSPS does not support any research project related to military affairs.

#### **e) The Security Trade Control**

When accepting Fellows, the host institution should perform necessary procedures concerning the security trade control in accordance with the Foreign Exchange and Foreign Control Trade Law (Act No. 228 of December 1, 1949), related government regulations and institutional rules.

#### **f) Terms of Award**

The amounts of the Awards indicated above are subject to change for budgetary reasons.

### **11. OBLIGATION OF THE FELLOW AND HOST RESEARCHER (INCLUDING MEASURES AGAINST MISCONDUCT AND MISUSE OF FUNDS)**

The host researchers, fellows and host institutions should bear the following ten points in mind when applying for the program, and should observe them if selected for a fellowship. After selection, they will be expected to observe the regulations and procedures stipulated in the Program Guidelines for the JSPS International Fellowship Program. If either the fellow or host researcher should fail to do so, the fellowship may be withdrawn, allowances (including airfares) stopped, and already-paid allowances (including research grants) reclaimed.

- (1) So as to allow the smooth progress of the fellow’s research in Japan, before submitting an application, the host researcher shall fully inform the candidate of conditions at the host laboratory, including his/her status under the fellowship, and will ascertain the candidate’s acknowledgement to accept those conditions.
- (2) The host researcher will, in cooperation with the administration office of the host institution, provide a suitable arrangement for the fellow to pursue his/her joint research and other research activities. 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.
- (3) During fellowship tenures, the host researcher is advised not to commit such acts of discrimination or abuse with regard to his/her fellow, and should be particularly careful of what s/he says or does cannot be interpreted as committing such acts.
- (4) During their tenures, fellows shall not, either in or outside the host institution, infringe in

any way on the human rights of others, including racial or gender discrimination or other forms of abuse.

- (5) As a rule, fellows shall stay in Japan continuously during the tenure of their fellowships and concentrate on their research at the host institution. Fellow may not engage in other work, neither paid nor unpaid, during their tenures. Postdoctoral fellows may, however, suspend their fellowships for the purpose of childbearing or infant nursing. Fellows may not receive any remuneration for their research activities carried out under the JSPS Fellowship Program for Research in Japan.
- (6) The host researchers and fellows shall follow the rules established by the host institution and JSPS prohibiting acts of research misconduct, e.g., fabricating or falsifying research results.
- (7) The fellow and host researcher must submit a research report using separately prescribed format.
- (8) When presenting or publishing the content or results of research conducted under the fellowship, the JSPS fellowship should be acknowledged.
- (9) The host institution shall inform both the host researcher and the fellow of the rules that it and JSPS have established to prevent research misconduct and misuse of research funds and of the penalties for violations.
- (10) The host institution shall take first responsibility for the fellow's actions, so must be proactive in preventing any discrimination, misconduct or misuse on the part of the fellow during his/her tenure. If any such problems should occur, the host institution will endeavor to resolve them.

## **12. OTHER RELEVANT ISSUES**

### **a) Cooperation in carrying out site surveys and questionnaires**

Site surveys are carried out on host research institutions for the purpose of verifying the program's implementation system and the management, execution and auditing of program funding. Host researchers and Fellows are asked to cooperate in these surveys. Also questionnaires are carried out for the purpose of improving JSPS programs. Host researchers, Fellows and host institutions will be asked to fill out these questionnaires.

### **b) Promotion of "Open Access" to the research papers supported by JSPS International Fellowships for Research in Japan**

JSPS endorses general policy of promotion of open access of publications of research results funded by public grants including KAKENHI. Note that open access is not mandatory if there are justifiable reasons for deferral such as copyright-related issues, or insufficient repository infrastructure at the research institution. The open access implementation policy of JSPS is given on the following webpage:

URL: [https://www.jsps.go.jp/data/Open\\_access.pdf](https://www.jsps.go.jp/data/Open_access.pdf)

#### **(1) [Reference 1: What is "Open Access"]**

Open access refers to the basic idea that research papers published in peer-reviewed journals should be made freely accessible by anyone.

#### **(2) [Reference 2: Different Routes to Open Access]**

There are 3 main ways of open access implementation (1) to 3) below)

- 1) A way to make open the access to the article which is published in the conventional subscription fee type academic journal after a certain period (Embargo) (\* 1) (for example 6 months later) by opening the final manuscript to an Institutional Repository (\* 2) established by the research institution to which the author belongs, or by opening the final manuscript to the website etc. established by the researchers (selfarchiving)(\* 3).
- 2) A way to make the article open access by posting the article on the Web established by the research community or public institution.
- 3) A way to make the article open access immediately by paying the publication fee (APC: Article Processing Charge) by the author of the article.

#### **\*1: "Embargo"**

The predetermined period from the time of publication of an article in an academic journal to the time of release so that it can be posted on an online open access archiving system (repository).

**\*2: Institutional Repository**

An online archiving system created by university or research institution for storage and dissemination of the intellectual products. Institutional repositories play important roles in the reform of academic information distribution by enabling the researchers register their own articles, such as the transmission of research and education achievements of the research institution, PR for both the research institution and the researcher, guaranteeing the accountability of research and education activities towards society, and the long-term conservation of intellectual products.

**\*3: Self-archiving**

“Self-archiving” refers to online posting of articles published in academic journals, dissertations, or data by those other than the publisher, (the researcher or research institution) generally on their institutional repositories.

**c) Registration of the Researcher Information in Researchmap**

“Researchmap” (formerly “Read&Research map” <http://researchmap.jp/>) is, as a general guide to Japanese researchers, Japan’s largest researcher information database. Registered information on research results can be openly disseminated over the Internet. As research map is linked to e-Rad and many university faculty databases, it allows registered information to be accessed by other systems. Furthermore, the Japanese Government has planned to utilize further the research map, please register researcher information in research map.

## Regarding the Appropriate Use of Research Funds

Persons who intend to apply for JSPS's international collaboration funding programs should bear in mind the following points.

### 1. Eliminating unjustifiable duplication and over-concentration of competitive funding

Based on the "Guidelines for Proper Execution of Competitive Funds" (September 9, 2005), JSPS takes measures to prevent unjustifiable duplication and over-concentration of research funding.

#### (1) Measures to prevent unjustifiable duplication

If a researcher is receiving or has been selected to receive competitive funding from either the Japanese government or an independent administrative institution for essentially the same research content, his/her application for the JSPS program may be removed from the screening process. If already selected, the selection may be cancelled or the amount of the grant or funding reduced.

Whereas a researcher may apply for competitive funding under another system while in the process of applying for a JSPS program, if selected for the other funding s/he must inform JSPS of such right away. If s/he neglects to do so, the selection decision may be cancelled or other action taken.

#### (2) Measures to prevent over-concentration of competitive funding

A selection decision may be cancelled or other action taken when a researcher who applies or is selected for a JSPS program and who also uses other competitive funds, even for different research content, is judged not to use his/her combined funding in an efficient or effective manner.

Accordingly, if a researcher changes the content of his/her application (such as the status of his/her application/selection under another competitive funding system) after submitting the application to JSPS, s/he must inform JSPS of such right away. If s/he neglects to do so, the selection decision may be cancelled or other action taken.

### 2. Measures against misuse (etc.) of research funds

JSPS Regulation Number 19 (2006), "Measures Against Misconduct in Research Activities and Misuse (etc.) of Research Funds" stipulates measures to assure the proper management and execution of research funds and to prevent their improper use. It also provides disciplinary measures to be taken if a researcher funded under an openly recruited JSPS program related to international collaboration engages in specific acts of research misconduct in his/her research activities or misuses (etc.) his/her research funds.

※1 Here, "research funding" means all competitive research funds, research-encouragement funds, research consignment funds, and other funds disbursed by JSPS.

※2 "Misuse" includes the use of research funds, either purposefully or due to gross negligence, for purposes other than conducting the approved project or in a way that violates the terms or conditions of their allocation. "Misuse, etc." includes the improper receipt of research funds based on intended misuse or falsified application filing. (Article 2)

※3 The following measures are taken against "Misuse, etc." (Article 15)

#### Objects of measures against misuse of research funding

-Researchers and their accomplices who engage in the misuse of funds

- Researchers and their accomplices who received research funding based on a falsified application filing or other improper means
- Researchers who violate their obligation to properly manage their funds, even if they do not directly misuse them.

#### Disciplinary measures

- (1) In addition to cancelling the disbursement of the subject research funds, in the case of already-disbursed funds either part or all of the funds may be recalled.
- (2) Projects in which the disciplined person applies as the principal investigator (coordinator, etc.) will not be selected for funding. Projects in which the person is listed as a co-investigator will not be selected unless his/her name is removed from the application.
- (3) Researchers whom these measures are taken against will not be allocated any research funding for programs under JSPS's jurisdiction for a period of time. The periods, specified in the table below, start from the fiscal year after the disciplinary action is taken.

JSPS provides information on the details of the disciplinary measures it takes against a researcher via MEXT to the administrators of competitive funding systems at MEXT and independent administrative agencies under its jurisdiction and to other ministries that disburse competitive funds and independent administrative agencies under their jurisdiction. With regard to “specific acts of research misconduct,” restrictions may be placed on application and participation in the competitive funding systems under both MEXT's and other ministries' jurisdictions.

In addition, JSPS will not allocate research funds to researchers whose application or participation has been restricted due to “specific acts of research misconduct” or “misuse, etc.” in the following (1)-(3) cases, during the specified period of the subject disciplinary measures.

- (1) Competitive funding disbursed by government ministries and independent administrative agencies.
- (2) Research funds, other than (1), to which the Guidelines for Responding to Misconduct in Research (enacted by MEXT on August 26, 2014) and the Guidelines for Managing and Auditing Public Research Funds at Research Institutions (Implementation Criteria) (enacted by MEXT on February 15, 2007 and revised on February 18, 2014) are applicable.
- (3) Basic research funding stipulated in the Guidelines for Responding to Misconduct in Research (enacted by MEXT on August 26, 2014).

### **3. Reporting and public disclosure of disciplinary actions**

JSPS is to promptly notify MEXT of disciplinary actions it decides to take for the misuse (etc.) of research funds. As a rule, JSPS is also to make public disclosure of such actions.

Table (Article 16.1-3, Misuse, Etc.)

Objects of discipline	Degree of misuse		Disciplinary period
I. Researchers and accomplices committing misuse	1. Use of funds for own personal profit		10 years
II. Researchers and accomplices committing misuse	2. (Other than 1.)	(1) Large impact on society; level of maliciousness judged large	5 years
		(2) Other than (1) and (3)	2-4 years
		(3) Small impact on society; level of maliciousness judged small	1 year
III. Researchers and accomplices receiving funding based on falsification (etc.)	—		5 years
IV. Researchers violating obligation to properly manage funds, even if not directly misusing them	—		1-2 years depending of degree to which obligation violated

In the following cases, a “stern warning” is given to the offending researcher.

- (1) In Item II: When the societal impact, level of maliciousness, and amount of misused funds are all judged to be small
- (2) In Item IV: When the societal impact and level of maliciousness are judged to be small