

**In the following cases, read this guide carefully and then complete the appropriate procedures.**

Applicable to SPD, PD, RPD, and DC

When you want to receive funding support from agencies other than JSPS

See “3. Duties of a research fellow” and “4. Funding support from agencies other than JSPS”. If JSPS judges that you violated the compliance rules, JSPS cancels your fellowship and you will be asked to repay the provided grant.

When you want a certificate (The Fellow Certificate of Fellowship, the Certificate (Card) and the Certificate of Tax Withholding)

The only certificates issued by JSPS are the Fellow Certificate of Fellowship and the Certificate (Card). See “2. Certificates”. Documents to submit: Application for Fellow Certificate of Fellowship (Form 10). Return envelope (Enter your correct address and be sure to affix a stamp).

When you want to withdraw the Fellowship due to full time employment, study abroad, academic leave and withdrawal from school etc.

Firstly, notify JSPS by telephone and then submit the following document by one month prior to the planned date of withdrawal. See “8. Withdrawal during the period”. Document to submit: Notice of Withdrawal from Research Fellowship (Form 8).

At the end of your fellowship period (Including withdrawal)

Submit the Fellow Research Report (Form 9-1), Research Expenditures Report (Form 9-2) (if applicable), and Fellow Fellowship Status Notice (Form 9-3) and, Fellow Reward beneficiaries Notification (Form 16) (If applicable), if an SPD, RPD, or PD, return your Certificate (Card) See: “14. Research report”, “15. Research expenditures report”, “16. Research fellow fellowship status survey” and “17. Contact after the end of the fellowship period” within 20 days.

At the end of each fiscal year (March 31)

Submit the Fellow Research Report (Form 9-1) and the Research Expenditures Report (Form 9-2) (if applicable), and Fellow Reward beneficiaries Notification (Form 16) (If applicable), by April 20 each year See: “14. Research report” and related section.

When you want to conduct research overseas

\*Fellows are not allowed to go overseas for language training

See “10. Overseas travel during fellowship period” and submit the following document by one month prior to the planned date of travel. Document to submit: Fellow Overseas Travel Notice (Form 7). If studying abroad, you will need to withdraw from the research fellowship. Notify JSPS by telephone and then submit the following document by one month prior to the planned date of withdrawal. See “8. Withdrawal during the period”. Document to submit: Notice of Withdrawal from Research Fellowship (Form 8).

When you want to suspend the fellowship for childbirth/ childcare or sick/ illness

See “11. Handling of leave from fellowship for childbirth or childcare reasons”, “Temporary leave and extension of fellowship due to the sick or illness” and submit the following documents by one month prior to the planned date of suspension. Documents to submit: Request for Suspension of Research Fellowship (Form 12-1), and a documentary evidence etc.

When you want to change the host research institution

See “6. Changing the host research institution” and submit the following documents one month after the change. Document to submit: Research Fellowship Host Research Institution Change Request (Form 3-1), and “Acceptance of Research Fellow” (Form 3-2)



# I Obligations

## 1. Obligations of the fellow

Research fellows must comply with the following obligations.

In the event the Japan Society for the Promotion of Science (“JSPS” hereinafter) has determined that a research fellow has violated the following requirements, his or her fellowship as a research fellow may be cancelled and repayment may be demanded of any fellow’s stipend amounts already paid.

- (1) A research fellow shall not hold any position other than that of a research fellow  
(See “2. The Position of Research Fellow”)
- (2) A research fellow shall perform the duties of a research fellow  
(See “3. Duties of a Research Fellow”)
- (3) A research fellow shall not receive funding support from any other agency  
(See “4. Funding Support from Agencies Other than JSPS”)
- (4) A research fellow shall not participate in any misconduct in his or her research  
(See “5. Misconduct in Research Activities”)
- (5) A research fellow shall not misuse research funds  
(See “6. Misuse of Research Funds”)
- (6) A research fellow shall not act in any other way contrary to public order and decency  
(See “7. Taxation of Residence Tax”)

## 2. Cancellation of the Fellowship

JSPS may cancel the fellowship if any of the following descriptions apply to a research fellow:

- (1) When it is clear that a research cannot be continued due to illness etc., however, this does not apply if a fellow request “temporary leave” and JSPS permits
- (2) When there is a significant problem in the progress of research and cannot achieve the expected research result
- (3) When the total period of overseas travel during the fellowship exceeds its maximum limit
- (4) When documents to be submitted have not been submitted within the due date
- (5) When there is a serious misrepresentation in applications etc.
- (6) When an act that is clearly inappropriate for a JSPS fellow occurred

## II Overview of the research fellowship program and compliance (detail)

### 1. Intents of this program

In order to develop highly creative researchers to advance scientific research in Japan into the future, the research fellowship program provides outstanding young researchers with opportunities to choose their own research topics, locations, and other conditions and to devote themselves to research in the early stages of their research activities, along with payment of fellows' stipends.

### 2. The position of research fellow

(1) In principle, during his or her fellowship period a research fellow shall not hold any position other than that of a research fellow. However, the following cases should be accepted as exceptions:

(i) The position of graduate student with the host research institution in the case of a Research Fellow-DC (including student majoring international cooperation in globally renowned universities stated in Article 35 of Standards for the Establishment of the Graduate Schools)

\*A research fellow may not be enrolled as a student at overseas university or graduate school.

(ii) A formal position held for purposes such as use of research facilities, as necessary for performance of his or her research topic

(iii) A position (qualification for application) held at the host research institution for purposes of applying for a scientific research grant program (research fellowship) in the case of a Research Fellow-PD (including SPD and RPD)

(iv) A position recognized as exceptions for “duty of devotion to research”  
(See “VIII FAQ 1 ~ 2)

(2) No employment relationship exists between the research fellow and JSPS. Fellows must arrange the following things by themselves.

(i) Social insurance, pension

Fellowship is considered as salary on tax purposes. If you are a dependent at the moment, your sustainer should take necessary arrangements at his or her office accordingly. JSPS is unable to offer health insurance and other social insurance scheme for Fellows. Each research fellow is requested to conduct the procedures for National Health Insurance, National Pension, and other programs him or herself. Check with your municipality concerning relevant procedures and other matters. (See “VIII FAQ 3 ~ 4)

(ii) Disaster and Accident Insurance for Students

All those with Research Fellow-DC qualification are eligible for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research (hereinafter “Gakkensai”) provided by Japan Educational Exchanges and Services

(JEES). Also for Research Fellow-PD (including SPD and RPD) may also be covered by Gakkensai if the host institution joins JEES. Check with the student services department or similar organization at your host research institution for detailed information such as application procedures.

(iii) Responding to accidents and disasters

Each individual research fellow is responsible for responding to any accidents or disasters occurring in cases such as during research activities at the host research institution or during temporary research or fieldwork at another research institution in Japan or overseas. Together with taking sufficient care regarding safety, be sure to take out appropriate insurance in preparation for any unforeseen damages. Note that JSPS is not liable for any accidents, disasters, etc. during research fellowship.

Promptly notify JSPS if you are unable to perform research as a research fellow for one month or longer due to illness, accident, disaster, or other reasons except approved illness leave.

### 3. Duties of a research fellow

A research fellow has the following two duties.

(1) Duty of devotion to research

A fellow must devote him/herself to research based on the research plan shown on the application form during their tenure, except during leave from fellowship for childbirth, childcare or illness reasons.

In principle, changes of research title or plan are not accepted. However, change of research plan may be accepted if it is necessary due to status of progress.

Basically, receiving compensation during the tenure is prohibited because it may affect their research activity, however, compensations are acceptable as exceptions if the following five items are covered (See “VIII FAQ” 5 ~ 7):

- i) It does not affect fellow's research activity
- ii) A conducive position for fellow's research activity
- iii) Positions established for students serving at a university/institution as an opportunity for training for a future position as a faculty member, researcher, etc.
- iv) Not a full time or equivalent position\*
- v) Host researcher admits the position meets above i) ~ iv) and give permission to the fellow with the Form 16\*\*

\*Regardless of receiving compensation, getting a position at profit-making company or running kind of it are not allowed. For further examples, see “VIII FAQ” 5 ~ 7.

\*\*Turn in copy of Form 16 when submit annual report.

\*) There are no restrictions for place or time, be sure not to be considered that the activity affects your research conduct.

\*) To receive the compensation, employment relationship is not required (lecture fee, manuscript fee, honorarium, committee allowance or outsourcing fee is acceptable).

Check with JSPS (tel. 03-3263-4998) if you are not sure whether a position qualifies. Note that if you receive any income from sources other than research fellowship, ~~JSP~~ you must file an income tax return (from mid-February through mid-March of each year) separately

for such income.

(2) Duty of submittal of reports

A research fellow must submit a research report in the following time:

(See “14. Research Report”)

- i) From second year of the tenure: Research Report <Form9-1>  
Research Execution Expenses Report <9-2> (if applicable)  
Fellow Reward beneficiaries Notification (Form 16) (If applicable)
- ii) Within 20 days from termination: Research Report <Form9-1>  
Research Execution Expenses Report <9-2> (if applicable)  
Survey of fellow’s job <Form9-3>  
Fellow Reward beneficiaries Notification (Form 16) (If applicable)

**4. Funding Support from other than Research Fellowship and JSPS Grand-in-Aid (KAKENHI)**

During the tenure, a research fellow must not receive support in forms such as another fellowship or same category of financial support from any agency other than JSPS, whether in Japan or overseas. Financial support such as student loans from the Japan Student Services Organization, scholarships from the Japanese government (Ministry of Education, Culture, Sports, Science and Technology: MEXT) for international student, the Japan Student Services Organization, or their home country governments.

The following funding is acceptable as exceptions to the above.

(See “VIII FAQ 8~ 17)

**(1) Financial Support for tuition fee payment [DC1, DC2 only]**

Funding from the student’s university (including university foundations) intended to assist in payment of university tuition

**(2) Receiving research fund [All fellows]**

In cases such as when carrying out research (including participation in joint research and similar activities) considered to further advance research on his or her research topic during the fellowship period, a Research Fellow may, the requirement i) and ii) below are satisfied, can receive research funds other than the fellow’s stipend or receive distribution of research funds from a subsidized researcher.

- (i) It would not impede the performance of the research fellow’s research topic
- (ii) The host institution manages the fund on behalf of the fellow

When a fellow receives research fund, fill out Form 15 and submit to JSPS through host institution within one month from the adoption date of the such fund (in KAKENHI, instead of adoption date, refer to the date of payment request or JSPS approval date when a fellow is appointed to a Co-Investigator). When it is adopted before JSPS Fellowship appointment, submit the form within one month from the start date of JSPS Fellowship.

**(3) Receiving travel expenses [All fellows]**

- (i) Receive payment of travel expenses which is under related rules of the host institution.
- (ii) Receive travel expenses when fellows are asked business travels and it is

necessary for research conduct. The expenses should be under travel rules of the asked institution.

\*Receiving actual cost is allowed

\*\*“Travel fee” includes transportation fee, lodging allowance, per diem and air fee and cost of staying.

\*\*\*Receiving Grant fund which is only for travel purpose or VISA issue or funds that meet the minimum amount of acceptance criteria from overseas institutions are allowed.

#### **(4) Expenses such as registration fee or admission fee for conferences [All fellows]**

Research fellows are permitted, on an exceptional basis, to receive payment of expenses for registering for and attending academic conferences, only when necessary for purposes of conducting research on their research topics.

### **5. Misconduct in research activities**

Misconduct in research activities\* is impermissible, as it results in the desecration of science, shakes people’s trust in science, and impedes scientific progress.

In addition, demands are increasing further for ensuring the fairness of research, for purposes of ensuring effective use of government funds as payment of research expenses using such funds increases as investment in the future even amid tough fiscal circumstances. For these reasons, misconduct in research must never take place. When carrying out research activities, fellows must take research ethics education materials, pay close attention to the rules and other regulations established by the host research institution.

\*Misconduct in research activities:

Misconduct in research activities necessarily will be inconsistent with researcher ethics, will distort the essence or intent of research activities and the announcement of research results, and will impede proper scientific communication in the scientific community. Specific examples of misconduct include the fabrication or alteration of data and results from research and appropriation of the research results etc. of others. (From “Guidelines for Responding to Misconduct in Research Activities,” established August 26, 2014 by the Minister of Education, Culture, Sports, Science and Technology of Japan)

### **6. Misuse of research funds**

A research fellow must not misuse research funds. The followings are examples of misuse:

#### **(1) Misuse of honoraria or salary**

- Claims for honoraria or salary not grounded in actual circumstances

#### **(2) Misuse of funds for purchase of materials**

- Claims for expenditures for research expenses through fictitious transactions, having vendors manage paid proceeds as deposits
- Demands from vendors for fictitious payment for supplies

#### **(3) Misuse of travel expenses**

- Demands for inflated travel expenses
- Demands for travel expenses not grounded in actual circumstances

In addition to the above, collusion in misuse of research expenses received by another researcher qualifies as misuse of funds. Fellows must take research ethics education

materials and use funds appropriately after checking with the host research institution and other parties concerning the rules for use of each research expense item.

## **7. Residence tax**

Since the fellow's stipend is considered as salary income on tax purpose, it is taxable under residence tax as well as income tax. JSPS reports information including the annual (taxable) amount of the fellow's stipend paid from January through December each year to the municipality where the fellow lives (i.e., where his or her residency is) at the end of January in the following year. In principle, the municipality will send you a payment statement due for residence tax. Be sure to pay the tax due yourself accordingly.

Example:

April 2019: Become JSPS Fellow

January 2020: "Payment report" will be submitted to each municipal office

February – May 2020: Each municipality determines residence tax amount

June 2021 – : Payment slip will be sent out from municipal office. Fellows must pay the tax accordingly.

Since residence tax is imposed based on the annual (taxable) amount of the fellow's stipend paid in the preceding year, you will receive a statement of payment even after the end of your fellowship period. Be sure to pay the tax due yourself when you receive this statement.

Note that if JSPS receives a notice from your municipality of payment failure, it may be considered as an act contrary to public order and decency and your fellowship may be cancelled.

(See "VIII FAQ" 18)

## **8. Withdrawal during the period**

When a research fellow faces the following cases, please withdraw the fellowship:

- i) Having been hired for full time or equivalent position
- ii) Being unable to perform his / her research as a fellow
- iii) If a Fellow-DC (including those who were subject to tentative fellowship decisions at the qualification PD but were changed to the qualification DC before FY2017 due to failure to earn a degree or other reasons) will no longer be enrolled in graduate school for reasons other than those under "8. Change of Qualifications Through Obtaining a Degree After Appointment, etc." (including study abroad or suspension, but not including leave from fellowship for reasons of childbirth / childcare or illness)
- iv) In need of withdraw from the position for other reasons

Once the withdrawal date is decided, firstly notify JSPS by telephone and submit the "Notice of Withdrawal from Research Fellowship (Form 8)" by one month prior to the planned date of withdrawal. When withdrawing in the middle of a month, the amount of the fellow's stipend for that month may be decreased. (See "Guidelines on handling of fellow's stipends

for research fellows”)

\*When a fellow awarded a Grant-in-Aid for scientific research (“KAKENHI”) (research fellow’s Grant-in-Aid or other research grant) withdraws as a research fellow during a fiscal year for which such a Grant-in-Aid has been issued, in addition to the above procedures he or she must complete procedures such as application for approval of discontinuation of the aid program to the JSPS section in charge of scientific research funding assistance, via the host research institution. Contact administrative of the host research institution in advance and make sure no necessary procedures are omitted.

## **9. Encouragement of outreach activities\* by research fellows**

Since fellows receive taxpayer funding, fellows are expected to take part in outreach such as giving back to the public through the results of their research activities and communicating understandable information to the public and society at large.

### **\*Outreach activities:**

Outreach activities are more than simply communicating information. They refer to activities intended to communicate the details and results of research to people in easily understandable ways and amicable two-way dialogue between those who promote science and technology and those who benefit from it.

Ex.: Public symposia for the general public, children, or teachers, open campus events, laboratory open houses, visiting lectures, experimental classes, science fairs, etc.

Outreach activity fees such as manuscript submission fee for publishing research result to academic journal, website creating fee, research outcome, creating brochure for PR and PR activities to the public can be spent from scientific research grant program (research fellowship).

## **10. Duties and other requirements of host researchers and host research institutions**

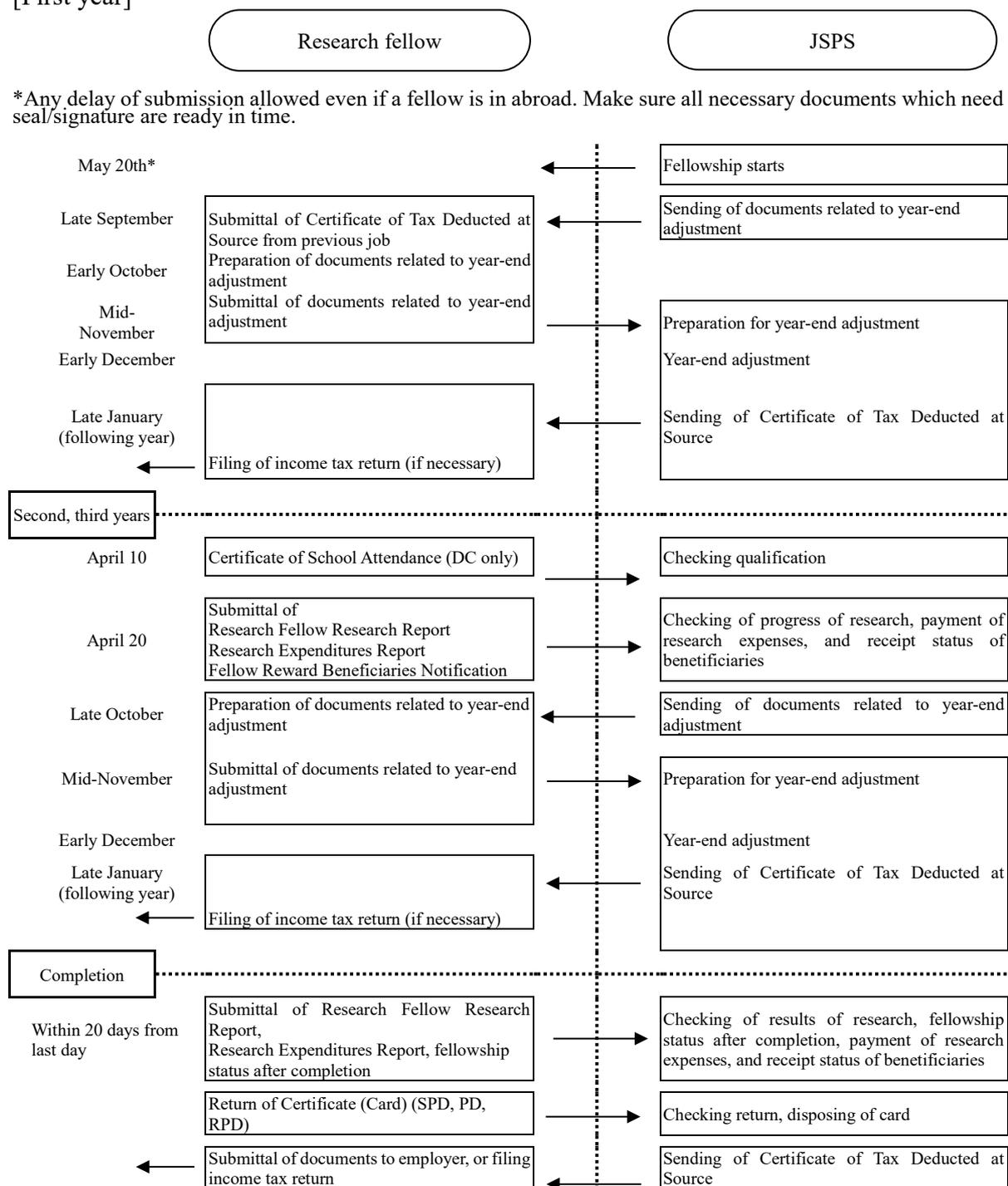
- (1) Host researchers and host research institutions must submit during the fellowship procedures a Letter of Consent on Acceptance of a Research Fellow indicating that they take responsibility for acceptance of the fellow and consent to instructing the research fellow to comply with the terms of the JSPS Fellows’ Matters to be Complied with and Guidance for Various Procedures.
- (2) Host researchers and host research institutions are requested to prepare an environment for acceptance of Fellow-PD (including SPD and RPD) with regard to the facilities, equipment, literature, samples and specimens, telecommunications environment (i.e., information systems and email account), and other relevant matters as needed for performance of the fellow’s research topic, through means including granting of the necessary authorization and status, pursuant to the institution’s internal rules and other relevant rules.
- (3) Host researchers and host research institutions are requested to provide guidance on the management of the health and safety of the fellow pursuant to the institution’s internal rules and other relevant rules. They also are requested to consideration such as let the fellow to take health check conducted within the institution.
- (4) If a Fellow-PD (including SPD and RPD) wishes to apply for a part of a research subject of grants-in-aids for scientific research (“KAKENHI”) to which he or she is

eligible to apply in addition to the fellow's stipend, the host research institution is requested to grant to him or her the "Qualification to Apply for KAKENHI."

### III Procedures following the appointment decision

#### 1. Main process flow

[First year]



\*See "IV Payment of the fellow's stipend"

## 2. Certificates

JSPS issues only the following two types of certificates after appointment. Please make requests when necessary.

### (1) Certificate of Research Fellow (Japanese/English)

If a fellow needs a Certificate of Research Fellow to certify that you have been appointed as a Fellow, apply using the “Application for Fellow Certificate of Fellowship (Form 10)” (hereinafter “Certificate request”). Enclose a return envelope (write your address correctly on the envelope and affix a stamp). It takes 7 to 10 days to issue, please request it well in advance.

Note that even if you submit this request at the time of appointment, the certificate will not be issued until your qualification/status change has been confirmed and notice of the appointment decision has been made (generally no earlier than the latter part of the month of fellowship). Please send the request after you received official appointment letter.

\* Japan Student Services Organization (JASSO) scholarships are subject to terms and conditions such as extension of the exempted fellowship period for the prescribed period of time in accordance with JASSO rules. If you need a Certificate of Fellowship from JSPS for purposes of submitting the JASSO, exempted fellowship extension request, or repayment deferment request, apply for the certificate as described above. Check with JASSO concerning details of matters such as application of exempted fellowship for JASSO scholarships.

#### Estimated return postage

(varies with thickness of envelope; each certificate weighs 5 g)

Standard-size mail (no. 3 long envelope)	Number of certificates issued	Nonstandard-size mail (no. 2 square envelope)	Number of certificates issued
82 yen	1-3	120 yen	1-6

### (2) Certificate (Card) (Research Fellow-PD (including SPD and RPD))

Since they do not have the status of graduate school students, a Certificate (Card) will be issued to each Fellow-PD (including SPD and RPD) to certify that they are appointed as JSPS research fellows. It will be sent to the individual fellow via the head of host institution, in the latter part of the next month of appointment, status change or other change.

## 3. Certificate of Tax Withholding

In late January of each year, JSPS sends previous year’s Certificate of Tax Withholding to each research fellow or, after completion of the period of fellowship (including withdrawal during the period), for the relevant period (for those completing their periods of fellowship at the end of the fiscal year, it should be sent around mid-June, and for others it should be sent one month after completion of the period). If you need the Certificate for any other reason, fill

out and submit the “Application for Fellow Certificate of Fellowship (Form 10)”, enclosing a return envelope (write your address correctly on the envelope and affix a stamp).

\* If you complete your period of fellowship (including withdrawal) in the middle of the year and start new job, your new employer will need the Certificate for that year. Keep the Certificate in a safe place.

\* If you are continuously appointed to a fellow, Certificate of Tax Withholding will not be issued.

#### **4. Changing the remittance bank account, address, etc., and changing your registered name, name as it appears on the family register, or Romanized name**

##### **(1) Changing the remittance bank account, address, etc.**

To change the bank account or contact information (registered address, recipient address, emergency contact) registered during procedures conducted after the tentative fellowship decision, submit the Notice of Change of Bank Account, Address, etc. (Form 1-2).

In principle, the change takes effect a month later from the form received.

To change your administrative contact information (i.e., where JSPS sends documents to you), phone number or E-mail address, inform JSPS through online system in principle. (See “14. Research report”) In that case, submitting Notice of Change of Bank Account, Address, etc. (Form 1-2) is unnecessary. (Note that notices and other documents sent from JSPS will be considered to have arrived normally even if you do not receive them due to failure to notify JSPS of a change in your recipient postal address.)

##### **(2) Changing your registered name, name as it appears on the family register, or Romanized name**

To change your registered name, name as it appears on the family register, or Romanized name as registered when appointed as a research fellow, submit the Notice of Change of Name etc. (Form 1-3) (attaching an official copy of the relevant part of the family register when changing your name as it appears on the family register).

Your registered name is the name used regularly by JSPS in administrative process related to fellows. You may use a name such as your maiden name or other commonly accepted name. Note that you may not register under more than one name. Also note that JSPS is not responsible for any disadvantages or inconveniences resulting from registration under only a commonly accepted name (such as a maiden name).

Non-Japanese fellows should use as their name as it appears on the family register the name shown on documents certifying authorization to be in Japan as a temporary or permanent resident. Take care to ensure that the Romanized name matches that on your passport, since it will be used for purposes such as issue of English-language certificates.

#### **5. Host research institutions**

### **(1) Fellow-PD (including SPD and RPD)**

Only the following research institutions specified in Article 2 of the Rule to Handle Grants-in-Aid for Scientific Research (Notification by the Ministry of Education, Culture, Sports, Science and Technology: MEXT) where the host researcher belongs to (if the host researcher belongs to several institutions, main institution should be the one), may be chosen as host research institutions by research fellows with status Fellow-PD (including SPD and RPD):

- (i) Universities and jointly-used institutions with universities
  - (ii) Institutions that conduct academic research from among institutions including facilities of MEXT
  - (iii) Higher professional schools
  - (iv) Institutions designated by MEXT
- (a) In principle a host research institution may be changed up to once a year for reasons related to conducting research.
- (b) If it is considered to be necessary, a fellow may conduct research at an institution (including foreign institutions) other than the host institution for a certain period of time. See “10. Overseas travel during fellowship period”.

### **(2) Research Fellow-DC**

A Fellow-DC must be registered at their enrolled graduate school in Japan.

- \* In accordance with the provisions of “Delegation of Research Supervision” under Section 2 of Article 13 of the Standards for the Establishment of Graduate Schools, necessary research may be conducted at other graduate schools or research institutes, etc. (including research institutions overseas). See “10. Overseas travel during fellowship period”.

## **6. Changing the host research institution**

### **(1) Fellow-PD (including SPD and RPD)**

In principle a host research institution may be changed up to once a year for reasons related to conducting research.

A research fellow may not change the host research institution again after changing the host research institution once within the past year, unless such change is authorized by JSPS as being unavoidable. In principle the effective date of a change shall be the first of the month.

A Fellow-SPD and Fellow-PD awarded after FY2016 may not, in principle, change his or her host research institution to a research institution (e.g., university) with which he or she was affiliated while a graduate student.

If you want to change your current host research institution, notify JSPS by telephone and then submit the “Research Fellowship Host Research Institution Change Request (Form 3-1)” and “Letter of Consent on Acceptance of a Research Fellow (Form 3-2)” within a month after change.

Contact JSPS if you are unsure whether the research institution to which you plan to change qualifies under the terms of “3. Host research institutions: (1)” above.

Notice of approval of the change in host research institution and the Certificate (Card) certifying that you are employed in research as a JSPS research fellow will be sent to you via the head of the new research institution around the middle of the following month of the change.

- \* If you have been awarded a Grant-in-Aid for Scientific Research (fellow's stipend or other research grant), separate procedures will be required for purposes such as changing research institutions in addition to those required under the research fellowship program. Check with the host research institution in advance.

## **(2) Fellow-DC**

If you wish to change department to which you belong for purposes such as transfer to another school, first check with JSPS in advance to see if the change is acceptable and then begin the procedures within one month after change. Submit a Certificate of School Attendance showing your year in the program together with the "Research Fellowship Host Research Institution Change Request (Form 3-1)" and "Letter of Consent on Acceptance of a Research Fellow (Form 3-2)".

In cases of transfer to another school, you must be in at least the same year of the new program as you were in at your previous school. When transferring at the time of advancing to the next year of the program, such as at the end of the term ending in April, you must be in at least the same year of the new program as you would have advanced to at your previous school.

In a case of a change to the institution resulting from a merger involving the host research institution, the institution will handle the necessary procedures.

## **7. Changing the host researcher, host researcher's affiliation, title and Fellow's affiliation"**

When it is necessary to change the host researcher within the same research institution due to reasons such as the transfer or retirement of the host researcher, notify JSPS by telephone and then submit the "Research Fellowship Host Researcher Change Notice (Form 4)" within one month after the date of change.

When changing the host research institution, see the preceding section "6. Changing the host research institution" and conduct the necessary procedures as described therein. When doing so, there is no need to submit the "Research Fellowship Host Researcher Change Notice (Form 4)".

The notice above is required even when only affiliation of host researcher's department changes, the title of the host researcher changes in the same institution.

A Fellow-PD must not choose their thesis supervisor as a host researcher (i.e., fellow's former research laboratory during their doctoral program).

The host researcher for a Fellow-DC is the official supervisor in their doctoral program. Note that even in case of proxy, the host researcher should be official supervisor registered at host institution, not the faculty at the site where guidance has been assigned.

## **8. Change of qualifications through obtaining a degree after appointment, etc. (change in qualification from Fellow-DC to Fellow-PD)**

When a Fellow-DC is awarded a degree while fellowship tenure, including “Completed doctoral program without a degree” for DC fellow appointed before FY2017 in the fields of humanities and social sciences; (“complete a degree etc.” hereinafter), a fellow is requested to notify JSPS by telephone at the point in time at which he or she knows the date of awarding the degree and then to submit documents below within one month after the degree conferral or equivalent occurs.

- (i) Notice of Change in Qualification of Research Fellow (Form 5-1)
- (ii) Letter of Consent on Acceptance of a Research Fellow (Form 5-2)<sup>\*1</sup>
- (iii) Doctoral Degree Certificate<sup>\*2</sup> or Certificate which certifies he or she left the university with sufficient credit after the standard program duration<sup>\*3</sup>

\*1 If there is any changes on department, host institution, or host researcher at the same time of qualification change, submit “Change of Host Researcher (Form 4)” or “Letter of Consent on Acceptance of a Research Fellow (Form 3-2)” instead of submitting a Form 5-2.

\*2 The Doctoral Degree Certificate refers to a certificate showing the type of degree (e.g., “Ph.D. [Engineering]) and date the degree was awarded. In case the certificate does not have the date, attach photo copy of diploma. Enter your fiscal year of fellowship, qualification, consultation & interview area, or area, and reception number in the upper right of the certificate.

\*3 Fellows appointed before FY2017 in the fields of humanities and social sciences only. Enter your fiscal year of fellowship, qualification, area, and reception no. in the upper right of the certificate. Please submit (1) “Degree awarded” (Form 13) and (2) “Doctoral Degree Certificate” within one month after the award in case leaving university after completion of necessary credits or degree award during fellowship tenure.

If a fellow fails the above (i)~(iii) procedures within designated period, fellowship would be cancelled.

Following these procedures, your qualification will change to Fellow-PD for the remainder of your fellowship period beginning the first day of the month after the month that includes the date in which you earned the degree etc. (A fellow who was the subject of a tentative decision on fellowship as a Fellow-PD but was appointed as a Fellow-DC2 (before FY2017) due to an inability to earn the doctoral degree by the time of appointment but who has satisfied the requirements of qualification as a Fellow-PD during the fellowship period may, through these procedures, extend the remainder of his or her fellowship period by one year and receive payment of the fellows stipend paid to a Fellow-PD degree holder.)

In case a fellow-DC who are appointed after FY2018 completes PhD program without degree, the fellow needs to withdraw the status immediately regardless of research fields, inform JSPS immediately.

Amounts of stipends paid after change of qualification are shown below.

[For fellows appointed between FY 2015 and FY2017]

- Degree earners/ Completion doctoral program without a degree (in the fields of humanities and social sciences only): Same as Research Fellow-DC (monthly amount: 200,000 yen\*)

[For fellows appointed after FY 2018]

- Degree earners: Same as Research Fellow-DC (monthly amount: 200,000 yen)

- Completion doctoral program without a degree: Need to withdraw fellow status

\*As of FY2018

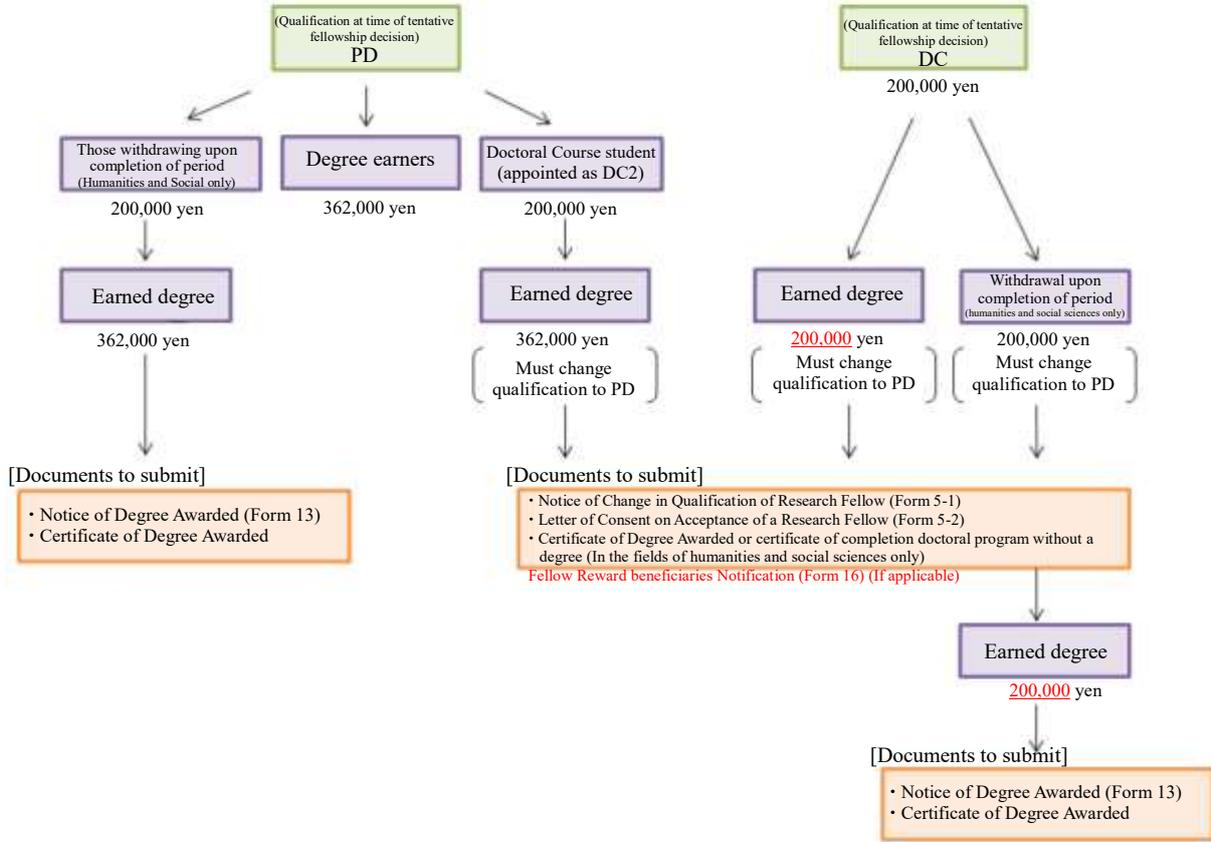
After all procedures done, a Notice of approval of the change in qualification and the Certificate (Card) certifying that you are employed in research as a JSPS research fellow will be sent to you via host research institution after the latter half of the following month after degree conferral.

Since this differs from a case of appointment as a new Fellow-PD, no need to change the host research institution.

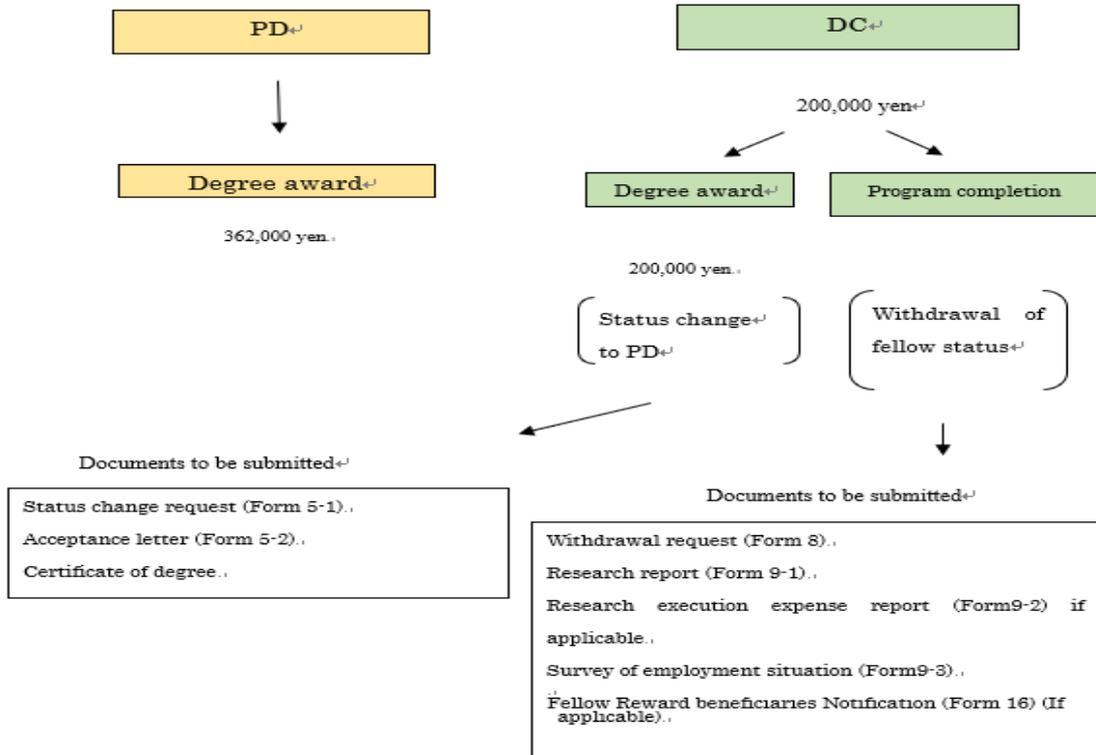
Authorization for permanent residence in Japan is not a requirement of a change in qualification accompanying degree conferral. Even non-Japanese candidates who lack authorization for permanent residence may change qualification to Fellow-PD if they are able to obtain the necessary visa status.

Reference: Documents to submit and amounts of fellows' stipend in connection with earning a degree etc.

## Fellows appointed between FY 2015 and FY2017



## Appointed after FY2018



## 9. Checking of qualifications in second and later years of fellowship

A Fellow-DC who has not changed qualifications as described in “8. Change of qualifications through obtaining a degree after appointment, etc.” and remains a Fellow-DC in the second or after fiscal year of fellowship is requested to submit each year a Certificate of Registration issued with a date of April 1 or later (showing the date of entry to the doctoral program or year in the program; if on academic leave either submit a Certificate of School Attendance showing the period of leave or attach another document certifying the period of leave) so that it reaches JSPS no later than April 10.

Be sure to put the information of your fiscal year of fellowship, qualification, consultation & interview area, and reception no. in the upper right of the certificate (if the certificate is sealed, open the envelope).

If this is not submitted by the deadline, issue of certificates and payment of the fellow’s stipend may be suspended and appointment of the research fellow may be cancelled.

## 10. Overseas travel during fellowship period

JSPS actively encourages young researchers to take part in research activities overseas in order to develop outstanding researchers in light of the extremely high degree of importance of overseas research experience to promoting world-class research.

For this reason, those appointed at the qualifications of Fellow-PD (including SPD and RPD) are actively encouraged to take part in research activities (including field work, gathering data and literature, and presenting at academic conferences) at overseas research institutions and other facilities during their fellowship periods.

However, JSPS does not arrange or assist other than issuing necessary certificate, please do not ask JSPS the following things:

“Please ask institution abroad about my acceptance directly from JSPS.”

“Please ask host institution abroad directly from JSPS about my Child(ren) care who accompany me.”

In principle, it is not allowed to enroll as a student at universities or graduate universities overseas or study abroad to receive language training.

(See “VIII FAQ 20 ~ 24)

### (1) Submittal of the overseas travel notice

Research fellows may conduct research at overseas research institutions on a temporary basis when necessary for research purposes. When traveling overseas for 28 days or longer, submit the “Fellow Overseas Travel Notice (Form 7)” by one month prior to traveling. You may be asked to refrain from traveling if this notice has not been submitted by the deadline or if the necessity of traveling as a research fellow cannot be verified.

\* Attach either of the following documents in the case of travel overseas by a

research fellow with the qualification Fellow-DC:

- (i) Assignment of Research Guidance (in accordance with the provisions of Section 2, Article 13 of the Standards for the Establishment of Graduate Schools).

Certificate which certifies the student has been approved by affiliation to be assigned of receiving research guidance at another institution issued by the department <Form 7 Attachment-1> should be submitted (university original form is also acceptable as long as it has same information with JSPS form)

- (ii) Majoring international cooperation (in accordance with the provisions of Article 35 of the Standards for the Establishment of Graduate Schools).

Form 7 Attachment-2 that shows taking designated international cooperation course issued by host graduate school.

- (iii) To perform research

“Fellow Overseas Travel Plan (attachment to Form 7 Attachment-3)” filled out by the host researcher (including descriptions of the importance of performance of the research by the research fellow, research guidance methods while overseas, etc.; if it is typed in, his or her seal must be affixed)

To change the period of travel (except temporary flight back) shown on the Overseas Travel Notice, notify JSPS by telephone (tel. 03-3263-4998) if the changed period of travel is shorter than 28 days. Resubmit the Overseas Travel Notice if the period is longer than 28 days.

If it was necessary to change the period after traveling overseas, resubmit the Overseas Travel Notice promptly after returning to Japan. Whatever the case, the maximum total travel period may not be exceeded.

## **(2) Maximum total travel period**

The maximum total travel period is two-thirds of the fellowship period (if DC fellow changed status to PD, the remaining period applies). However, for Fellow-DC, the period of travel for “(1) Assignment of research guidance” and “(2) Majoring International Cooperation” are excluded from the total travel period. Whole suspended period (for preparation period, its half period) is not counted in maximum total travel period. It should not count as “stay overseas” if it is the cases that a fellow stays at National Astronomical Observatory of Japan (NAOJ) in Hawai’i or other institutions abroad run by Japanese National organization, still necessary to submit documents accordingly.

## **(3) Communication with JSPS while traveling overseas**

Take steps to ensure that communication from JSPS should be received properly while traveling overseas. Since even while traveling overseas communication from JSPS sends only to the domestic contact information of which you submitted notice in advance, make arrangements to ensure that such communications should reach you without delay. When changing your domestic contact information or recipient address

for documents for this purpose or changing it back after returning to Japan, proceed procedures through online System (see “14. Research Report) or use the “Notice of Change of Bank Account, Address, etc. (Form 1-2)”.

Note that delays in submittal of documents related to year-end tax adjustment, Research Reports, and other documents beyond their deadlines are not permitted even while traveling overseas. Ensure that you will be able to take care of documents that require affixing of your seal/signature as well.

Check the bulletin board for research fellows on JSPS website ([https://www.jsp.go.jp/j-pd/pd\\_keiji.html](https://www.jsp.go.jp/j-pd/pd_keiji.html)) regularly, since communication directed at fellows is posted there as well.

#### **(4) Notes on research activities overseas**

There have been legal cases involving Japanese researchers employed in research activities at research institutions overseas, such as the May 2001 charges of violation of the U.S. Economic Espionage Act by a Japanese researcher and charges of violation of the same act by a Japanese researcher in June 2002 through removal of research specimens from the research institution where the researcher was employed and other acts. Such cases tend to occur particularly with regard to the handling of the results of research and development. In response, it has been pointed out that Japanese researchers carrying out research activities overseas lack awareness of the importance of handling research specimens and research results.

In light of this situation, JSPS encourages young researchers employed as research fellows to take care not to cause any difficulties in their destinations when employed in research activities overseas.

In addition, MEXT has issued cautions on overseas research activities for Japanese researchers employed in research activities at research institutions overseas.

In some cases, rules and procedures on research activities overseas differ markedly from research practices in Japan. It is conceivable that continuing research activities without sufficient understanding and awareness of such rules and procedures could raise the risk of becoming involved in problematic situations. These cautions cover points of particular caution in research activities at overseas research institutions, for persons who plan to begin research activities at overseas research institutions or are conducting such research activities at present.

Please read the cautions (starting on this document) closely to ensure you can take part in research activities smoothly at overseas research institutions.

In addition, if you travel and stay abroad, please pay careful attention on international situation not to get caught up unexpected circumstances such as kidnapping, intimidation or terrorism by collecting catching up latest information overseas safety information and news daily basis, such as the Ministry of Foreign Affairs issues.

Especially pay attention on targeted prone location of terrorism such as government, military and police-related facilities, Western-related facilities, public transportation, tourist facilities, department stores and markets where unspecified number of people gathering, and leave as soon as possible once you perceive a suspicious person or

situation.

Please check safety information on Ministry's website and mind problems.

Ministry of Foreign Affairs international safety website:

<http://www.anzen.mofa.go.jp/>

## **11. Handling of leave and extension of fellowship for childbirth or childcare reasons**

While research fellows are obliged to devote themselves to research based on the research plans shown on their application forms during their period of fellowship, as part of efforts to realize a gender-neutral society and to develop a fellowship environment better suited to women researchers, fellowship may be suspended/extended in the following manner when it is difficult to devote oneself to research for childbirth or childcare reasons.

(See "VIII FAQ" 25)

### **(1) Eligible persons**

Research fellows desiring leave from fellowship for reasons of childbirth (including stillbirth after at least four months' gestation and childbirth of a spouse etc.) or childcare for a child less than 24 months of age.

### **(2) Number of leave times and period**

-Leave times

Leave is available once per child

-Period of Leave

[In case of childbirth (including spouse's childbirth) and child rearing]

In principle, with the period available for leave being the period from the date six weeks prior to the expected date of birth through the end of the month that includes the date the child will reach the age of 24 months.

[In case of stillbirth after second-trimester]

In principle, the period of leave is up to three months from the beginning of the month in which the stillbirth was discovered or up to two months from the beginning of the following month.

In principle, the request of the leave should be monthly basis and available for up to 26 months in total during the fellowship period.

### **(3) Handling of support for preparation for resumption of research**

Persons unable to allocate sufficient time to research for reasons of childbirth or childcare and those desiring to continue research on a short-term basis in preparation for full-fledged resumption can receive support for preparation for resumption of research up to twice number of months of remaining tenure during the period of leave. Application should be made two-month basis.

A research fellow may apply for leave from this support in terms measured in two-month periods, with the fellowship period extended by one-half the number of months for which support has been approved.

**(4) Extendable tenure period**

Tenure should be extended according to the period of approved leave. However, only half of the approved period should be extended in case of receiving “support for preparation for resumption of research”.

**(5) Handling of the fellow’s stipend**

Stipend of Research Fellowship will not be paid during the leave. Fellowship should be restarted from the month which the Research Fellow restart the activity. However, one-half of the fellow’s stipend will be paid during support for preparation for resumption of research.

Please note that Research Fellowship will be paid based on price at the time of restart or after starting the support for preparation for resumption of research.

**(6) Exemption from the duties of a research fellow etc.**

During the period of leave, the Research Fellow shall be exempted from the duty of devotion to research.

However, the research fellow must submit a research report for the entire fiscal year by April 20th of the following fiscal year not including the period of leave.

Even during the period of leave from fellowship the research fellow will remain a research fellow and will not be exempted from the requirements with which research fellow must comply other than exemption from the duty of devotion to research.

**(7) Handling when a Fellow-DC takes a leave of absence from university**

Fellow-DC will lose his or her qualification as a research fellow if taking a leave of absence from university. However, a research fellow’s qualification as a research fellow will remain in effect even during a leave of absence from the doctoral program during the period of leave from fellowship (not including the period of support for preparation for resumption of research) for reasons of childbirth or childcare only.

**(8) Handling of research grants (Grants-in-Aid for Scientific Research, or “KAKENHI”)**

When a research fellow receiving a Grant-in-Aid for Scientific Research (“KAKENHI”; grant for research fellows or other research grant) has taken leave from fellowship he or she may, separately from the procedures above, receive the portion of the research grant unused as of the time of leave in the following fiscal year or later, by conducting through the host research institution application procedures for approval for suspension of the grant. In case fellow takes leave during the fiscal year, suspend research activity and restart the activity in the same fiscal year and wish to extend the tenure in the following fiscal year, the period of research could be acceptable, as long as applications are made through host institution. Also, you can restart to use your KAKENHI budget after the research preparation period.

Notify officials of your host research institution in advance and make sure you do not omit any required procedures.

**(9) Procedures**

- To start the leave

Fill in the required information on the “Leave Request (Form 12-1)”, attach documentation of the need for leave for childbirth or childcare reasons (e.g., photocopies of the cover of the maternal handbook and its page showing expected birth date), and submit it to JSPS via host research institution, in principle by one month prior to the date when you would like start the leave. Also inform JSPS by telephone in advance.

- Change of leave period, etc.

If a fellow wants to change the period or other terms of a leave, inform JSPS and submit the “Research Fellow Leave Change Request (Form 12-2)” through host institution at least one month prior to the start of the month in which you desire to make the change.

- To resume

When resuming fellowship as planned, inform JSPS by e-mail as below at least one month prior to resuming date. However, if resuming fellowship as planned after the end of the period of support for preparation for resumption of research there is no need to inform JSPS again as long as a fellow e-mailed to JSPS in advance. Please let host researcher and institution know it.

E-mail address: yousei3@jsps.go.jp

E-mail subject: Resuming fellowship due to childbirth and child care [status/name/registration number]

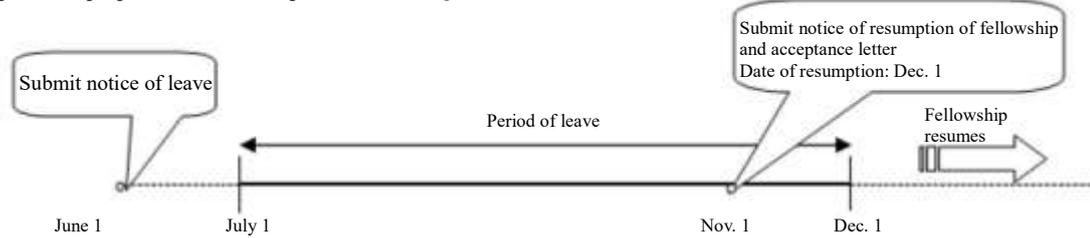
Example of e-mail contents 1: As approved, I would like to restart the fellowship from yyyy/mm/dd. I have informed about this to my host researcher and institution. The contact information after restarting is below. (Postal address, phone number and e-mail address should be shown)

Example 2: As approved, I would like to apply for period of preparation for resumption from yyyy/mm/dd to yyyy/mm/dd and restart the fellowship from yyyy/mm/dd. I have informed about this to my host researcher and institution. The contact information after restarting is below. (Postal address, phone number and e-mail address should be shown)

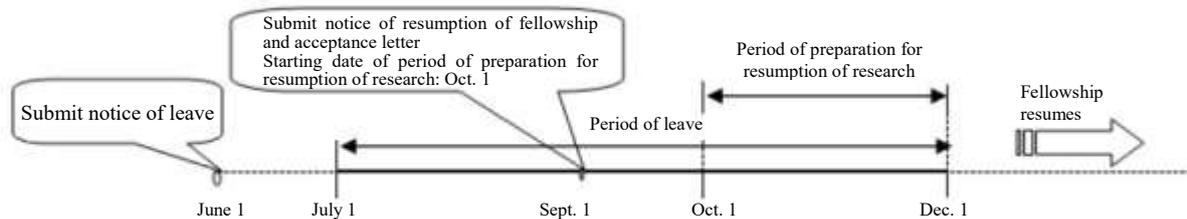
In addition, to verify eligibility for continuation of fellowship a Fellow-DC must submit a Certificate of Registration to JSPS beginning of every April even during leave.

Example:

[No period of preparation for resumption of research]



[Period of preparation for resumption of research]



## 12. Temporary leave and extension of fellowship due to the sick or illness

Fellows are responsible for conduct research based on the research plan during the appointed period, as a part of research environment improvement, fellows can request temporary leave and extension only when inevitable situation occur due to the sick or illness.

(See "VIII FAQ" 25)

### (1) Eligible fellows

- Fellow who need to take leave due to the sick or illness (DC)
- Fellows who is diagnosed with a disease treatment for more than a month (All fellows)

### (2) Period of leave

- It is approved on a monthly basis
- As a total, sick leave needed to be less than 12 months\*
- In case of Fellow DC, leave period will be absence period of graduate school
- Other fellows who was diagnosed more than one-month period treatment, sick leave period will be determined by the diagnosed period.

\*It is not allowed to take sick leave more than 12 months in total.

### (3) Extension of appointment period

Based on a request, the period of fellowship will be extended considering the suspended period (number of months).

### (4) Payment of fellowship

Fellow stipend is not paid during the leave period.

### (5) Exemption from obligation

During the period of sick leave, obligation of fellowship will be exempted. In any case, annual report should be submitted by the April 20 of the next fiscal year, however, this does not apply if a fellow takes sick leave for an entire fiscal year. Even in the sick leave period, fellows need to follow rules fellowship program obligations except for the obligation to devote to research.

(6) Fellow-DC

Academic leave is recognized as a withdrawal of JSPS fellowship. But only within the period of sick leave, academic leave is permitted.

(7) Grant-in-Aid (KAKENHI) for JSPS Research Fellow

If a fellow takes sick leave and suspend his/her Grant-in-Aid (KAKENHI) for JSPS Research Fellow, unspent amount may be regranted after the fiscal year which suspension occurred. Extension of Grant-in-Aid for JSPS Research Fellow period is permitted at the submission of request for payment according to the modification of research plan. Request for Temporary leave need to be submitted to KAKENHI side in addition to the following fellowship temporary leave request procedure. Please proceed the procedure with host institution.

(8) Procedure

- To start the leave

Submit the "Leave request (Form 12-1)" with attaching certificate that shows required medical treatment period or your academic leave to JSPS at least one month prior to the start of leave through host institution. Also make a phone call to JSPS in advance.

- Change the leave period

To change the approved period, submit "Change request (Form 12-2)" to JSPS one month prior to the change date through host institution with attaching certificate that shows required medical treatment period or your academic leave. (In case a fellow takes leave up to maximum period and unlikely to heal within the period, that fellow must withdraw from fellowship. Inform JSPS by phone in advance and submit "Withdrawal request (Form 8)" one month prior to the end date.

- To resume the fellowship

When you are planning to resume your fellowship, you need to inform JSPS by e-mail as below. In addition, send certificates that show healing, re-enrollment to the graduate school with the re-enroll date and doctor's certificate (should be all original, no photocopies). Please note that without documents which certifies healing, resume should not be allowed.

E-mail address: [yousei3@jsps.go.jp](mailto:yousei3@jsps.go.jp)

E-mail subject: Resuming fellowship due to sick leave [status/name/registration number]

Example of e-mail contents: As approved, I would like to restart the fellowship from yyyy/mm/dd. I have informed about this to my host researcher and institution. The contact information after restarting is below. (Postal address, phone number and e-mail address should be shown)

In addition, to verify eligibility for continuation of fellowship a Research Fellow-DC

must submit a Certificate of Registration to JSPS beginning of every April even during leave.

### **13. Handling of participation in internships**

Participation in internships based on fellowship contracts for fellows with the qualification of Research Fellow-DC is permitted only in the following cases.

If a fellow plan to participate in an internship, you must first notify JSPS by phone and submit necessary documents one month prior to the participation date. If traveling overseas for 28 days or longer due to the internship, submit the “Fellow Overseas Travel Notice (Form 7)” as well. (See “10. Overseas Travel During Fellowship Period.”)

- (i) The internship must be research training that will contribute to implementation of the research fellow’s research plan and it does not affect the fellow’s research conduct
- (ii) The president or head of fellow’s host institution must approve participation in the internship as being one that meets the requirement under (i) above and is appropriate from the standpoint of education as a researcher.
- (iii) In principle the participation period must not exceed six months of the fellowship period

#### **(1) Duties of a research fellow etc.**

Even while participating in an internship the research fellow will be obligated to devote him or herself to research based on his or her research plan as a research fellow and will not be exempted from the requirements for compliance by research fellows. Be sure not to give rise to mistrust anyone that your research is interrupted by the internship.

Note that research fellows are required to submit research reports even while participating in internships.

#### **(2) Handling of the fellow’s stipend**

Even while participating in an internship, fellow’s stipend is paid as usual.

#### **(3) Procedures**

Fill in the required information on the “Research Fellow Internship Participation Request (Form 14)”, attach the following documents, and submit it to JSPS via the secretariat of the host research institution by one month in advance of the planned date of participation in the internship.

- (i) Internship participation plan (attachment to Form 14)
- (ii) A photocopy of the fellowship contract or equivalent document (showing the name of the employer, the period of participation in the internship, and the period of the fellowship contract)

### **14. Research report**

Submit PDF version of Fellow Research Report (Form 9-1) to JSPS through online system each year. Submission period are April 1-20 during the fellowship period or within 20 days after completion or withdrawal upon completion or withdrawing. Be sure to have the host researcher check the content of the Research Report, enter his or her evaluation, and affix his or her official seal/signature to the space for a signature and then make scanned copy to make PDF file.

Original report should be kept at fellow for five years.

[Online system for research report]

<https://area31.smp.ne.jp/area/p/lalj9mikjo4qilfp5/4EMufD/login.html>

(File size limit: 10MiB/file)

**【特別研究員研究報告書等電子受付システム】**

ID ( (株) 日本学術振興会 (以下本会) にご登録のメールアドレス) とパスワードを入力後、ログインボタンをクリックしてください。  
 ※初めてログインする場合は、以下よりパスワードの発行を行ってください。

ID (本会にご登録のメールアドレス)

パスワード

[パスワードの発行/再発行はこちら](#)

(ログイン画面)

特別研究員 研究報告書等電子受付システム (4/10更新)  
 ※この内容は、在学期間中「原本」を4月10日までにご提出ください。

お問い合わせ

**特別研究員**

研究報告書等電子受付システムは以下のとおりです。  
 ※本システム、運用時の変更内容は本ページの「お知らせ」欄でご確認ください。

ご利用の環境情報 (2023/03/01)

ご利用環境: 東京大学共同利用システム (1 + 1 + 1)

ご利用環境情報: 13.100.0.000 (内訳: /)

ご利用URL: <https://area31.smp.ne.jp/>

**特別研究員専用システム**

2023年度以降 (2023/03/01) まで「旧システム」をご利用ください。  
 ※本システムは2023年度以降 (2023/03/01) まで「旧システム」をご利用ください。

- 本人の登録済みのIDとパスワードを入力してログインしてください。
- ログイン後は「研究報告書等電子受付システム」の「研究報告書等電子受付システム」画面が表示されます。
- アカウント情報: 以下の「設定」ボタンをクリックしてアカウント情報を変更してください。
- 検索: 2023年度以降 (2023/03/01) まで「旧システム」をご利用ください。
- 検索: 2023年度以降 (2023/03/01) まで「旧システム」をご利用ください。
- 検索: 2023年度以降 (2023/03/01) まで「旧システム」をご利用ください。

※本システムの運用状況は、特別研究員専用システム「お知らせ」欄でご確認ください。

[特別研究員専用システム \(2023年度以降\) の詳細はこちら](#)

本システムは2023年度以降 (2023/03/01) まで「旧システム」をご利用ください。

[特別研究員専用システム \(2023年度以降\) の詳細はこちら](#)

**特別研究員 3 F D のシステム**

特別研究員 3 F D のシステム: ※本システムは2023年度以降 (2023/03/01) まで「旧システム」をご利用ください。

If you do not submit a Research Report by the deadline or if it contains false information or the fact that you carried out your research cannot be confirmed, your contract as a research fellow may be cancelled and you may be asked to repay any fellow's stipend already paid. (You must submit this report separately from the performance report for a Grant-in-Aid for Scientific Research ["KAKENHI"; grant for research fellows]).

If you cannot submit report within the submission deadline due to unavoidable reasons

such as childbirth, childcare, disaster, etc., the submission period can be extended. Please contact to JSPS before the deadline.

If your research results have been reported in newspapers, magazines, or other media, also submit photocopies of such reports together with the Research Report.

#### **15. Research expenditures report**

If a fellow applied research expenditure, submit the “Research Expenditures Report (Form 9-2)” together with the “Fellow Research Report (Form 9-1)” through the same online system above. Submission period are April 1-20 during the fellowship period or within 20 days after completion or withdrawal upon completion or withdrawing. Be sure to have the host researcher check the content of the Research Report, enter his or her evaluation, and affix his or her official seal/signature to the space for a signature and then make scanned copy to make PDF file.

Original report should be kept at fellow for five years with receipts.

See examples of filling out this report and other details mentioned in another part.

#### **16. Research fellow fellowship status survey**

Upon completion of or when you withdraw during the period ~~from~~ of fellowship, submit PDF of “Fellow Status Notice (Form 9-3)” through above mentioned online system within 20 days from last day. (No need to put seal/signature on that form, please convert Word file to PDF directly.) This is used for statistical purposes as one objective indicator of whether the research fellow program, which uses taxpayer money to support young researchers, is functioning effectively to develop researchers and contributing to the advancement of Japanese science and industry. No individual’s information will be disclosed publicly. You will be asked to respond to this survey periodically over the period of roughly 10 years from the end of your fellowship period as a research fellow. Please cooperate in responding to this survey, since it is a condition of contract as a research fellow.

#### **17. Fellow Reward Beneficiaries Certificate**

When fellows receive rewards, fellows need to submit a “Fellow Reward Beneficiaries Notification (Form 16)”. The submission period is from April 1<sup>st</sup> to April 20<sup>th</sup> during the fellowship period or within 20 days after completion or withdrawal upon completion or withdrawal. Please submit the “Fellow Research Report (Form 9-1)”, together with the “Fellow Reward Beneficiaries Notification (Form 16)”, through the online system above. Please attach a PDF version of the “Fellow Reward Beneficiaries Notification (Form 16)”. The original report should be retained by the fellow for five years.

#### **18. Contact after the end of the fellowship period**

Please notify JSPS of any changes such as hiring, transfer, change of address, or degrees earned, using the “Notice of Change After End of Research Fellowship Period (Form 11)”. Such information will be used for purposes such as preparing data on the conditions of former fellows.

July 31, 2002

Research Environment/Industry Partnership Dept., Research Promotion Bureau  
International Exchange Div., Science and Technology Policy Bureau

◎ To persons employed in research at research institutions overseas

### **Cautions concerning research activities overseas**

When participating in research overseas, rules, procedures, and other matters concerning research activities may differ markedly from research practices in Japan. For this reason, persons who plan to be employed in research activities at overseas research institutions should exercise sufficient caution concerning the need to strive to ascertain and understand the rules of the research institutions where they will be employed, the laws and regulations of the countries where they will be staying, and related matters and to comply with these, as well as the need to avoid misunderstandings among those around them.

Even those already employed in research activities overseas should exercise sufficient caution concerning the need to strive to ascertain and understand the rules of the research institutions where they are employed, the laws and regulations of the countries where they are staying, and related matters.

Examples of points considered to require sufficient caution are provided below.

Matters to note

#### Check point 1: How are the results of research handled?

As one example, results of research often are handled in the following ways at universities and research institutions in the United States:

- (1) All research results (such as patents, specimens, and software) are the property of the research institution to which the researcher belongs.
- (2) In some cases, the content of research is required to be written down in notebooks provided by the institution. In such a case, these notebooks as well as various other media containing experimental data or research results may be considered to be included in the above research results.
- (3) Transfer or disclosure of information on research results belonging to the research institution requires the approval of the research institution.
- (4) In some cases, researchers are prohibited from taking the above research results with them without permission when leaving the research institution. In some cases, they also need approval to remove copies of such results.

Each research institution will document these matters in the form of guidelines. Check the regulations of the research institution when beginning research activities and take sufficient care to comply with them. (In particular, be sure to check regulations related to items (3) and

(4) above before transferring research results when changing research institutions or returning to Japan after completion of research activities overseas.)

Check point 2: Have you fully understood and confirmed the content of any agreement before signing it?

A research institution may ask a researcher to sign an agreement on matters including the handling of research results when it accepts him or her as a researcher. Take sufficient care to fully understand and confirm the content of any such agreement, for example by asking questions concerning any doubts about its content until you are satisfied you understand it, before signing it.

Check point 3: Are you sufficiently careful about domestic laws, regulations, etc. concerning research activities?

The stipulations of laws and regulations in other countries may vary from those in Japan. For example, in the U.S. unauthorized removal or disclosure of research results belonging to a research institution not only may involve civil liability as a violation of the contract between the research institution and the researcher but also could be a possible criminal act as a violation of the Industrial Espionage Act. Take sufficient care through means such as striving to ascertain and understand the domestic laws and regulations of the country where you will be staying.

Note that the above cases are merely examples. There may be cases in which there are other points that require caution depending on the circumstances of the country where you will be staying and the research institution where you will be employed. When working in research activities overseas, strive to ascertain such information related to research activities through means such as consulting with the secretariat of the research institution or your supervisors instead of relying solely on your own judgment.

References:

- U.S. Industrial Espionage Act (see Reference)

< Reference >

### About the Economic Espionage Act

- Enacted: October 11, 1996
- Purposes: Penalizing acts of espionage involving foreign governments or infringements of trade secrets for the benefit of individuals or corporations
  - \* Trade secrets
    - Any and all scientific, technological, or economic information that is confidential and has economic value
    - The owner must take reasonable measures to protect the confidentiality of such information
    - The information must not be known to the general public and must not be easily ascertainable by the general public through reasonable means (ex.: expertise, information under development in preparation for securing patents, planned bidding amounts)
- Structure: Covers two types of violations of trade secrets: espionage involving foreign governments (Article 1831) and theft of trade secrets for the benefit of individuals or corporations (Article 1832)

	Economic espionage (Article 1831)	Theft of trade secrets (Article 1832)
Subject of legal protections (benefit and protection of law)	Trade secrets	Trade secrets related to products produced or distributed through interstate or international commerce
Objective acts in violation of the law	<ul style="list-style-type: none"> <li>• Theft, photocopying, duplicating, sketching, reproducing, photographing, downloading, uploading, etc.</li> <li>• Receipt or purchase of information with the knowledge that it has been acquired, transferred, etc. without permission</li> <li>• Planning, colluding in, or preparing to commit the above crimes</li> </ul>	Same as at left
Subject offenders	<ul style="list-style-type: none"> <li>• Those with knowledge that the act would benefit a foreign government, foreign institution, or foreign official</li> <li>• Those with intent</li> </ul>	<ul style="list-style-type: none"> <li>• Those with knowledge that the act would involve appropriation of economic benefits by a party other than the owner of the trade secret and would be harmful to the owner</li> <li>• Those with intent</li> </ul>
Statutory penalties	Individuals: Fines of up to USD500,000, freedom-restricting penalties of up to 15 years Corporations: Fines of up to USD10 million The amount of a fine may be chosen from any amount up to twice the value of gains derived by the party obtaining the information without authorization or the amount of losses suffered by the victim	Individuals: Fines of up to USD250,000, freedom-restricting penalties of up to 10 years Corporations: Fines of up to USD5 million Same as at left

\* Other stipulations: The Act also covers matters such as forfeiture (Article 1834), nondisclosure (Article 1835), provisional disposition under civil procedures (Article 1836), and application to acts outside the U.S. (Article 1837).

## IV Payment of the fellow's stipend

### 1. Research Fellowship

#### (1) Dates of payment

In principle the fellow's stipend will be paid on the 20th of each month through bank remittance. However, it will be paid on the following business day if it cannot be paid on the 20th because that date is Saturday, Sunday or Japanese National holiday.

Each year the fellow's stipend for April is paid in May, together with the May stipend.  
(See "VIII FAQ" 26~27)

#### (2) Remittance accounts

The fellow's stipend will be remitted only to accounts with banks or credit unions in Japan. Be sure that the remittance account is in your name. To change the remittance account (also in case of changing account name), submit the "Notice of Change of Bank Account, Address, etc. (Form 1-2)". In principle, such changes will take effect with payment of the following month's stipend.

Note: The fellow's stipend is taxable as salary income.

### 2. Research Execution Expenses

A research fellow may apply to have the amount equal to 30% of the research grant be exempted from taxation (national and local income tax) as research execution expenses corresponding to the amount of the fellow's stipend used for expenses required for the execution of the research topics and research plans described in the Japan Society for the Promotion of Science Research Fellow Application, as opposed to that used for living expenses. Research execution expenses are handled on a fiscal year (April-March) basis.

Fellows receiving such handling must submit the "Research Expenditures Report (Form 9-2)" (hereinafter "expenditure report") by the prescribed deadline. You will be liable for additional tax if you do not submit the Research Expenditures Report on time or if your expenditures on research execution expenses for the fiscal year (April-March) are less than 30% of the research grant.

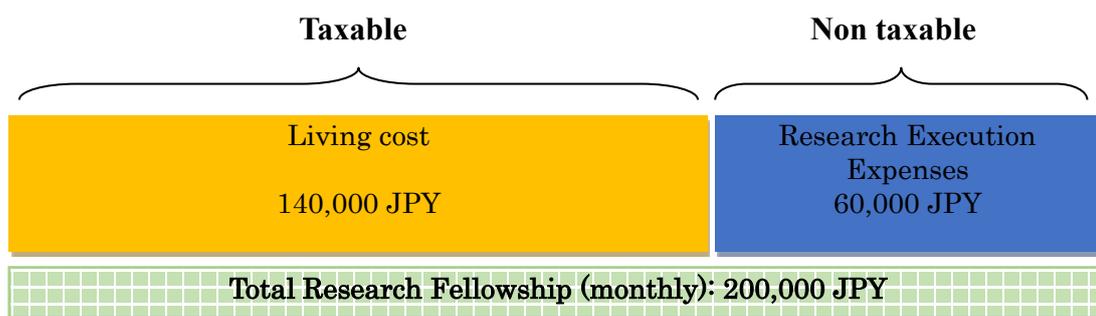
(See "VIII FAQ" 31)

Research Execution Expenses status will not change until a fellow submit "Change Request for FY○○ (Form 2-2)" .

(See "4. Change of Research Execution Expenses from the following fiscal year")

**\* Research execution expenses are separate from Grants-in-Aid for Scientific Research ("KAKENHI"; grants for research fellows) and the research expenses received separately by a Research Fellow-SPD, Research Fellow-PD, or Research Fellow-RPD.**

<Research Execution Expenses case: Research Fellow DC>



### 3. Research Expenditures Report

If you desire handling of research execution expenditures, submit the “Research Expenditures Report (Form 9-2)” together with the “Fellow Research Report (Form 9-1)” to JSPS through online system after signed/sealed, by April 20 of the following year (or within 20 days after completion or withdrawal upon completion of the fellowship period or when withdrawing during the period). Original report and the receipts should be stored with fellow for five years. JSPS may ask you to submit the original later on.

\*The report should be submitted if the expense was zero.

**If you do not submit this report on time your amount of expenditures on research execution expenses will be deemed to be zero and you will be back taxed based on the amount of the research grant paid.**

<What are included to the research expenditures>

You can allocate the research expenditures if it is directly necessary to carry out research, and usual necessary expenses. If it is not able to separate from private use, it cannot be allocated as the research expenditures.

Following cases should not be included to the research expenditure.

- Housing rent
- Utilities at housing
- Moving fee
- Fee for cell phone
- Lesson fee for English classes
- Research Fellow DC - Admission fee or Tuition fee for Graduate School
- Child care fee
- Cost of meals, Fee for social gathering meetings
- Research Fellow DC -Transportation expenses to home institution (It is regarded as commuting.)
- Taxi fare, parking fee (including motorbikes/bicycles) to travel to home institution
- Car fee or its maintenance (\*Commuting fee may be included)

Amount limit for commuting allowance (National Tax Agency)

Distance (one way)	Limit amount per month
2 km < 10 km	4,200JPY
10 km < 15 km	7,100JPY
15 km < 25 km	12,900JPY
25 km < 35 km	18,700JPY
35 km < 45 km	24,400JPY

45 km < 55 km	28,000JPY
55 km <	31,600JPY

<Examples of filling out the Research Expenditures Report>

Expenditures	Amounts	Notes
	Yen	
1. Expenses related to academic societies Academic society dues (including journal subscriptions), costs of submissions to academic journals (including cost of offprints), etc.	129,328	Cost of participation in XX Conference Cost of submission to Journal of YY Cost of English proofreading of paper
2. Expenses for participation in various research conferences (Costs of participation in various research conferences such as academic symposia, domestic and overseas travel expenses)	415,903	XX Society Symposium Travel costs for participation (including airfare from Tokyo to Washington)
3. Expenses related to scientific studies (costs of domestic and overseas scientific studies, research meeting costs, etc.)	235,986	Cost of participation in ZZ Seminar, travel expenses and general expenses for study
4. Expenses required in research at home (purchase of books and a computer, computer telecommunications costs, stationery costs, etc.)	472,898	Costs of purchase of computer peripherals, licenses, CD-R disks, dictionary, stationery
5. Costs of transportation to your institution and related institutions (cost of commuting pass from your home, rail fare, etc.)	71,120	Cost of commuting pass to institution (*DC fellows are not applicable.)
Total expenditures	1,325,235 (May not include items booked under research grant)	

#### 4. Changes to handling of research execution expenses in following fiscal year

You may choose handling research execution expenses each or not in each fiscal year as long as you submit necessary form ~~before the fiscal year starts.~~ by the end of February. If you desire such a change, submit notice by the end of February each fiscal year, using the “Notice of Change in Handling of Research Execution Expenses in following fiscal year (Form 2-2)”. The application form must reach us no later than the end of February.

If you do not desire to make a change, no particular procedures are necessary. If no notice is submitted by the deadline above, it will be assumed that no change is desired.

#### 5. Income-tax withholding

Since the fellow’s stipend is taxable as salary income, income tax will be deducted from the amount paid each month and year-end adjustment conducted in December. Documents necessary for year-end adjustment will be sent in October of each year. Fill them out and submit them by the deadline (mid-November).

If you are appointed between April and October in 2019 and you have a Certificate of Tax Withholding at Previous institution in the period January-March 2019, notify JSPS using the 2019 Certificate of Tax Deducted at Source for Salary Income Submittal Form (Form 17). (There is no need to submit the Certificate of Tax Withholding in case Fellow-DC continues Teaching Assistant or other position at same institution after April 2019) (If a DC Fellow continues the position after April at same institution, submission is not needed)

Examples of amounts of income tax on fellow's stipend

Amounts of fellow's stipends shown are for fiscal 2018.  
Amounts of income tax are calculated based on tax rates as of January 1, 2019, including Special Income Tax for Reconstruction.

Qualification	Fellow's stipend	Deductions for dependent family members etc.	Income tax	Amount paid after tax
SPD	446,000 yen	0	9380 yen (20,830 yen)	436,620 yen (425,170 yen)
		1	7220 yen (17,070 yen)	438,780 yen (428,930 yen)
		2	5600 yen (13,840 yen)	440,400 yen (432,160 yen)
PD, RPD (with degree)	362,000 yen	0	6670 yen (13,440 yen)	355,330 yen (348,560 yen)
		1	5060 yen (10,210 yen)	356,940 yen (351,790 yen)
		2	3440 yen (7,640 yen)	358,560 yen (354,360 yen)
DC PD, RPD (without degree)	200,000 yen	0	2670 yen (4,760 yen)	197,330 yen (195,240 yen)
		1	1050 yen (3,150 yen)	198,950 yen (196,850 yen)
		2	0 yen (1,530 yen)	200,000 yen (198,470 yen)

Notes:

1. Amounts in parentheses indicate income tax and amounts paid after tax for fellow's stipend if not requesting research execution expenses.
2. Amounts of fellow's stipends are subject to change.

## 6. My Number

“My Number” is social security number for individuals under Japanese law which was established in 2013. Since JSPS Fellowship is considered as salary income and taxable, it is required to notice your My Number to tax offices and municipal offices. We do not disclose the information out of tax matters and the information is protected under special safety control measures. The management of Fellows' My Number has been outsourced and to be informed.

## 7. Changing registered address, dependent family members

If your registered address as notified to JSPS has changed, promptly submit a “Notice of Change of Bank Account, Address, etc. (Form 1-2)”.

If there has been a change in your spouse or dependent family members eligible for income-tax deduction, when submitting the documents needed for year-end adjustment, sent in October of each year, indicate the changes in red ink on a photocopy of the Taxpayer Dependent (Change) Notice already submitted to JSPS, affix your seal, and submit it to JSPS as notice of the change.

## Guidelines on handling of fellow's stipends for research fellows

Oct. 1, 2003: Approved by Director

Dec. 1, 2012: Revised

Dec. 24, 2014: Revised

Apr 1, 2017: Revised

Apr 1, 2018: Revised

### Article 1. Purpose

The purpose of these guidelines is to establish the necessary matters related to funds paid by the Japan Society for the Promotion of Science (JSPS) to research fellows to support their research ("fellow's stipends" hereinafter).

### Article 2. Content of fellow's stipend

1. A fellow's stipend shall be paid to cover the following expenses:
  - (1) Expenses necessary for the living of the research fellow
  - (2) Expenses related to execution of the research fellow's research
2. The expenses under subparagraph (2) of the preceding paragraph ("research execution expense" hereinafter) shall include the following items:
  - (1) Expenses related to academic societies
  - (2) Expenses for participation in various research assemblies
  - (3) Expenses related to scientific studies
  - (4) Expenses required in research at home
  - (5) Costs of transportation to the institution and related institutions

### Article 3. Method of payment of the fellow's stipend

1. JSPS shall ask the research fellow to indicate, by the start of the fiscal year, whether he or she desires to have the amount equal to 30% of the fellow's stipend paid as research execution expenses.
2. If the research fellow has indicated that he or she desires to have the amount equal to 30% of the fellow's stipend paid as research execution expenses, JSPS shall pay that portion equal to 30% of the fellow's stipend as research execution expenses.
3. If the research fellow has indicated that he or she does not desire to have the amount equal to 30% of the fellow's stipend paid as research execution expenses, JSPS shall pay the entire amount of the fellow's stipend as expenses pursuant to Article 2, Paragraph 1, Subparagraph 1 above.
4. In principle JSPS shall pay the fellow's stipend after income-tax withholding on the 20th of each month (or the following business day if the 20th is a weekend, holiday, or bank holiday) to the research fellow's bank account through bank remittance\*<sup>1</sup>.

Article 4. Checking of research execution expenses

1. A research fellow paid the amount equal to 30% of the fellow's stipend as research execution expenses must prepare and submit to JSPS a Research Expenditures Report\*<sup>2</sup> together with his or her Research Report, by April 20 of each year (or within 20 days after withdrawal during the period of fellowship).
2. After receiving the documents submitted as described in the preceding paragraph, JSPS shall confirm that the research execution expenses expended by the research fellow during the period accounted for at least the amount equal to 30% of the fellow's stipend.
3. If JSPS is unable to confirm that the research execution expenses described in the preceding paragraph accounted for at least the amount equal to 30% of the fellow's stipend, it shall withhold income tax on that portion of the stipend.

Article 5. Suspension, termination, or cancelation of payment of the fellow's stipend

1. When a research fellow takes leave from fellowship for reasons of childbirth, childcare or illnesses, JSPS shall suspend payment of the Fellowship for the period of leave.
2. When a research fellow receives support for preparation for resumption of research for reasons of childbirth or childcare, JSPS shall pay one-half of Fellowship for the period of support for preparation for resumption of research.
3. When a research fellow's qualification as a research fellow is lost or cancelled, JSPS shall suspend or terminate payment of Fellowship from the following month.
4. When a research fellow is appointed or his or her qualification as a research fellow is lost or cancelled in the middle of the month, JSPS shall decrease the amount of Fellowship for that month.
5. Bases for decreases in amounts pursuant to the preceding paragraphs are shown below.

Category	Basis for decrease
Appointed from first through 15th day of the month	No decrease in amount for that month
Appointed on or after 16th day of the month	Amount for that month decreased by one-half
Withdrew from first through 15th day of the month	Amount for that month decreased by one-half
Withdrew on or after 16th day of the month	No decrease in amount for that month
Death of the research fellow	No decrease in amount for that month

Article 6. Repayment of the fellow's stipend

When a research fellow takes leave for reasons of childbirth or childcare, or has his or her qualification as a research fellow lost or cancelled and he or she has received payment of Fellowship despite not being qualified to receive such payment, he or she must promptly repay to JSPS the amount that he or she received without being qualified to do so.

Article 7. Change of status

When status of a Research Fellow-DC has changed to Research Fellow-PD in the event of Degree conferral etc, the amount of Fellowship paid for the remainder of his or her fellowship period shall be as shown below.

Category	Amount of fellow's stipend paid after change in qualification
Appointed in fiscal 2014 or earlier (earned degree)	Amount paid to PD
Appointed in fiscal 2014 or earlier (withdrew after earning units)	Amount paid to DC
Appointed in fiscal 2015 or later (earned degree)	Amount paid to DC
Appointed from fiscal 2015 to 2017 (withdrew after earning units)	Amount paid to DC

Additional rule (April 1, 2018)

This guideline becomes effective from April 1, 2018.

Note:

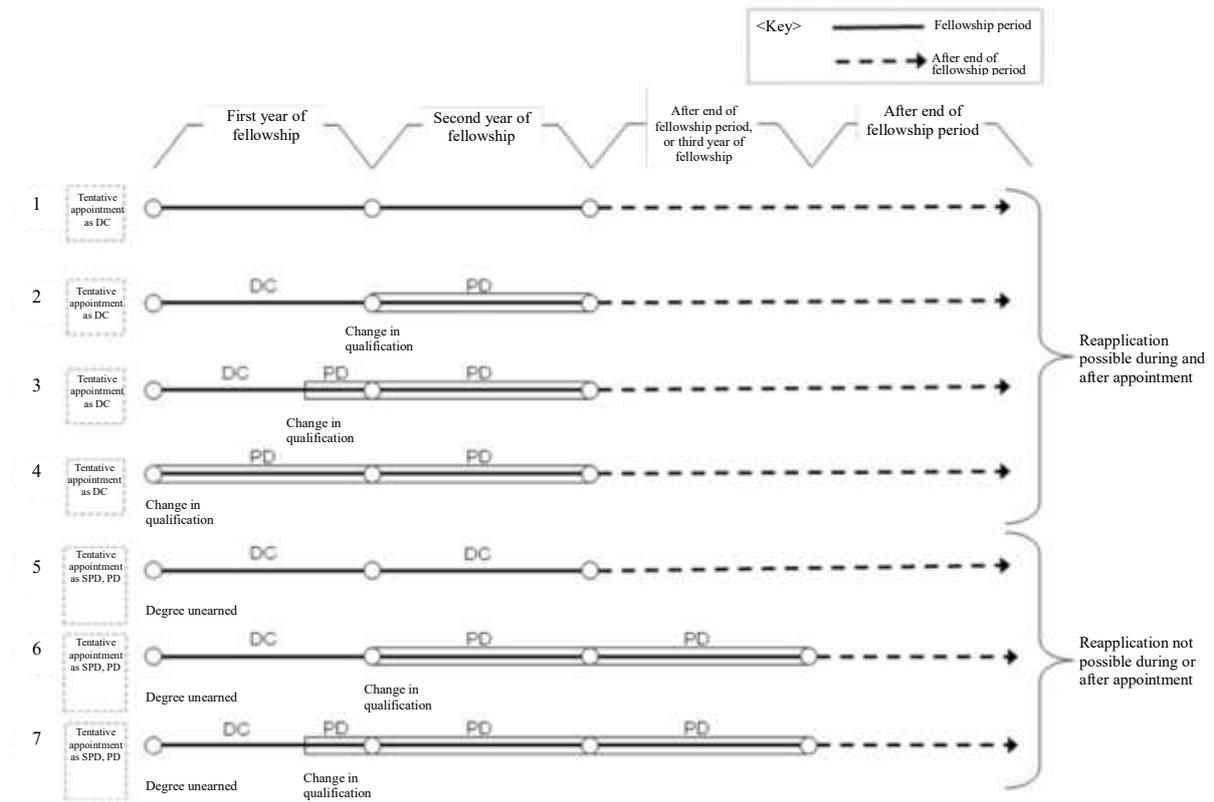
\*<sup>1</sup> Remittance bank account registered through the procedures conducted after the tentative appointment decision

\*<sup>2</sup> The Research Expenditures Report (Form 9-2) in this manual

## V Reapplication to Fellow-PD

1. When a fellow who was appointed as a Fellow-DC1 or DC2 reapplies to become a Fellow-PD, it is called “reapplication.” A person who applied and received a tentative fellowship decision as a Fellow-SPD or PD may not reapply as a Fellow-PD. (A person who applied as a Fellow-DC and whose qualification was changed to Fellow-PD upon appointment or during fellowship may reapply.)
2. Reapplication is possible even if the remainder of the initial fellowship period of a Fellow-DC would continue beyond April 1 of the fiscal year of appointment as a Fellow-PD after reapplication [Fig. 1].  
(For example, a Fellow-DC2 may apply in his or her first year of fellowship to become a Fellow-PD in the following fiscal year.)
3. Reapplication is possible in the same way as described under paragraph 2 above when qualification has changed to Fellow-PD for reasons such as earning a doctoral degree [Fig. 2], [Fig. 3]. This includes cases in which the qualification was changed starting April 1 of the fiscal year of appointment [Fig. 4].
4. When a fellow who received a tentative fellowship decision at the qualification Fellow-SPD or PD was changed to the qualification Fellow-DC2 (before FY2017) because he or she remained enrolled in the doctoral program due to failure to earn a degree, he or she may not reapply regardless of whether or not his or her qualification has changed during the fellowship period due to earning a degree or other reasons [Fig. 5], [Fig. 6], [Fig. 7]
5. A person who has received a tentative appointment decision as a result of reapplication but fails to satisfy the requirements of Fellow-PD qualification, such as earning a doctoral degree, by the time of appointment may not be appointed. (If there is any remaining time in the fellowship period for which he or she received a tentative appointment decision as a Fellow-DC, that remaining time will be unaffected.)
6. The above handling is subject to change. If any of the above cases apply to you, check the latest recruitment guidelines etc.

<< Conceptual diagram >>



\*Cases 5 ~ 7 applies Fellows who were appointed before FY2017.

## **VI Appointment as Research Fellow before FY2017 in the fields of humanities and social science who completed Doctoral program without a degree**

### **1. Fellow-PD, Fellow-RPD appointed before FY2017**

Before FY2017, in the fields of humanities and social science, in addition to those who have earned doctoral degrees who have completed doctoral program without a degree (“those withdrawing after completion” hereinafter) were appointed to the qualifications Fellow-PD or Fellow-RPD. Those appointed fellows before FY2017 withdrawing after completion is paid DC1 stipend (200,000 yen/month\*)

If such a research fellow earns a degree later during the fellowship period, he or she will be paid stipend for a Fellow-PD with a degree (362,000 yen/month\*\*) beginning in the following month.

If a fellow is awarded a degree during the fellowship withdrawing after completion, promptly notify JSPS by telephone and submit the following documents:

- (i) Notice of Degree Awarded (Form 13)
- (ii) Doctoral Degree Certificate\*\*\*

\* As of FY2018

\*\* The Doctoral Degree Certificate is a certificate showing the category of degree, such as “Ph.D. [literature], and degree conferral date. When it does not have date, attach photocopy of diploma together. Enter your appointed fiscal year, qualification, area, and ID number in the upper right of the certificate.

\*\*\* Institution that confers degree can be any organization in Japan or abroad, or graduate school that the fellow graduated from or not. (It is not acceptable that Fellow-PD or RPD re-enter graduate school and pursue a degree during its tenure, including remaining student record to study abroad.)

### **2. Fellow-DC appointed before FY2017**

In case a Fellow-DC who were appointed before FY2017 in the fields of humanities and social science complete doctoral program without a degree during the period of Fellow, status change\*<sup>1</sup> to Fellow-PD will be possible. Please refer to “8. Change of qualifications through obtaining a degree after appointment, etc. (change in qualification from Fellow-DC to Fellow-PD)” for further procedures and stipend.

If the Fellow earns a degree after change of the status and still in the period of tenure, make a phone call to JSPS and proceed same procedure as above “1. Fellow-PD, Fellow-RPD appointed before FY2017” submitting (i) Notice of Degree Awarded (Form 13) and (ii) Doctoral Degree Certificate within one month after degree conferral.

\*<sup>1</sup> In case of a DC fellow who appointed after FY2018 withdraws after completion, their tenure should be terminated. Please inform JSPS immediately.

## VII Other matters

### 1. Handling of grants-in-aid for scientific research (“KAKENHI”; grants for research fellows)

Research Fellows are awarded the qualification to apply for “KAKENHI” grants for research fellows in order to perform research on the research topic shown on the Japan Society for the Promotion of Science Research Fellow Application (hereinafter “Grant for Research Fellows”).

The grants for research fellows are a category of KAKENHI grants for which only research fellows may apply.

To apply for a grant for research fellows, you must notify the secretariat of the host research institution by roughly late January and then complete the procedures concerning application, use, and other matters through the host institution.

Since the rules of the KAKENHI program apply to grants for research fellows, they require separate procedures from those required for research fellows as covered in this manual. Be sure to complete all necessary procedures without omission.

See the website below for details of the grants for research fellows.

- Grants-in-Aid for Scientific Research program (“KAKENHI”; grants for research fellows): [https://www.jsps.go.jp/j-grantsinaid/20\\_tokushourei/index.html](https://www.jsps.go.jp/j-grantsinaid/20_tokushourei/index.html)

### 2. Assistance with dispatch overseas

Assistance is provided for dispatch of research fellows overseas through cooperation between JSPS and corresponding institutions overseas. If interested, check the period eligible for travel, conditions, and other matters yourself and then apply in accordance with the designated application period and method.

Information on this program is posted to the website as it becomes available. Check the following website for details.

- Assistance for dispatch of research fellows overseas:  
[https://www.jsps.go.jp/j-pd/pd\\_user-haken.html](https://www.jsps.go.jp/j-pd/pd_user-haken.html)

### 3. Ownership of rights to inventions etc.

JSPS is not involved in ownership of rights to inventions etc.

### 4. Contact information for this program

The contact information for this program is shown below:

Research Fellowship Division, Japan Society for the Promotion of Science (Attn.: Research Fellows Program)
--

5-3-1 Kojimachi, Chiyoda-ku, Tokyo 102-0083, Japan  
Tel.: +81-3-3263-4998  
for inquiries during fellowship (e.g., those concerning status, fellow's stipends, or travel overseas)  
E-mail: yousei3@jsps.go.jp  
Fax: +81-3-3222-1986  
Telephone hours: 9:30 am-12:00 noon and 1:00-5:00 pm (not limited to these hours in emergencies)

- \* When sending mail to JSPS, be sure to clearly indicate "Attn.: Research Fellows Program" in the address.
- \* Any inquiries concerning Grants-in-Aid for Scientific Research program ("KAKENHI"; grants for research fellows) should be made via the host research institution.

## 5. The JSPS website

The JSPS website (<https://www.jsps.go.jp/index.html>) provides introductions to various JSPS programs. Also check the bulletin board for research fellows on the JSPS website ([https://www.jsps.go.jp/j-pd/pd\\_keiji.html](https://www.jsps.go.jp/j-pd/pd_keiji.html)) from time to time, since communication directed at fellows is posted there as well.

## 6. Days JSPS is closed

- (i) Saturdays and Sundays
- (ii) Legal holidays under the National Holidays Act of Japan
- (iii) New Year's holidays (December 29-January 3)
- (iv) The date of the anniversary of the JSPS's founding (September 21)

## 7. Official English-language names of the research fellowship and research fellows

### (1) Official English-language name of the research fellowship:

Research Fellowships of Japan Society for the Promotion of Science for Young Scientists (may be shortened to JSPS Research Fellowships for Young Scientists)

### (2) Official English-language title for research fellows:

Research Fellow of Japan Society for the Promotion of Science (may be shortened to JSPS Research Fellow)

## 8. Publication of results

When publishing research results through academic journals or other means, please indicate clearly the fact that you are a JSPS research fellow. Examples of such indication are shown below.

Ex.:

1. Research Fellow-PD, Japan Society for the Promotion of Science
2. Research Fellow-PD, Japan Society for the Promotion of Science (Graduate School of XX, XX University)
3. Graduate School of YY, YY University/Research Fellow-DC, Japan Society for the

Promotion of Science

4. Research Fellow of Japan Society for the Promotion of Science (JSPS Research Fellow)

## **9. Where to return the fellow's stipend and other payments**

If you need to return the fellow's stipend or another payment to JSPS, remit it to the following bank account in accordance with instructions from JSPS. JSPS will not cover the fees for remittance.

Bank:	Sumitomo Mitsui Banking Corporation
Branch:	Tokyo Public Sector Div.
Account type:	Ordinary
Account no.:	3006629
Account name:	Dokuritsugyoseihojin Nihongakujutsushinkokai

## **10. Other matters**

The handling described herein and the Matters to be complied with and Guidance for various procedures are subject to change as needed. Check the JSPS website from time to time for the latest information.

Use the latest versions of forms needed in various procedures, available in the forms library on the JSPS website

- Matters to be Complied with and Guidance for Various Procedures:  
[https://www.jsps.go.jp/j-pd/pd\\_tebiki.html](https://www.jsps.go.jp/j-pd/pd_tebiki.html)
- Forms library: [https://www.jsps.go.jp/j-pd/pd\\_tebiki/yoshiki/saiyouchu.html](https://www.jsps.go.jp/j-pd/pd_tebiki/yoshiki/saiyouchu.html)

## VIII Frequently asked questions

### **Q1: Is it allowed to be assigned a position other than JSPS fellow?**

A1: In principle, during fellowship period a research fellow shall not hold any position other than JSPS research fellow (regardless of receiving compensation, being board member of a company or other organization or run a company by themselves), with the following exceptions:

(i) The position of graduate student with the host research institution in the case of a Research Fellow-DC (including student majoring international cooperation in globally renowned universities stated in Article 35 of Standards for the Establishment of the Graduate Schools)

(ii) A formal position held for purposes such as use of research facilities, as necessary for performance of his or her research topic

(iii) A position (qualification for application) held at the host research institution for purposes of applying for a scientific research grant program (research fellowship) in the case of a Research Fellow-PD (including SPD and RPD)

(iv) A position recognized as exceptions for “duty of devotion to research”

Please note that positions such as student for school activities (like captain of a club), status at law (wife, husband or citizen judge, etc.), name for receiving services (membership of conference) or social status (leader of parent-teacher association or neighborhood association) are excluded from the above mentioned “positions other than JSPS Fellow”.

(Definition of “position” or “status” is far and wide, to cite all example is impossible. Please ask JSPS if you need to clarify.

(See “2. The position of research fellow”)

### **Q2: Am I allowed to become a board member of NPO?**

A2: No problem.

(If you receive any compensation, should meet contents mentioned in “3. Duties of a research fellow”)

### **Q3: How are social insurance and pension handled?**

A3: Since research fellows are not official employees of JSPS, JSPS is unable to take out health insurance and other social insurance for them. Each research fellow is requested to conduct the procedures for National Health Insurance, National Pension, and other programs him or herself. (See “2. The position of research fellow”)

**Q4: Do I have to withdraw my dependent position on tax matters when I become a fellow?**

A4: Please inform your supporter (parents or etc.) that the fellowship is paid as salary on tax wise and ask your supporter's employer administrative about health insurance and dependent allowances. Contact nearest tax office regarding income tax.  
(See "2. The position of research fellow")

**Q5: What are the examples of position which mentioned as "3. Positions providing opportunity for training for a future position as a faculty member, researcher, etc."?**

A5: Positions such as temporary lecturer at primary/secondary educational institution, teaching assistant (TA), RA, a medical doctor or a school counsellor. Cram school teacher and private tutor are not applicable.  
(See "3. Duties of a research fellow")

**Q6: What are details of "not a full time or equivalent position" mentioned in exceptions of receiving compensation regarding duties of a research fellow?**

A6: Assumed "full time or equivalent position" is a position that requires to join employment insurance\*, social insurance and so on. Also, be careful not to be doubted from others the activities of those positions have effects on your research conduct when you have several positions at same time even if those positions are not full time or equivalent to that.

\*Qualifications of this insurance are: 1) working hour is more than 20 hours per week, 2) employment is guaranteed longer than 31 days.

\*\* Qualifications of this insurance are: 1) working hour is more than 20 hours per week, 2) employment is guaranteed longer than one year, 3) salary is more than 88,000 yen per month, 4) not a student, 5) working at office which have more than 501 employees on a steady basis.

(See Ministry of Health, Labour and Welfare website for further details.)

(See "3. Duties of a research fellow")

**Q7: Am I allowed to receive lecture fee, manuscript fee, honorarium, committee allowance or outsourcing fee?**

A7: It is no problem if it meets conditions mentioned in "3. Duties of a research fellow". However, when you receive above, please notify host researcher by submitting Fellow Reward beneficiaries Notification (Form 16).

**Q8: Am I prohibited from receiving funds from any other provider during fellowship?**

A8: While employed as a research fellow, you may not receive a similar fellowship, scholarship (including loans), etc. from any party other than JSPS whether in Japan or overseas, in addition to the JSPS fellowship.

However, there are exceptions to be allowed to receive: (1) Subsidy for tuition [only DC1 and DC2] (2) Receiving research fund [all categories], (3) Receiving travel feel support

[all categories] and (4) Subsidy for registration and admission fee for conference [all categories]

(See “4. Funding support from agencies other than **Research Fellowship and JSPS Grand-in-Aid**”)

Following cases are not the cases for “Financial support from other organization than **Research Fellowship and JSPS Grand-in-Aid**”

(Examples for NOT the cases of “Financial support from other organization than **Research Fellowship and JSPS Grand-in-Aid**”)

- Anything except money (however, except cash voucher such as gift voucher, prepaid card or e-money)
- Interest from saving deposit
- Pension for bereaved family
- Child allowance
- Benefit for mentally or physically disabled person
- Income from private transfer of asset
- Largess to be awarded as to recognize a person who has achieved a particular excellent result in the Olympic Games, etc.
- Insurance benefit or compensation payment
- Money or goods due to inheritance, devise or private bestowal
- Money or goods which benefit to fulfil the duty of support between the dependents
- Special relief for disaster
- Condolence money
- Tax refund
- Subsidies from host institution for fellow’s environmental arrangement (e.g. subsidy for babysitter fee)
- Dividend income, interest on securities

Check with JSPS if you are not sure whether you are permitted to receive a specific prize.

**Q9: Is it possible to receive commuting allowance that is equivalent to train/bus pass?**

A9: Possible. JSPS asks to each host institute to arrange appropriate environment for fellows like taking measures of indirect cost. It is possible for research fellows to receive equivalent amount of commuter tickets as subsidies from the home institution. This is a very good case to meet individual fellow’s situation in a practical way.

**Q10: May I accept prize money from an academic society, such as that awarded for a science prize?**

A10: You may receive prize money that is not tied to any specific purpose of use (including receiving cash voucher as an extra prize). If it is paid as research fund and as long as all of certain requirements are satisfied, receive research funds other than a grant for research fellows (including receiving distribution of research funds from a subsidized researcher). (See “4. Funding support from agencies other than **Research Fellowship and JSPS Grand-in-Aid** (2) Receiving Research Fund”)

**Q11: Which category would Research Fellow-SPD, PD, RPD be able to apply for KAKENHI other than research grant for research fellow?**

A11: In case you are given eligibility to apply for KAKENHI, PD (including SPD and RPD) may apply for the following (i) ~ (iv) and if get awarded, fellows may receive both of the grants.

If you take part of one research topic as an assigning task person, or cooperative researcher, you may apply for all categories.

- (i) Grant-in-Aid for Scientific Research on Innovative Areas
- (ii) Grant-in-Aid for Scientific Research(B)or(C)
- (iii) Grant-in-Aid for challenging Exploratory Research
- (iv) Grant-in-Aid for Early Career Scientists

The contents of above are information of FY2019, please check the latest information

**Q12: May a Research Fellow-DC apply for KAKENHI other than research grant for research fellow or serve as a research participant in a research project receiving a Grants-in-Aid for Scientific Research for which another party applied?**

A12: No, DC fellow does not have eligibility to apply for both. DC fellow may take part only in the position of a cooperating researcher with host researcher's approval and may not serve as lead researcher, or research participant.

**Q13: What is the reason for deleting sentence "it should not same as fellow's research title" in one of the conditions of receiving research grant other than research grant for research fellow stated in the guidebook issued before FY2016?**

A13: The sentence has been deleted since FY2017 because the current description is enough for its explanation. Research grant for fellows, however, will be reviewed as usual based on Guideline for appropriate enforcement of competitive funds (concerted on 9<sup>th</sup> September 2005, revised on 17<sup>th</sup> October 2012.). Please look into guidebook of KAKENHI for application of research grant other than research grant for fellows.

(See "4. Funding support from agencies other than **Research Fellowship and JSPS Grand-in-Aid** (2) Receiving research fund)

**Q14: May I apply for a research grant from the government of Japan, a local public agency, a private grant agency, or a similar party?**

A14: A Research Fellow may apply for other research grant than grant for research fellows, or receive research funds other than a grant for research fellows as long as all of certain requirements are satisfied. (including receiving distribution of research funds from a subsidized researcher.)

(See "4. Funding support from agencies other than **Research Fellowship and JSPS Grand-in-Aid** (2) Receiving research fund)

**Q15: Is it possible to collect research fund through crowd-funding?**

A15: If it suits all conditions of receiving research fund, it is possible. Especially, your host institute should deal with the fund, please consult with them in advance. Also, its general administration cost (or common cost) management requires common consent between operating company and host university in advance. Fellow needs to inform JSPS about receiving the fund with Form 15.

(See “4. Funding support from agencies other than **Research Fellowship and JSPS Grand-in-Aid** (2) Receiving research fund)

**Q16: Is it possible to receive fund that would not restrict the usage (e.g. decision made at individual interview).**

A16: It is not allowed to receive the fund as living expense, but it is possible if a fellow uses whole amount as “research fund” that makes further development on research. In that case, fellow must submit declaration using Form 15. It is acceptable if a fellow uses whole amount of other subsidized funds to exceptions determined by JSPS (travel allowance including lodging fee, etc.). In that case, no need to report it to JSPS.

(See “4. Funding support from agencies other than **Research Fellowship and JSPS Grand-in-Aid** (2) Receiving research fund, (3) Receiving travel expenses)

**Q17: How does it work if I were adopted for collaborative research project of Inter-University Research Institute Corporations or etc.? (Not receiving the fund directly but the fund is treated as institution’s budget execution)**

A17: No problem if your host researcher agrees with this and it does not violate “obligation to concentrate on research”. There are no specific procedures for this. If there is remuneration and it meets conditions written in “3. Duties of a research fellow”, a fellow can receive it.

**Q18: I have received a statement of payment due for local income tax. Do I need to pay this?**

A18: Your municipality will send you a statement of payment due for local income tax. Be sure to pay the tax due yourself. (See “7. Residence tax”)

**Q19: Can I have a certificate issued in the format prescribed by the intended recipient?**

A19: In principle, JSPS issues certificates only in its prescribed format, however, check with JSPS if you need a certificate in another format for an unavoidable reason such as when applying to a nursery school. In that case, we can issue special certificates. JSPS can certify only the following things even if you need a certificate in another format, in other words, we cannot certify such as work hours or commuting hours (See Form 10):

- Applicant’s name, date of birth
- Fellowship period
- Host research institution (department)
- Host researcher
- Research topic

- Amount of fellow's stipend (per month in Japanese yen)

Please request the certificate well in advance because it takes 7~10 days to issue it. Certificates also may be issued in English for all of the above items of information except for the research topic.  
(See "2. Certificates")

**Q20: Is it possible to have a status as "international exchange student" at host graduate university abroad to receive research supervise although JSPS states "it is prohibited to enroll university or graduate university abroad"?**

A20: Possible. JSPS accepts fellows to have formality status to conduct research.  
(See "2. The position of research fellow" and "10. Overseas travel during fellowship period")

**Q21: Is it possible to study abroad using Double degree program during fellowship?**

A21: It is not allowed to enroll in university or graduate university as a student at the moment. (Please consult with host institution whether it is Double degree program or not.) The case is beyond the scope of JSPS Fellowship program and there is another support system for study abroad provided by JASSO, you may consider which to take.

(In case a student from abroad who enrolls in Japanese university by using the program and get awarded DC, the student cannot keep student status in non-Japanese graduate university if the student wishes to become a DC fellow at the moment.)

(See "10. Overseas travel during fellowship period")

**Q22: The scholarship of the Japan Student Services Organization's (JASSO) overseas study abroad support system (dispatch agreement) is essentially a support for living expenses, but if participating in a program that does not fall under "Study abroad at overseas universities / graduate schools", is it possible to receive as living expenses?**

A22: Based on the notification from MEXT, it is necessary to systematically prevent the overlapping receipt of the JASSO's scholarship and the JSPS Fellowship. This includes an overseas study abroad support system (dispatch agreement) scholarship, so you cannot receive it.

**Q23: How tax matters should be treated during staying abroad?**

A23: Fellows are still "resident" even if they are abroad since are defined as "persons who conduct research at graduate university or research institution in Japan" and income tax for resident rate is deducted from monthly payment. No special paperwork needed.

On the other hand, fellow needs other paperwork for residence tax, national pension and national health insurance scheme, consultation with municipal office or appropriate offices is needed. It determines timing of traveling.

**Q24: Does JSPS issue "No Objection Statement" for J VISA waiver?**

A24: In case JSPS is a sponsor (for Fellows), official appointment letter works for this and JSPS does not issue a special letter. Please contact for further questions at Embassy of Japan in the United States of America: [http://www.us.emb-japan.go.jp/j\\_visu\\_waiver.htm](http://www.us.emb-japan.go.jp/j_visu_waiver.htm)

**Q25: Is it possible to receive remuneration through part-time job during leave period?**

A25: The reason of acceptance of leave from Fellow's obligation is child birth, childcare and illnesses that makes Fellow too difficult to concentrate on research, the reason should not be replaced to receive remuneration. However, JSPS does not forbid Fellows to earn living expense by working because Fellowship is not provided during the leave.

\*Fellows' duties are exempted during those leave period and conditions of receiving remuneration do not apply to fellows who are on leave, however, be sure to make "having difficulties to concentrate on research due to child birth, childcare or sickness" compatible with "earning remuneration".

**Q26: I forgot that April stipend is paid in May and I do not have living expense in April, how can I survive?**

A26: Please make your plan ahead, ask your family if necessary.

Every fiscal year you have to turn in Certificate of Registration issued after 1 April. If it does not meet the designated deadline, your position and fellowship may be terminated.

(See "9. Checking of qualifications in second and later years of fellowship" and "1. Research Fellowship")

**Q27: What is the background of the Fellowship which is taxable?**

A27: This is based on a response from National Tax Agency which question was made from The Ministry of Education, Science, Sports and Culture in 1959 when the very first Fellowship system was established. (It has been confirmed between two sides that there are no changes in the current system.)

For KAKENHI, it is non-taxable based on Chapter 9.1.13.2 of Income Tax Act (Article 33, 1965)

(See "1. Research Fellowship")

**Q28: I have heard Fellow can't make credit card, is it true?**

A28: Some of the fellows can get credit card after the start of fellow program. According to our survey in FY2016, 55 PD Fellows who were in their third year of tenure were selected in a random manner and 32 replied to JSPS, 11 out of 12 Fellows who applied for credit card after PD appointment can get credit card (only one PD was not able to get card).

**Q29: Is it possible to take programs which are designated as Program for Leading Graduate Schools?**

A29: DCs can take that program, however, it is prohibited to receive financial support of the program at the same time.

(See Q&A 68~76 of Program for Leading Graduate Schools (Japanese only):

<https://www.jsps.go.jp/j-hakasekatei/data/download/05.pdf>

**Q30: I will be hired as an assistant professor after Fellow tenure. How my PD tenure will be treated as job history to determine initial wage?**

A30: Appointment letter issued by JSPS works as “full-time researcher history (100/100)” according to notice by MEXT, however, situation varies according to each institution even national university. Please consult with HR in your future host institution.

**Q31: During the recruitment period of the special researcher, may I retain the status of the “Reserve Self-Defence Official” and receive a daily allowance?**

A31: It is possible to retain the status of “Reserve Self-Defence Official” and receive a daily allowance. Although there is no employment relationship between the research fellow and JSPS, a prohibition on disadvantage handling prescribed in Article 73, paragraph 1 of the Self Defence Force Act (Act No. 165 of 1954) shall apply mutatis mutandis I will.

**Q32: What if the total expense of Research Execution Expenses was less than 30% in the fiscal year?**

A32: In case the total expense of Research Execution Expenses was less than 30% in one fiscal year, balance between 30% of the Fellowship (annual total amount) and actual expense of Research Execution Expenses should be back taxed.

For example, if the expense of Research Execution Expenses was 0 yen or “Research Expenditures Report <Form 9-2>” is not submitted by the deadline, the back tax should be 163,931yen maximum (case of FY2018).

Please consider carefully if the Research Execution Expenses surely exceed 30% of the Fellowship in the fiscal year.

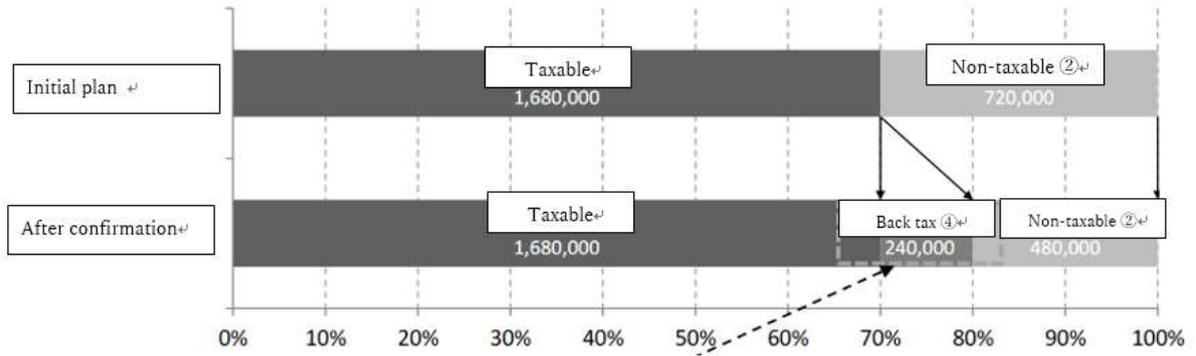
(See “2. Research Execution Expenses” and the following chart)

<Example: Research Execution Expenses was less than 30% in the fiscal year (back taxed) >

(Case) Calculation of back tax (DC)

- Fellowship (annual total amount): 200,000yen/month x 12 months =2,400,000yen…①
- 30% of the above ①: ① x 0.3 =720,000yen…②
- Reported amount of Research Execution Expenses 480,000yen…③
- Back taxable amount: ② - ③ = 240,000yen…④
- Back taxed amount: ④ x tax rate 10.21%\* =24,504yen

\*Case of back tax for fellows who terminate or withdraw his/her status



※JSPS notices back taxed amount based on the calculation of above ④ and request payment by the designated date.