

February 2020

JSPS Research Fellowship for Young Scientists (DC)

Guidelines for Applicants (FY2021)

We have revised a part of the Application Guidelines and so read it carefully for preparing an application.

1. Purpose

It is very important to provide young excellent researchers with an opportunity to focus on a freely chosen research topic based on their own innovative ideas at the first stage of their research career when we foster creative researchers who shoulder the future of the academic research in this country.

To this end, the Japan Society for the Promotion of Science (hereinafter, “JSPS”) will accept those who are in doctoral courses of Japanese graduate schools, have excellent research capability and wish to devote themselves to research in the relevant universities as “Research Fellowships for Young Scientists-DC,” and provide them with research grants.

2. Fields of Research

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

3. Classification of acceptance and number of researchers to be accepted

DC1: (students in a doctoral course of graduate schools) About 700 students

DC2: (students in a doctoral course of graduate schools) About 1,100 students

*The number to be appointed may increase or decrease, depending on the budget.

4. Application qualification

Application qualification is as follows in accordance with classification of acceptance. Applicants need to satisfy this application qualification also at the time of acceptance. (Doctoral courses are based on the Standards for the Establishment of Universities. If the universities have their own program such as early completion programs, please contact the host institution/university.)

(1) DC1

(students in a doctoral course of graduate schools)

Enrollment period	Those who are in a doctoral course of graduate schools in Japan as of April 1, 2021 and fall under any one of the following (including foreign students). (1) Those who are in the first year of second-term doctoral course under the divided system (enrolled for less than 12 months) (2) Those who are in the third year of five-year doctoral course under the integrated system (enrolled for more than 24 months and less than 36
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	<p>months)</p> <p>(3) Those who are in the first year of three-year second term only (enrolled for less than 12 months).</p> <p>(4) Those who are in the second year of a four-year doctoral course in medical, dentistry, pharmaceutical and veterinary science (enrolled for more than 12 months and less than 24 months)</p> <p>* (1) - (3) above include those who plan to proceed to the second term of a doctoral course in April 1, 2021.</p> <p>* Please note that eligibility for application may not be satisfied if applicants take a temporary leave from a doctoral course after an application was submitted.</p>
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(2) DC2
(students in a doctoral course of graduate schools)

Enrollment period	<p>Those who are in a doctoral course of graduate schools in Japan as of April 1, 2021 and fall under any one of the following (including foreign students).</p> <p>(1) Those who are in the second year and over of second-term doctoral course under the divided system (enrolled for more than 12 months and less than 36 months)</p> <p>(2) Those who are in the fourth year and over of five-year doctoral course under the integrated system (enrolled for more than 36 months and less than 60 months)</p> <p>(3) Those who are in the second year and over of three-year second term only. (enrolled for more than 12 months and less than 36 months)</p> <p>(4) Those who are in the third year and over of four-year doctoral course in medical, dentistry, pharmaceutical and veterinary science (enrolled for more than 24 months and less than 48 months)</p> <p>* Please note that eligibility for application may not be satisfied if applicants take a temporary leave from a doctoral course after an application was submitted.</p>
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(3) Handling students in long-term program

Students in long-term programs will not be selected as a fellow. They may submit applications but they should be back in a normal program by the time of the appointment. Eligibility is in accordance with 4. Application Qualification. Please confirm with the affiliated research institution/university concerning the handing of long-term programs as it differs in institutions/universities.

(4) Handling of leaves of absence

Leaves of absence will not be counted as the enrollment period for eligibility. However, if the leave is for less than six months, it will be counted as the enrollment period and the qualification will be checked.

(Examples: Enrolled for 6 months + leave for 6 months -> counted enrolled period is 6 months and eligible for DC1. Enrolled for 7 months + leave for 5 months -> counted enrolled period is 12 months and eligible for DC2.)

Leave of absence will be counted by month. One day of leave of absence will be counted as one month of leave for the application for this program. However, if the affiliated

institutions have rules for academic terms and years, the counting of enrolled period and leaves can be in accordance with such rules. (Example: Fall term begins on September 25. And the leaves from September 25 to September 24 of the following year will be counted as 12 months of leaves of absence)

5. Application qualification of Experienced Fellows

Experienced Fellows cannot make an application again.

6. Tenure

- (1) DC1: Three years from April 1, 2021 until March 31, 2024
- (2) DC2: Two years from April 1, 2021 until March 31, 2023

7. Host Research Institution (Institution where fellow enroll in a doctoral course)

For DC1 and DC2, the host research institutions shall be the graduate school in which fellows are enrolled in Japan.

* In accordance with provisions of “Assignment of Research Guidance” 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 of foreign countries). See 15. Encouragement of Overseas Research Activities for details.

8. Monthly Stipend

Monthly stipend for FY2021 is as below. The amount of stipend is subject to change.

- (1) DC1: 200,000 yen/month
- (2) DC2: 200,000 yen/month

9. Research Fund

Fellows are given eligibility for applying for Grants-in-Aid for Scientific Research (for fellows), and research grants of up to 1,500,000 yen per year will be provided through screening by the JSPS Committee on Grants-in-Aid for Scientific Research.

10. Application Procedure (See “Outline of Application Procedure”) [Applications are accepted through the electronic application system only]

Application for fellows is accepted through the e-application system. (Applications by mail are not accepted.) For more details, see “Researcher Fostering Program” from “Introduction to Online Application” within JSPS website.

Introduction of Online Application URL <http://www.-shinsei.jsps.go.jp/index.html>

In making an application, be sure to read carefully “Application Guideline for FY2021” and applicable “Operation Manual” of the e-application system.

Fellow Application Guideline URL: http://www.jsps.go.jp/j-pd/pd_sin.html

Operation manual URL <http://www.shinsei.jsps.go.jp/topyousei/download-yo.html>

(1) Institutions to conduct application procedure

Applications shall be made through below institutions (hereinafter referred to as “Applying Institution”).

(a) DC1: Affiliated graduate school or graduated university.

(However, if the applicant is enrolled in graduate school overseas or graduated from oversea university, apply through the host research institution)

(b) DC2: Host research institution

(2) Procedures by the e-application system

An applicant must obtain an ID/Password in advance through the Applying Institution and submit application by the e-application system.

(3) Materials to be submitted (Applications by mail are not accepted.)

(i) Application documents (DC)

Application documents consist of the below three items.

(a) Applicant Information (Japanese)

The application information includes academic records, research subjects, etc. Enter the information in the e-application system.

(b) File of Details of Application (Japanese or English)

This file includes research plans, research achievement, etc. Download the form from the JSPS website or the e-application system, and prepare the application file, and upload it in the e-application system.

Application materials will be printed in black and white (gray-scale) and distributed to reviewers. Please make sure your application be clear when printed in black and white.

To convert forms to PDF files and upload, please refer the following instruction: https://www.jsps.go.jp/j-pd/data/boshu/naiyo_torikomi.pdf (Japanese only)

(Points to Keep in Mind)

In response to the protection of human rights and the compliance with laws and regulations, etc.

If the research should take procedures based on laws and regulations such as obtaining the agreement/cooperation of the other party, considering handling personal information and dealing with life ethics/safety measures in carrying out research plans, what kind of actions and measures should be taken will be the target of confirmation. For example, the target includes survey/research/experiment which needs to be approved by the information committee and the ethics committee, etc. outside research institution such as the questionnaire survey connected with personal information/interview survey, survey, etc. of cultural heritage in and out of the country,

use of samples to be provided, potentially invasive study, analysis and research of human genome, experiment to modify genes and animal experiment.

- (c) Evaluation Letter (Language: Japanese or English): By current academic supervisor Request to the evaluator will be made via e-application system. The evaluator will be given an ID/password to login to the e-application system and create the evaluation document. Applicants may not read the contents of evaluation document.

(4) How to Submit Application Materials

You are required to submit application materials to us through your Applying Institution. We will not accept application materials that are submitted to us by the applicant himself/herself.

11. Term of Acceptance of the Application by JSPS

[Applicant]

Applicants must submit the application materials via the e-application system by the deadline set by the applying institution.

*Such deadlines vary depending on the applying institutions. Please check the deadline with your applying institution in advance.

[Administrative staff in the applying institution]

The administrative staff must approve all applications (confirm the list of applicants) in the e-application system, and submit (electronically send) the applications to JSPS by the below deadline.

Submission Deadline: June 3, 2019 (Wednesday) 17:00 (JST)

*JSPS does not accept applications sent after the above deadline. Please submit the applications well in advance.

12. Selection Process and Notification

(1) Selection

Selection is made by the Selection Committee of Fellows, etc. of JSPS by way of first selection (selection by documents) and second selection (selection by interview). Depending on the results of selection by documents, however, some researchers may be appointed informally out of the successful applicants of first selection (selection by documents) without taking second selection (selection by interview).

Second selection (selection by interview) will be made at the end of November or at the beginning of December 2020 for those who are required of selection by interview out of successful applicants of first selection (selection by documents).

Main screening policies are as below. (For details of screening, see the items of “Selection

Process” on our “Fellow” website.

Fellow website URL <http://www.jsps.go.jp/j-pd/index.html>

(Screening Policies)

DC1 and DC2

- (i) The applicant is fully expected to be an excellent researcher to shoulder the future of academic fields;
- (ii) The applicant describes the background and process of setting his/her own research plan which idea is excellent. Also has originality and future prospects of the plan is well shown in the application.
- (iii) The applicant has excellent ability to proceed research performances.

(2) Disclosure of screening results

- (i) Results of the first screening (document screening) will be disclosed through the electronic application system around mid to late October 2020. JSPS will contact the applicants who are required to have an interview for scheduling. If such applicants fail to confirm the attendance of the interview, it will be assumed as a decline of the second screening.

For unsuccessful applicants of first selection (selection by documents), evaluation by evaluation item by the Selection Committee of Fellows and the approximate ranking in said fields will be notified.

- (ii) Results (informal acceptance, by-election, not accepted) of the second screening (interview) will be disclosed through the electronic application system by early January 2021.
- (iii) In notifying the results of each selection, the same will be notified by our website of “Fellow” to that effect.

URL: <http://www.jsps.go.jp/j-pd/index.html>

*Individual requests for selection results are not accepted.

13. Materials for Application and Selection

- (i) For materials for application, use the forms designated by JSPS. Any change in the forms, addition of other papers than the forms designated by JSPS and other attachments than those designated by JSPS are not accepted.
- (ii) After submission of materials for application, any change in described matters or supplementation is not accepted. In addition, if the final online information of the application form registered to JSPS through the e-application system and the application form submitted by an Applying Institution are different in the content of the form, said application shall be null and void.

- (iii) Application shall be one case per person. In addition, if more than two cases are applied, all the applications shall be null and void.
- (iv) Submitted materials for application shall not be returned.
- (v) JSPS shall not bear travel expenses for second selection (selection by interview).
- (vi) If serious false descriptions are found in the materials for application, JSPS may revoke appointment even after appointment.
- (vii) Selection results are effective only for FY2021 appointment.

14. Obligations, etc. of Fellows, Host Researcher and Host Research Institution

- (1) Except for the case where fellows are treated as interruption of appointment due to maternity leave, fellows must devote full time to their research based on the research plan described in the application form. In addition, as a rule, fellows cannot change their research subject and research plans. Furthermore, if it is judged that fellows do not devote full time to their research or there is a big problem about the progress status of their research, the appointment of fellows may be revoked from time to time.
- (2) Fellowships cannot hold status other than Research Fellowships for Young Scientists, in principle, except that Research Fellowships for Young Scientists-DC1 and Research Fellowships for Young Scientists-DC 2 have status of graduate school students.
- (3) If fellows are engaged in full-time job, such fellows shall lose the qualification of fellows.
- (4) If DC1 and DC 2 withdraw, suspend or temporality withdraw (excluding the case where handling of suspended acceptance period pertaining to child bearing, infant nursing and illnesses) from a doctoral course of graduate schools, they will lose eligibility of these Fellowships.
- (5) Fellows must submit research reports as soon as the FY ends or their term of appointment ends (excluding the case where the term when fellows are treated as interruption of research due to maternity leave, child care or illnesses extends more than one year).
- (6) In addition to obligations as stated in (5) above, those who are accepted as Research Fellowships for Young Scientists-DC must submit required documents since evaluation concerning research progress, etc. may be implemented each year and at the end of acceptance period. If JSPS deems it necessary, it may request Fellows oral presentation and report on the status of progress, etc.
- (7) If fellows violate the above obligations, etc., or they do an improper act as fellows such as dishonest acts in research, improper use, etc. of research expenses, JSPS may suspend payment of research stipend and request them to return paid research stipend or revoke the appointment as fellows. In addition, JSPS requests the fellows to submit a written pledge at the time of appointment. The details are specified by “JSPS Fellows’ Matters to be Complied with and Guidance for Various Procedures” to be distributed at the time of procedures for appointment.

- (8) Host researchers and host institutions shall submit an acceptance letter at the time of procedures for appointment to show that they agree that they are responsible for accepting fellows and have them comply with the matters specified by “JSPS Fellows‘ Matters to be Complied with and Guidance for Various Procedures.”
- (9) Host researchers and host research institutions are required to provide fellows with active support for the use of facilities, equipment, literature, specimens and materials, communications environment (information systems and mail account) of the relevant institutions which are necessary for conducting research. Also, please provide guidance pursuant to rules within the institutions concerning management of safety and health pertaining to fellows.

15. Encouragement of Overseas Research Activities

It is very important for researchers to have overseas research experience in carrying out world-level research and so it is hoped that we promote overseas research activities of young researchers actively judging from the viewpoint of fostering excellent researchers.

However, if fellows will be conducting research at an overseas institution for a reason other than “Assignment of Research Guidance” in 7. Host Research Institution, the period shall be within one third of the tenure.

*Fellows may not be enrolled as a student in a university/institution in foreign countries.

16. Enrolling in and Completing the Educational Program for Research Integrity

The applicant must complete at least one of the following educational programs for research integrity before the submission of acceptance of adoption such as e-Learning Course on Research Ethics [eL CoRE] , Read the book “[For the Sound Development of Science -The Attitude of a Conscientious Scientist-](#)” published by JSPS, CITI Japan e-learning program on research integrity or an equivalent research integrity program provided by your institution based on the MEXT guideline “Measures to Prevent Fraud in Research Activities and Subsequent Measures - For the Healthy Improvement of Science -” (August 26, 2013).

17. Various Procedures after Informal Appointment

- (1) Procedures after Informal Appointment
If one fails to submit required documents by a given submission due after informal acceptance. One also cannot be accepted because confirmation of eligibility for acceptance is not possible.
- (2) Change of status of applicants for DC 1 and DC 2 accompanying acquisition of degree after informal acceptance and formal acceptance.

If those who are informally accepted (or formally accepted) as DC 1 or DC 2 complete graduate schools and acquire a doctoral degree, their status will be changed to PD from the commencement day of acceptance in case of pre-acceptance and from the following month until the remaining tenure in case of post-acceptance. However, research grants to be provided after the status change will be the amount of research grants to be provided to DC (200,000 yen monthly (planned) (status cannot be changed to DC with a doctoral

degree of graduate school other than that to be planned to be enrolled as stated at the time of application (if an institution for engaging in research has been changed, the relevant graduate school).

(3) Other fellowships/stipend, etc.

- (i) If those who receive scholarships from the Japan Student Services Organization, etc. are accepted as Fellows, they are required to decline such scholarships (please refer to a provisory clause of “18. Handling of personal information”).
- (ii) Concerning foreign students, those who receive scholarships of Japanese Government (Ministry of Education, Culture, Sports, Science and Technology), grants of Japan Student Services Organization "Monbukagakusho Honors Scholarship for Privately Financed Foreign Students" and scholarships from their own countries, etc. they are required to decline such scholarships (please refer to a provisory clause of “18. Handling of personal information”).
- (iii) If it is confirmed that fellows have received money from sources that the JSPS does not accept during the tenure, JSPS may revoke appointment of fellows and request them to return research stipend which were already paid. Further details are in our rule book which is available on our webpage.

(4) Taxation of Research Stipend

Fellowship to be paid is subject to taxation as salary.

(5) Receiving other research funds than JSPS

It is possible for DC to receive research fund or to be allocated the fund other than JSPS. Also it is allowed to apply for JSPS Overseas Challenge Program for Young Researchers at the same time.

To receive those fund, fellows are required to comply with a requirements which are stated in JSPS rules, please refer to the rules through our website.

*Rules are updated in every fiscal year, please check the latest version.

https://www.jsps.go.jp/j-pd/data/tebiki/h30/h30_tebiki.pdf (Japanese version)

(6) Receiving remunerations

Fellows cannot receive remunerations if it is not the case of exceptions stated in our rules.

(7) Related Information

Application status of the past several years and application forms, etc. are open for public by JSPS “Fellow” website.

18. Handling of Personal Information

Personal information contained in application materials shall be strictly controlled in accordance with “the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc.” and “the Rules for Safeguarding of Personal Information” of JSPS and be used only for the purpose of performing work of JSPS (including provision of personal information to entrust electronic processing and management of data to outside private companies, etc.).

Concerning those who are accepted as DC1 or DC2, please note that a part of their personal information may be provided to the Japan Student Services Organization to confirm duplication of scholarships. After the appointment, JSPS may provide Fellow's overseas travel information to JSPS overseas offices for the purpose of Fellow's smooth research conduct.

In addition, if an applicant is appointed as a fellow, registered name, research title name, institution working for research, job/name of a host researcher and research report of said fellow shall be announced.

19. Duty of Cooperation with Survey after Completion of Appointment

In order to promote academic fields and to make more perfect fellowship of Japan, JSPS makes a site research including employment for experienced fellows at the time of completion of appointment and for about ten years after such completion. We suggest you to keep in mind that cooperation with the survey is a condition for appointment of fellows.

In addition, we may contact you after the completion of appointment when we discuss the survey and fellowship and so we suggest you to let us know promptly any change in your address, company name, e-mail address, etc.

20. Contact concerning said Recruitment

Person in charge of recruitment of fellows, Researcher Fostering Section,
Japan Society for the Promotion of Science (JSPS)

Telephone: (03)3263-5070 (direct line)

Reception hours: Monday – Friday (excluding national holidays)
09:30-12:00 and 13:00-17:00

Email: yousei2@jsps.go.jp

Fellow website URL <http://www.jsps.go.jp/j-pd/index.html>

For Guidance for Preparing an Application Form, application form (file on the content of application), etc., we suggest you to download them from “Recruitment Guideline (PD/DC2/DC1)” of “Application Procedure” within the website of our “Fellow” website.

(Outline of Application Procedure)

- (1) **Applying institution** sends an application to use the e-application system of JSPS (for Researcher Fostering Program) to JSPS by mail.
(The applying institution which has already obtained ID/Password for Researcher Fostering Program does not need to obtain them again because they can continue to use them.)
- (2) **JSPS** issues ID/Password and sends them to the person in charge of the applying institution by e-mail and mail.
- (3) **Applicant** requests the person in charge of the applying institution to issue ID/Password for the applicant.
- (4) **Applying institution** accesses the e-application system by ID/Password for the applying institution and obtains ID/Password for the applicant.
- (5) **Applicant** receives ID/Password for the applicant from the person in charge of the applying institution (*).
- (6) **Applicant** downloads “File on the content of application” from “Forms of application form, etc.” of “Guidelines for Applicants (PD/DC2/DC1)” of “Application procedure” of JSPS “Fellow” website (<http://www.jsps.go.jp/j-pd/index.html>). (ID/Password is not required.)
- (7) **Applicant** accesses the e-application system by ID/Password which said applicant received and inputs necessary data to the application information (items to be input on the website)
- (8) **Applicant** confirms if there is any discrepancy in the application information which said applicant input (items to be input on the website) and, if there is not any discrepancy, said applicant clicks the “finish” button and sends the application information (items to be input on the website) to the person in charge of the applying institution (*).
- (9) **Applying institution** confirms if there is any discrepancy in the content, etc. of the application information. If there is not any discrepancy, the person in charge of the applying institution approves the application information (decision of “Application List”) and submits (sends) the application information to JSPS.

Concerning a part of the work of the person in charge of the applying institution marked (*), applying institutions may be different, depending on applying institutions.

(Application Procedure)

