**JSPS Research Fellowship for Young Scientists**

**Materials for Appointment Procedure (FY2017)**

Read this material carefully and submit necessary materials by the designated deadline.

The submission deadlines of the materials are divided into two times, by **March 6 (Monday)** andby **April 10 (Monday),** depending on types of materials to be submitted. Please strictly observe each deadline.

Please keep photocopies of all documents as your reference.

**\*Note that you are not formally appointed if you fail to submit necessary materials by the deadlines.**

[Contact concerning appointment procedure]

Person in charge of recruitment of fellows, Researcher Fostering Section,

Japan Society for the Promotion of Science (JSPS)

Telephone: (03)3263-5070

E-mail: yousei2@jsps.go.jp

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

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**< Points to keep in mind in submitting materials>**

* **In sending materials for submission, send in accordance with following procedures.**

(i) **Make copies of all materials submitted and keep them at hand as your records.**

(ii) Check enclosed materials with a checklist to avoid any omissions.

(iii) Out of <Form 12>, affix the relevant cover on the envelope of Kakugata 2 size.

(iv) Send it with required postage stamps.

**\*In case of shortage of postage, we won’t accept the materials. Even if they are returned to you because of this, you must strictly observe the deadlines. Please keep in mind that you are not formally appointed if necessary materials fail to arrive by the deadlines. We recommend the submission method by which you can follow the arrival of materials to JSPS, such as acceptance-recorded mail.**

* Correction liquid/correction tape cannot be used. In case of erroneous description, prepare documents by downloading forms from the website of JSPS again, or erase erroneous description with a double line and affix a correction seal.
* In case of SPD/PD/RPD, if the submission of all necessary materials including the materials which must arrive in [April term] is completed in [March term], enclose “Checklist-2” in which checkmarks are put on the relevant boxes.

\*To confirm appointment qualifications,”Checklist-2” is a material required to submit to check whether each item is applicable or not. Confirm all items and check whether each item is applicable or not.

* In the case of requesting issuance of certificate of expected fellow appointment

(i) Application for certificate of planned employment

(ii) Return-mail envelope (enter return address correctly and put required postage stamps on the envelope)

Put the above two things into the envelope of Kakugata 2 size, affix <Employment 14> cover and required postage stamps on the surface of the envelope and send them separately from the materials for appointment procedure.

* **Submit notifications, etc. that are not related to appointment procedure under a separate mail.**
* If you have questions, read this material, matters to be complied with, and the” JSPS Guidance” of various procedures, and then contact us through telephone calls or e-mails.
* **We cannot respond with individual inquiry regarding the arrival of materials submitted.**

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| --- |
| Various procedures after informal appointment\*You are not formally appointed if you fail to submit necessary materials by the deadlines. |

[**See “JSPS Fellow’ Matters to be Complied with and Guidance for Various Procedures” (hereinafter “Guidance”) together.**]

**1. Procedure to be appointed**

To make a decision for appointment, it is necessary to confirm that you meet qualification requirements as a fellow. Submit necessary materials for the confirmation and administrative procedures by the deadlines.

Explanation will be given in the following separately for <<SPD/PD>>, <<RPD>> and <<DC2/DC1>>. Read the relevant part carefully, prepare procedure materials, and submit them according to specified methods.

It is necessary to submit procedure materials by dividing into two times: [March term] that must arrive by March 6 (Monday); and [April term] that must arrive by April 10 (Monday). You are not formally appointed if you fail to submit necessary materials by each deadline. (There are no exceptions even if you are not in Japan during this period.)

|  |
| --- |
| <<Registration of contact address and transferring bank>>Information of “contact address, etc. after appointment” and “bank for transferring research stipend” should be registered via online system. URL for registration (not open for public)/ID/Password are provided on the selection result screen of the electronic application system “Researcher Fostering Program.” Each of successful applicant is required to complete entry within a registration term. |

**(Procedure for SPD, PD, RPD (section 2 and 3) and not included in this English version)**

**4. Procedure materials for <<Fellow-DC2/Fellow-DC1>>**

-List of materials to be submitted-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Serial number | Form # | Name of material to be submitted | Submission | Example, etc. | Target |
| (i) | 1-5 | Checklist-1 for the procedures for hiring of the fellowship  | March | [Example 5] | All applicants |
| (ii) | 1-6 | Checklist-2 for the procedures for hiring of the fellowship | March or April | [Example 6] |
| (iii) | 2 | A letter of consent on acceptance of a research fellow | March or April | [Example 7] |
| (iv) | 3 | Pledge | March | - |
| (v) | 4 | Statement of research execution expenses | March | - |
| (vi) | 5 | FY2017 Report of Exemption for Dependents | April | [Example 8] |
| (vii) | 6 | Confirmation sheet of DC qualification  | April | [Example 9] |
| (viii) | - | Certificate of Registration | April | - |
|  | - | Materials for various changes | March or April |  | If applicable |

-Points to keep in mind concerning each material-

**(i) <Form 1-5> Checklist-1 for the procedures for employment of research fellowship**

You need to use the checklist for confirming if there are any errors when sending procedure materials of [March term]. Confirm procedure materials and the contents by putting checkmarks on relevant boxes about all items.

Submit the checklist because JSPS also uses it to confirm the materials submitted.

If checkmarks are not put on the checklist, we treat the materials as incomplete and cannot accept it.

**(ii) <Form 1-6> Checklist-2 for the procedures for employment of research fellowship**

You need to use the checklist for confirming if there are any errors when sending procedure materials of [April term]. Confirm procedure materials and the contents by putting checkmarks on relevant boxes about all items other than “materials for change procedure (only for those who are applicable).”

Submit the checklist because JSPS also uses it to confirm the materials submitted.

If checkmarks are not put on the checklist, we treat the materials as incomplete and cannot accept it.

**(iii) < Form 2> A letter of consent on acceptance of a research fellow**

Submit either in [March term] or in [April term]. If materials of changes are not enclosed in [March term] because host researcher or qualifications, etc. are scheduled to change, submit them in [April term].

Also, if there are any changes in contents stated (host research institutions and host researchers (except positions) and qualifications) from the contents submitted in [March term], resubmit this material reflecting the contents of change in [April term] together with the relevant materials for changes.

**(iv) < Form 3> Pledge**

After confirming and understanding the contents of the following “<Form 3> About Pledge”, give your signature.

**(v) < Form 4> Statement of research execution expenses**

Out of the research stipend, the amount equal to 30% of it can be exempt from taxes as research execution expenses according to your request (limited to the case, however, where expenditure of research execution expenses are certainly expected to exceed 30% of the amount of research stipend. If it does not reach 30%, it should be back taxed. See “IV 2. Research execution expenses” of the Guidance). Give notice of whether you want it or not. After submission, you cannot make a change within the same year.

**(vi) < Form 5> FY2017 Report of Exemption for Dependents**

This is an application form necessary for paying research stipend. The application is used for tax returns. Be sure to submit after entering your name, address of residence registration and marital status and affixing your seal even if you don’t have a spouse or dependents. **Affixing your seal/signature is required even if your handwriting is given.**

In addition, keep a copy of the application form when submission. If any changes occur in the contents stated in the application form in 2017, notify such a change by referring to “IV 8. Change of address of residence registration/dependents” of the Guidance. This application form cannot be submitted at two places or more. If the application form is submitted to the place other than JSPS, retire by the day before the appointment day of fellow and submit the application form to JSPS. After the appointment of fellow, column *kou(甲)* of monthly rate for tax withheld from regular payment(Salary paid to a person who has submitted an “Application for (change in) exemption for dependents, etc. of an employment income earner”) is applied to research stipend to be paid by JSPS. Thus, even if you have submitted the application form to other institution, you are also required to submit the application form to JSPS.

**(vii) <Form 6> Confirmation sheet of DC qualification**

Applicable qualification for DC-Fellows varies depending on the standard length of doctoral program, length of registration at university or leave period. Put the information you wrote in application on Form 6 and ask for check and official seal at administrative office at your university.

**(viii) Certificate of Registration**

Fellow-DC is required to “be in the designate year of doctoral courses of Japanese graduate schools at the time of appointment.” To confirm this, submit the certificate of enrollment.

**Also, qualification can be only confirmed through the certificate that is issued on and after April 1, 2017.** So, we treat the certificate of enrollment issued on or before March 31, 2017 as incomplete and cannot accept it.

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**5. <Form 3> About Pledge**

Please check the following when you sign on it.

[Notes for Pledge]

* Submittal of this Pledge is a requirement for employment as a research fellow.
* Check the content of the JSPS Fellows’ Matters to be Complied with and Guidance for Various Procedures regularly on the Society website or by contacting the Society, since such content is subject to updating without notice as the Society deems necessary.
* In the event of the updating of all or part of these requirements, notice of the content of such updating will be made through the established method (public announcement on the website or sending to contact addresses). You will be deemed to have accepted the content of such updates if you do not file an objection by the research grant payment date during the month after the month in which such notice was received.
* Research ethics educational material cases are followings:
1. Run-through or take course of following research ethics educational materials
* For sound development of science – instruction being honest research-

Run-through JSPS’s “For sound development of science” committee

　　　　　※Including run-through web text version: http://www.jsps.go.jp/j-kousei/rinri.html

 - e-Learning Course on Research Ethics

* Taking course of CITI Japan e-learning program
* Taking course of “Guidelines for responses to misconduct in research activities” (MEXT determination: Aug. 26, 2014) at research institution

**6. Various change procedures before the commencement of appointment**

If you need to change the following items by the commencement of the appointment, submit materials for change procedure after contacting us via e-mails in advance (concerning the subject of an e-mail message and items to be stated, see <<How to give a prior notice of various change procedures >>

(1) In the case where you wish to change registration name/family register name/name

If you wish to change each name shown above from the time of application, submit “<Form 7> Notice of change of name etc. at the time of appointment” (attach an extract of family register concerning the change of family register name).

A registration name is the name to be used when you work as fellow atJSPS. Your former name or nickname may be used. More than one name cannot be registered. Please note that JSPS shall not be held responsible for any disadvantage and inconvenience, etc. arising from the registration of nickname (former name, etc.).

Concerning a family register name, in case of a foreigner, give us your name stated in documents which certify that you are permitted to stay/stay permanently in Japan, including “a residence card.” If you change the family register name from the time of application, be sure to notify.

Roman characters are used at the time of issuing a certificate in English version, etc. Be careful if the spelling of your name matches your passport.

As stated in the Guidelines for Applicants, a registration name is announced if an applicant is appointed as fellow.

(2) In the case where you wish to change a host institution

Obtain “<Form 8> Notice of change in host research institution, etc. for research fellow” from a host institution stated in the application form and “<Employment 2> A letter of consent on acceptance of a research fellow” from a newly changed host institution, prepare and submit each material.

If you wish to change a host institution after the commencement of appointment, see “III 4. Change of a host institution” on page 9 of the Guidance for the procedure.

[In the case of Fellow-SPD, PD and RPD]

In principle, you cannot change a host institution stated in the application form at the time of application. However, if your host researcher is transferred at the time of your appointment and you change your host institution accompanying the transfer, changes may be admitted. Consult with JSPS in advance of carrying out change procedure.

(3) In the case where you change a host researcher

Prepare and submit “<Form 9> Notice of change to host researcher for research fellow (Notice of change to host researcher’s affiliation/title)” and “<Form 2> A letter of consent on acceptance of a research fellow” by a newly changed host research, respectively. You do not need to submit it if you change the host institution.

\*Also if a position or affiliation of host researcher is changed due to transfer of department, etc. within the same institution at the time of commencement of appointment, submit “<Form 9> Notice of change to host researcher for research fellow (Notice of change to host researcher’s affiliation/title)” (If only a position of a host researcher has been changed, entry of job/name/column of official seal of head of host institution may be omitted. Also, in this case, submission of “<Form 2> A letter of acceptance of fellows at the time of appointment” is not needed).

[In the case of Fellow-SPD, PD and RPD]

In principle, you cannot change a host researcher stated in the application form at the time of application. However, if there are unavoidable reasons such as transfer of your host researcher at the time of your appointment, changes may be admitted. Consult with JSPS in advance of carrying out change procedure.

[In the case of Fellow-DC2 and DC1]

In case of Fellow-DC, a formal supervisor of graduate school where you have been enrolled is a host researcher. Note that, in particular, even in the case where research guidance is entrusted, a host researcher is a formal supervisor of a graduate school where you are enrolled, not a supervisor of the entrusted institution.

If those who have been appointed as Fellow-DC1 informally have stated a host researcher after appointment as “pending” in the application form, enter a host researcher after it is designated in “<Form 9> Notice of change to host researcher for research fellow (Notice of change to host researcher’s affiliation/title)” and submit it. In doing so, submit “<Form 2> A letter of consent on acceptance of a research fellow” by the designated host researcher together.

(4) Procedure in the case of change of qualifications

**\*Concerning change of qualifications, see “III 6. Change of qualifications through obtaining a degree after appointment, etc.” of the Guideline together.**

(i) In the case of failing to obtain a doctoral degree (or fails obtain designated credits before leaving graduate school) by the time of appointment

If those who are informally appointed as Fellow-SPD/Fellow-PD fail to obtain a doctoral degree by the time of appointment, their qualification shall be changed to Fellow- DC2 while they continue to stay at graduate school of our country, research stipend equal to the amount of that for Fellow-DC 2 shall be paid and their term of appointment shall be for two years. In this case, they are treated as Fellow-DC thereafter. Thus, prepare each material for submission as Fellow-DC.

 If applicable, submit “<Form 11> Notice of Change in Qualification of Research Fellow (Change to DC)” and “<Form 2> A letter of consent on acceptance of a research fellow” reflecting the contents of change, such as qualifications and the appointment term.

Those who were appointed as Fellow-DC in the past reapply to Fellow-PD (see “V. Reapplication to Fellow-PD” of the Guidance) and are reappointed informally without obtaining a doctoral degree by the end of March, they are not qualified for appointment. Thus, take a procedure to decline the informal appointment in accordance with “7. In case of declining informal appointment”.

If those who were appointed as Fellow-DC due to this qualification change satisfy qualification of Fellow-PD during the appointment term, their qualification shall be changed to Fellow-PD and the remaining term of appointment shall be extended for another one year. Concerning those who are informally appointed as Fellow-SPD, their qualification after qualification change shall be Fellow-PD.

(ii) In the case of obtaining a doctoral degree (or complete Ph.D. program without a degree) by the time of appointment

If those who were informally appointed as Fellow-DC obtain a doctoral degree (including obtaining designated credits before leaving graduate school\*1) by the time of appointment, qualification is changed to Fellow-PD\*2, but the amount of research stipend shall not be changed. The appointment term shall not be changed from the original term of informal appointment as DC.

Foreign students can change qualification if qualification of residence status is met regardless of their nationality.

Treatments other than that (such as payment of research expenses) are the same with those of Fellow-PD.

\*1 (Those who completed Ph.D. program without a degree can change their qualifications only if they are in the fields of the humanities and social science.)

\*2 (Qualifications can only be changed to Fellow-PD with a doctoral degree of a graduate school to be planned for enrollment, as stated at the time of application, and not of others.)

If applicable, submit “<Form 10> Notice of change in qualification of research fellow (Change to PD)” and “<Form 2> A letter of consent on acceptance of a research fellow” that is newly prepared as PD.

Also, this is different from the case of newly appointed Fellow-PD. Thus, it is not necessary to change the research office to which you belong. If you wish to change a host institution different from the time of application, see the item “(2) If you wish to change a host institution” together.

**(5) In the case where you wish to change transferring bank/address (prior notice through e-mail is NOT needed)**

Concerning “transferring bank” and “contact address, etc.” registered within the registration period via electronic media, if you wish to change the contents after the registration period, see (1) of “III 2. Change of transferring bank and address, etc.” of the Guidance.

**<<How to give a prior notice of various change procedures>>**

▪ Concerning change procedures, submit materials of change procedure after giving a prior notice to JSPS and obtaining our consent except the change of name, etc.

▪ Inform us of necessary items through the following e-mail address of JSPS in accordance with the format specified in below.

▪ Contact through e-mail, not through telephones, etc.

[Contact] Person in charge of recruitment of fellows, Researcher Fostering Section,

Japan Society for the Promotion of Science (JSPS) E-mail: yousei2@jsps.go.jp

□ (1) Notice of change of registered name, official name, name in English

Subject: Prior notice - change of name, etc. at the time of appointment (qualifications for appointment/field/acceptance number)

Body text: --------------------------------------------

(i) Year of appointment, qualifications for appointment, field, acceptance number

(ii) Type of name to be changed/name stated in the application form/*Katakana*

(iii) New name after change/ *Katakana* --------------------------------------------

□ (2) Notice of change in host research institution

Subject: Prior notice – change of host research institutions at the time of appointment (qualifications for appointment/field/acceptance number)

Body text: --------------------------------------------

(i) Year of appointment, qualifications for appointment, field, acceptance number and name

(ii) Previous host institution and host researcher stated in the application form (name/*Katakana*/department/position)

(iii) New host institution and host researcher after change

(name/ *Katakana* /department/position)

(iv) Reason for change --------------------------------------------

□ (3) Notice of change to host researcher

Subject: Prior notice - change of host researchers at the time of appointment

 (qualifications for appointment/field/acceptance number)

Body text: --------------------------------------------

(i) Year of appointment, qualifications for appointment, field, acceptance number and name

(ii) Previous host researcher stated in the application form (name/*Katakana*/department/position)

(iii) New host researcher after the change (name/ *Katakana* /department/position)

(iv) Reason for the change -------------------------------------------------

□ **(**4) ① In the case of failing to obtain a doctoral degree (or fails obtain designated credits before leaving graduate school) by the time of appointment

Subject: Prior notice - change of qualifications at the time of appointment (to DC) (qualifications for appointment/field/acceptance number)

Body text: --------------------------------------------

(i) Year of appointment, PD, field, acceptance number, name

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□ (4) ② In the case of obtain a doctoral degree by the time of appointment (Change to PD)

Subject: Prior notice - change of qualifications at the time of appointment (to PD) (qualifications for appointment/field/acceptance number)

Body text: --------------------------------------------

(i) Year of appointment, qualifications for appointment, field, acceptance number, name

(ii) Year and date of obtaining a doctoral degree (or completion date of doctoral program)

(iii) Name of degree, name of the university

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**7. In the case of withdrawing informal appointment**

If you wish to decline informal appointment because of employment, etc., contract a host researcher and administrative of the host institution and submit “Notice of withdrawing Fellow status” for which approved by the host researcher and head of host institution. Also please make sure to contact JSPS office through the following contact information before you submit paper based notice.

In the case of declining the informal appointment, you can reapply if application qualifications are satisfied in the following year and thereafter.

[Contact information] JSPS E-mail: yousei2@jsps.co.jp

Subject: Prior notice - Notice of withdrawing Fellow status

 (qualifications for appointment/field/acceptance number)

Body text: --------------------------------------------

1. Year of appointment, PD, field, acceptance number, name
2. Reason of decline

-------------------------------------------

**Certificates**

**8. Issue of certificates**

(1) “Certificate of expected fellow appointment.”

If you need the certificate before the determination of appointment, we will issue “Certificate of expected fellow appointment.” If you wish the issuance, apply using the form “Application for certificate of planned employment” with an exactly addressed and stamped envelope for return.

“Certificate of appointment of fellows” which certifies that you are appointed as a fellow can be issued after confirmation and Notice of the appointment. (to be scheduled in late of the month of appointment) (see “III 18. Various certificates” of the Guidance).

\*The certificate of expected appointment may not be accepted depending on what certificates the place of submission designates. Therefore, apply for the issuance of certificate after checking by yourself.

(2) Result of Screening

It can be issued from JSPS Online Application system the period from result announcement to the end of March, however, the issuable period is subject to change, please check the notices from JSPS. All information on this sheet should be the same information as application even though you make information change. If you would like to gain changed

**9. Financial support from other parties during the appointment**

Fellows are not allowed to receive other financial support than JSPS Fellowship. (Please see “II 8. Funding support from agencies other than the JSPS” in Guideline.

**10. Receiving Remuneration/salary during Fellowship**

 Fellows are not allowed to receive any remuneration or salary including part-time job in principle. (Please see “II 3. Duty of a research fellow” in Guideline. JSPS requests to quit the job before the official appointment (April) if the fellow receives remuneration after January 2017. (temporary retirement is also not allowed)

**11. Frequently asked questions**

**Question 1: I will be away from Japan and would like JSPS to extend material submission deadline for me.**

Answer: It is impossible. Please ask for help to your family to meet the deadline. If it does not meet the deadline, you will not be appointed.

**Question 2: May I bring materials directly?**

Answer: Submission by bringing materials is acceptable. Please bring materials between 9:30 – 12:00 and between 13:00 – 17:00 from Monday through Friday (excluding holidays).

**Question 3: I would like to replace materials submitted.**

Answer: Submit materials carefully so as not to need replacement as much as possible. If you wish to replace by any means, state “materials for replacement” with a pencil on upper right of materials, put them in the envelope of Kakugata 2 size (24cm x 33cm), affix <Form12-1> or <Form12-2> and add “replacement materials enclosed” with red characters on the envelope surface, and submit after contacting us through telephone call in advance.

**Question 4: I forgot to submit a part of materials**

Answer: Put the relevant materials in the envelope of Kakugata 2 size, affix <Form12-1> or <Form12-2> on the surface and add “unsubmitted materials enclosed” and submit after contacting us through telephone call in advance.

**Question 5: “Certificate of enrollment” is unlikely to be submitted to meet the deadline.**

Answer: Since it is a material required for confirming qualifications, we receive cooperation from personnel in charge of issuing certificates of each university every year. Consult with a person in charge of your university by end of March so that the certificate can be submitted as soon after April 1st as possible.

**Question 6: I wish to change research projects/research plans**

Answer: You cannot make any changes, in principle.

**Question 7: Concerning “Doctoral degree certificate,” isn’t a certificate of expected obtainment of doctoral degree acceptable?**

Answer: Not acceptable. Send a certificate issued after the obtainment of degree.

**Question 8: Degree completion will be after 2 April since I am in non-Japanese university.**

Answer: If the conferral is determined before 2 April, please ask your university to issue a certificate which proves it with pre-notification to JSPS. The certificate should include the followings:

 - Name

 - Date of birth

 - “Degree conferral is determined\*” should be stated

 - Date of degree conferral determined

 - Expected date of conferral

 - Signature of Dean/person who has responsibility to the conferral

\*Which proves all necessary procedures have been done.

**Question 9: A host researcher has transferred or retired.**

Answer: It is necessary to submit “<Form 9> Notice of change to host researcher for research fellow”. If you change host institution at the same time, “<Form 8> Notice of change in host research institution, etc. for research fellow” should be submitted as well. See “(3) Change host researcher”.

**Question 10: A doctoral degree cannot be obtained by the end of March although I was informally appointment under SPD or PD.**

Answer: While you stay enrolled in a graduate school of our country, appointment is possible by changing the qualification to Fellow-DC. For details, see (i), (4).

**Question 11: A doctoral degree can be obtained by the end of March although I was informally appointment under DC2.**

Answer: It is possible by changing the qualification to Fellow-PD. For details, see (ii), (4).

**Question 12: Around when do I receive the notification of determination of appointment?**

Answer: Usually, the notification of determination of appointment will be sent to host institutions from late April to early May.

**Question 13: Stipend for April has not been transferred.**

Answer: Usually, payment for April will be made in May together with that for May. If you have any questions about transfer of stipend, please contact a person in charge (tel. 03-3263-4998).

**Question 14: What is “research execution expenses”?**

Answer: “Research execution expenses” refer to expenses necessary for executing research projects and research plans out of research stipend, not for expenses related to living. For details, see “IV 2. Research execution expenses” on page 24 of the Guidance. If you have any other questions, contact a person in charge (tel. 03-3263-4998).

**Question 15: I have a question regarding KAKENHI; Grants for research fellows**

Answer: It is one of KAKENHI run by other section in JSPS. Please ask through your host university.

**Question 16: If newly appointed Fellow-SPD/ Fellow-PD/Fellow RPD have already received other research expenses, do they have to stop the acceptance?**

Answer: If those who are newly appointed as Fellow-SPD/ Fellow-PD/Fellow RPD have research expenses which have already received, they can continuously receive them if all items from (i) to (iii), (1) of “III 14. Receipt of research expenses” of the Guidance are satisfied.

In the case of receiving such research expenses constantly, enter necessary items in “<Form 15> Notification of receipt of fellow research expenses” in the Guidance and submit to JSPS via the secretariat of host institution within one month from the commencement date of fellow appointment. If you have any other questions, contact a person in charge (tel. 03-3263-4998).