

**Instructions for the application forms of
FY 2019 JSPS Postdoctoral Fellowship for Research in Japan
(Standard/Short-term program)**

1. About the application in general

Applicants and candidates must check the deadline set by the host institution as it may be given more than a month prior to the submission date to JSPS. The total number of application forms is 12 pages, comprising Form 1 (4 pages in total), FORM 2 (7 pages in total), and the Letter of Recommendation (1 page in total). The application forms will be printed in black-and-white when JSPS conduct the screening. In addition, the host institution should confirm whether the applicant (host researcher) is able to accept the fellow and take responsibility during his/her tenure, especially if the applicant is not employed full-time or employed under the fixed-term contract or receives wages from the external resources. Besides, the applicant must fulfill the obligation of the host researcher described in p.5 of the application guidelines in case the candidate obtains the fellowship. Please refrain from submitting application if it is known at the time of submission that the applicant should be replaced during the tenure of the fellow because s/he will retire from his/her position in the host institution due to the retirement age or other causes.

2. About creating Form 1 on the electronic application system

1) Language

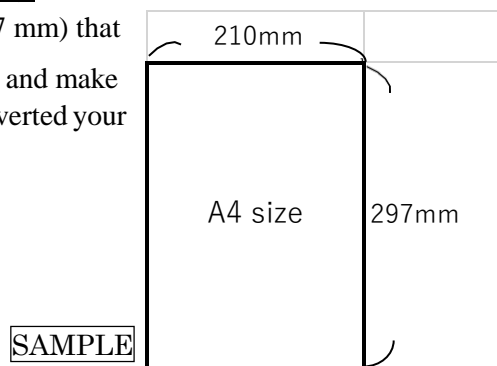
Form 1 should be written in Japanese or English. Note that some items request you to enter in Japanese (with the use of *katakana*, etc.) while creating the form in English. You can change the setting of screen display from Japanese to English and create the form in English. Please be informed that the each field name on the PDF file that will be generated for your confirmation after you finish filling in the form will be appeared in Japanese.

2) Restrictions

a) You cannot paste charts and images or draw underline on Form 1. Further, a selection of fonts is not available.

b) Note that the upload file size can be no more than 3 MB. You may not be able to upload each file of FORM 2 or the Letter of Recommendation if it contains different pages from the number of pages specified (7 pages of FORM 2 and 1 page of the Letter of Recommendation).

In addition, you should upload the file in A4 size (210 mm × 297 mm) that complies with the ISO, set up each page with portrait orientation and make sure not to edit the file using PDF editor functions once you converted your file into PDF format.



3) Notes on creating the form

Save the form data temporarily oftentimes for the server will timeout your session if you leave the system inactive for a certain period of time. Since the information you are asked to give on “Fellow

(Candidate)” and “Recommender” are the same as those on the first page (F1) of FORM 2 created by the candidate (except the codes and *furigana* attached to the name of the recommender), you can work efficiently by opening the FORM 2 file first and copying & pasting the data on FORM 1. Carefully check all the documents so that the contents do not differ between Form 1, FORM 2, and the Letter of Recommendation, including the name of the recommender, unless the candidate’s name contains a mark such as umlaut or other exceptions. You should fill out all required fields marked by (*). Though it is not necessary to fill out the fields which are not requisite, there are some items that request you to type both in Japanese and in English. In case the candidate has no current appointment, please fill out “Current Appointment or Status” (though it is not a required field) as it is described in the following note so that reviewers may not consider that you mistakenly left it blank. If there is an incorrect input in Form 1, you should upload it together with FORM 2 and the Letter of Recommendation again even when you have already uploaded them. Therefore, it is recommended to upload FORM 2 and the Letter of Recommendation after you finish filling in all fields on Form 1 and checking if there is any mistake.

4) Points to note when entering each field on Form 1

If you entered information incorrectly or failed to fill out the required fields, an error message will be displayed. Correct the error according to the displayed message.

a) About “Basic Section Code”, “Basic Section”, “Document Review Section” and “Panel Review Section”

Please select the review section from the review section table in which you wish your application forms to be reviewed. Since some of the same “Basic Section” are listed in the different “Document Review Section” and “Panel Review Section” simultaneously, be sure to check the review section table: http://www.jsps.go.jp/english/e-fellow/data/guideline_31/h31_reviewsectiontable_e.pdf

b) Points for particular attention when filling in the fields of the applicant (host researcher)

“Department (English and Japanese)”:

Type the official department name on the field of “Department (English and Japanese)”.

“Position”:

Select from ‘Professor’, ‘Associate Professor’, ‘Lecturer’ and ‘Others’. Also, if you select “Others”, type the official title (this also applies to the applicant who writes in English).

“e-Rad Number”: * *The number is requested to enter if you apply for the standard program.*

Enter an e-Rad number if you have obtained one. The e-Rad number is used for administrative purposes to identify the applicant. Therefore, whether you have obtained an e-Rad number does not affect the screening result. If you have not obtained an e-Rad number, please enter “99999999” instead.

“Institution Information”:

Please enter the information including the address of the department of the institution in which the applicant has his/her position, not those of the headquarters of the institution.

“Research Theme”:

Describe your research in brief summary. If you write in Japanese, word limit is 40, and it is 100 if you

write in English. Each bracket and punctuation mark is counted as one character. The space between words is counted as one character in the case of English (e.g. 'research activity' is counted as 17 characters).

“Proposed Fellowship Tenure”:

Enter the starting date of the fellowship and tenure in one month unit. It is not necessary to enter the ending date. The standard program is called twice and the short-term program is called four times a year. Check before you apply since the starting dates of the programs vary for each recruitment round. Fully discuss with the candidate about the term of the fellowships and do not make changes as much as possible once s/he is awarded.

c) Points for particular attention when filling in the fields of “Fellow (Candidate)”

“Name”:

Please write the same name in full that appears in your passport. Enter your family name in uppercase letters. For the first name and middle name, enter each first letter in uppercase letter, and use lowercase letters for the rest. Type only alphabet and do not use letters with marks such as umlaut. If you do not have a family name but a first name, enter your first name into the family name field and leave the first name field blank.

“Nationality (Country/Region code)”:

Enter the corresponding code with reference to the list of Country/Region code. This also applies when you enter the country in which the institution and/or the institution you earned your doctor's degree is (are) located.

“Current Appointment”:

Enter 'PhD Student' in “Current Position or Status” if the candidate is a student of the doctoral course and has no current appointment or status. If the candidate has no current appointment or status, enter “N/A” in “Current Position or Status” and leave “Institution”, “Department” and “Country/Region” field blank.

“Academic Degree (PhD, or an equivalent)”:

Please select either “Obtained” or “Expected”. Enter the anticipated award date as much as possible if the candidate has not obtained a degree yet. If the date is unknown, enter the first day of the anticipated award month. Note that the candidate is not eligible to apply for the fellowship with the professional degree, such as a Japanese professional degree or JD / MD in the United States. (If the candidate also holds PhD degree, s/he is eligible to apply.)

It is recommended that the applicant seeks confirmation as much as possible at the time of application whether the candidate holds a PhD degree or not. Though the certificate concerning the candidate's academic degree is not required when you apply for the program, once the candidate who holds a doctorate degree is selected for the Fellowship of Standard Program or Short-term Program, s/he must submit either the copy of PhD diploma or the original of degree certificate before the start of the fellowship. The Short-term Fellow who is not scheduled to receive a degree before the fellowship starts (non-PhD holder) must submit one of the followings: the original of the document certifying the date a PhD degree is scheduled to be awarded, the original of the certificate of doctoral course enrollment, or, the document written and signed by his/her supervisor that confirms the Fellow is scheduled to obtain a PhD degree within two years from the start of the Fellowship. Those who failed to submit the above-stated required document before the

starting date are not allowed to start their fellowship. Note that if the Fellow cannot start the research project by the deadline specified by JSPS, the fellowship will be cancelled. Please refer to “Postdoctoral fellowships for Research in Japan Program Guidelines” for the details on the requirements of the degree certificate.

https://www.jsps.go.jp/english/e-fellow/guideline_03.html

“Names of Other Fellowships”:

Write within the maximum of 40 characters.

“Candidate Contact Information”:

Select either ‘1.Office’ or ‘2.Home’ to receive the award letter. The contact address should be given to receive the award letter and other related documents by the door-to-door parcel delivery service when the candidate is awarded. Write the address where you are able to receive the letter and documents from JSPS. Do not specify P.O. Box unless otherwise they are not delivered to you. Type all your contact information in Japan and abroad, including those of China and Korea, in alphabet by using single byte alphanumeric characters. Make sure to give your phone number and e-mail address. If there is no “Postal Code” in the candidate’s country/region, enter “99999”. If you choose ‘Office’ for mailing address, enter the name of the department and institution on ‘Mailing Address’ field.

“Name of the Recommender”:

Please write the name of the recommender inscribed on the Letter of Recommendation that was usually written by a person, such as the candidate’s doctoral supervisor, who is not the applicant. The recommender shall be only one person. If s/he does not have a family name but have a first name, enter his/her first name into the family name field and leave the first name field blank. If the recommender is Japanese, write his/her name in Japanese.

“Recommender’s Institution”:

Refer to the institution code list and enter the corresponding code number into the code field. If it is classified into others (99999), type the official name of the institution. If the recommender is employed at the overseas research institution, select “99999” and type its official name.

3. About FORM 2

Candidates should write FORM 2 in English or Japanese in Word or PDF format. The candidate himself/herself should create FORM 2 and submit. The translated document of FORM 2 will not be accepted even if it was originally created by the candidate. FORM 2 is specified by JSPS. Be sure to download the forms of FY 2019 program from the JSPS website and create them. Note that you cannot make any changes to the format of each field, such as, enlarging or reducing the frames, creating undesignated new fields, omitting fields and deleting notes, and, to the number of pages. If the application is submitted by using the different format from that of the specified year and of the program, or with the form that has been changed in style and format, JSPS will regard it as inadequate. Note that you should fill out all fields except the colored columns. The type of font and the font size when entering FORM 2 is optional. Nonetheless, using a font size of 9 points or more is recommended. “Signature” on the final page (F 7) of FORM 2 should be signed by the author. Otherwise, it can be replaced by an e-signature or a PDF file of the original. The upload file size can be no more than 3 MB.

In addition, you should upload the file in A4 size (210 mm × 297 mm) that complies with the ISO, set up each page with portrait orientation and make sure not to edit the file using PDF editor functions once you

converted your file into PDF format. See the SAMPLE in page1.

4. Other points for particular attention when filling in the fields on FORM 2

“Current Appointment”:

Enter ‘PhD Student’ in “Current Position or Status” if you are a student of the doctoral course and has no current appointment or status. If you have no current appointment or status, enter “N/A” in “Current Position or Status” and leave “Institution”, “Department” and “Country/Region” field blank.

“Academic Degree”:

Select either ‘Obtained’ or ‘Expected’. Enter the anticipated award date as much as possible if you have not obtained a degree yet. If the date is unknown, enter the first day of the anticipated award month. Note that you are not eligible to apply for the fellowship with the professional degree, such as a Japanese professional degree or JD/ MD in the United States. (If you also hold PhD degree, you are eligible to apply.) Select “PhD” or “Other”. If you select “Other”, enter the next field with the PhD equivalent degree. A Fellow cannot start the fellowship if s/he failed to submit either the photocopy of PhD diploma or the original copy of degree certificate by the starting date, although it is unnecessary to submit it at the time of application. Note that if the fellow did not start the fellowship by the deadline specified by JSPS, his/her fellowship will be cancelled. Please refer to “Postdoctoral fellowships for Research in Japan Program guidelines” for the details on the requirements of the degree certificate.

https://www.jsps.go.jp/english/e-fellow/guideline_03.html

“E-mail Address 1”:

Enter the E-mail address that you can email and receive messages after you obtain the fellowship.

“A Letter of Reference/Recommendation”:

Please check whether the name of institution and that of the recommender are the same as those described on the Letter of Recommendation.

“Higher Education”:

The candidate who is currently enrolled in a higher education institution should also fill in the field by giving information about the institution.

“Previous Appointments” :

The candidate who is currently appointed should also fill in the field by writing about his/her current appointment.

“Language Ability”:

Evaluate yourself on each item with a number from 5 to 1 concerning your language skills in Japanese and English. The larger the number, the higher the evaluation. If you use languages that are necessary for research other than Japanese and English, you can name up to three other languages as well.

“List of Major Publications”:

Papers that are currently peer reviewed or have not yet been accepted for publication are excluded. Only those that have been printed or accepted for publication should be listed.

“Required Conditions for the Applicants of this Fellowship”:

Please confirm that you meet all the written conditions unless otherwise you are not eligible to apply.

Moreover, modifying the conditions is not allowed. If any of the conditions is modified on the application form, it is deemed to be a false application and will not be accepted. Also, if it becomes clear that the fellow does not meet the conditions after s/he was awarded, his/her fellowship may be canceled.

5. About the Letter of Recommendation

Only one Letter of Recommendation that was written by one person, such as the candidate’s doctoral supervisor, in one page, should be submitted. Write the letter either in English or Japanese. It is preferable to create it with letterhead. The acceptable file format is Word or PDF. Address the letter of recommendation to the applicant or the President of JSPS. The letter should be signed by the recommender himself/herself. Otherwise, it can be replaced by an e-signature or a PDF file of the original. The applicant is not in the position to write a letter of recommendation. If the applicant is a doctoral supervisor of the candidate, ask the person who knows the candidate’s research well, such as a faculty member who did not conduct the review of the candidate’s paper, to write the letter. The upload file size can be no more than 3 MB.

In addition, you should upload the file in A4 size (210 mm × 297 mm) that complies with the ISO, set up each page with portrait orientation and make sure not to edit the file using PDF editor functions once you converted your file into PDF format. See the SAMPLE in page1.