

Procedure for Conducting JSPS Fellowship Nominations by Nominating Authorities

Nominating Authority's Role

JSPS asks its overseas counterpart organizations to act as nominating authorities for JSPS programs. The main objective of these partnerships is to further scientific relations between Japan and its counterpart countries, while securing and fostering highly-qualified researchers in these countries. To this end, the overseas nominating authorities are asked to cooperate with JSPS by nominating researchers from their respective countries to participate in JSPS Fellowship programs.

1. Steps to be carried out by Nominating Authorities

- 1) Announce JSPS Fellowship recruitments in your country.
- 2) Candidates are to be selected using a scientific screening process, the method of which is left up to the nominating authority.
- 3) Nominate the candidates to JSPS by the deadline.

[Note]

Please be sure that your nominations are submitted at least three months prior to the nominee's requested fellowship starting date. (JSPS issues a final notice of selection to both the nominee and nominating authority approximately three months after receiving the application form from the nominating authority.) As long as this submission timeline is observed, nominations may be submitted one by one.

2. Materials to be sent to JSPS by Nominating Authorities

- 1) A list of nominated candidates for the program (Format 1). If nominations are submitted separately, please attach a Format 1 to each of them.
- 2) Application form (research data) written by each nominee (Format 2)
 - When setting the fellowship starting date, adequate time should be allowed for application processing (including screening by the nominating authority (may differ by authority), selection decision-making by JSPS (about three months) and pre-departure procedures, including visa application, by successful nominees (Fellows).
 - The proposed tenure of a JSPS fellowship (from the starting day to the ending day) should be written. In the case of two months for example: 1 April 2016 to 31 May 2016.
- 3) A letter of acceptance/invitation from the nominee's prospective host researcher in Japan, stating that he/she accepts the candidate at his/her institution (copy is also

acceptable).

4) A letter of reference/recommendation (copy is also acceptable) from the candidate's current or previous supervisor (not from his/her prospective host researcher in Japan).

5) A copy of the nominee's PhD degree diploma. If the PhD degree has not yet been awarded, a letter (**ORIGINAL**) is required from the nominee's institution stating the date that he/she will officially receive the degree.

If the original document is submitted to a nominating authority, please be sure to forward it to JSPS by post.

6) Supplementary documents attached to the application form (if any)

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

** The application form in PDF format is acceptable.

*** Image data of nominee's signature pasted on the form is acceptable.

3. Please note that we do not accept substitute applications when nominee declined the fellowship on or after the date the Award Letter is issued.