

Nominations for the JSPS Postdoctoral Fellowship Programme for Foreign Researchers through the Royal Society

Overview

Objectives of the Royal Society's international activities

To ensure the UK engages with the best science around the world
To strengthen UK science by providing support to excellent individuals
To link international centres of research excellence
To develop skills and international experience
To raise the profile of UK scientists and research results

Objectives of the JSPS Postdoctoral Fellowship Programme for Foreign Researchers

This program was established to assist promising and highly qualified young foreign researchers wishing to conduct research in Japan. It is aimed at providing opportunities for such researchers to, under the guidance of their hosts, conduct cooperative research with leading research groups in universities and other Japanese institutions, thereby permitting them to advance their own research while stimulating Japanese academic circles, particularly young Japanese researchers, through close collaboration in scientific activities. Such collaboration is also intended to advance scientific research in the counterpart countries. For further information about JSPS and the programme, please visit: <http://www.jsp.go.jp/english/e-fellow/postdoctoral.html>

Closing and result dates

Closing dates occur annually, usually in late February / early March. Please see website for announcement of exact dates. Successful candidates will be informed by JSPS Tokyo Headquarters directly, approximately 5 months after the closing date. Please note that individual requests for selection results and feedback on applications are not accepted by JSPS.

Duration and Level of Funding

Fellowships are tenable for a period of between 12 and 24 months and would provide:

- Subsistence of 362,000 yen per month
- A settling-in allowance at the start of the fellowship of 200,000 yen
- A return air ticket (based on JSPS regulations)
- Overseas travel accident and sickness insurance coverage (through JSPS)
- Availability to apply for a Research Grant of up to 1,500,000 yen per year. This "Grant-in-Aid for Scientific Research" is to be applied for separately by the Japanese host.

Contact Information

Any enquires about this scheme can be made using the details below. Before contacting us you may wish to check if your question can be answered by these scheme notes or by the FAQ on the website:

International Fellowships
The Royal Society
6-9 Carlton House Terrace
London SW1Y 5AG

Email international.jsp@royalsociety.org

Tel +44 (0)20 7451 2559

Fax +44 (0)20 7930 2170

Web <http://royalsociety.org>

Eligibility and assessment criteria

Eligibility

- Applicants must hold a doctorate degree when the Fellowship goes into effect, which must have been received within six years prior to 1 April 2012 (i.e. awarded on or after 2 April 2006). Scientists in the final year of their PhD can submit an application. If successful, the award will only be given subject to the confirmation of the successful completion of his/her PhD at the time when the award is taken up.
- The research undertaken must be on a subject within the natural sciences, including: physics, chemistry, mathematics, engineering science, agricultural and medical research, the scientific aspects of archaeology, geography, experimental psychology and the history of science. The Royal Society does not cover social sciences or clinical medical research.
- Applications will only be considered for bilateral (UK-Japan) projects.
- Applicants must be UK or EU citizens resident in the UK.
- It is the responsibility of the candidate to arrange in advance a structured research plan for their stay in Japan with their host researcher. Host researchers in Japan must be employed full-time (excluding *Jokyo*, assistant professors, and *Joshu*, research assistants, who are not eligible) at an institution of one of the types listed below:
 - Universities and Inter-university research institutes
 - Research institutes/scientific research corporations under the jurisdiction of the Ministry of Education, Sports, Culture, Science and Technology (MEXT, Monbu-Kagaku-Sho)
 - Other research institutes and scientific research corporations
- Candidates must have completed their doctorate within six years prior to 1 April of the fiscal year in which the fellowship commences.
- UK scientists who have held a PhD degree for a period of more than six years or have substantial professional experience may apply for the JSPS's Invitation Fellowship Program for Research in Japan (Long Term). Please note that the Japanese host must submit the application on behalf of the UK applicant to JSPS.
- Those who have previously been awarded a fellowship under the JSPS Postdoctoral Fellowship Programme for Foreign Researchers (excluding the Postdoctoral Fellowship Programme (Short Term Award) for North American and European Researchers and the Summer Programme) are not eligible.
- Medical Doctors (ie. MD holders) without a PhD degree are not eligible.

References

- Four references are required for this application: statements of support from the heads of department at both the UK and overseas institution, and two nominated scientists who can provide unbiased comment on the field of the research, at least one of which must be a UK researcher.
- All references must be completed no later than 5 working days after the deadline. Any application with insufficient references will be rejected.

Timing

- Fellows must start their Fellowship in Japan during the period of 1 September 2012 – 30 November 2012.

All applications are submitted to your organisation for approval before they are complete. Please allow them at least 5 working days to authorise and submit your application to the Royal Society. Applications not approved before the deadline will be deleted after the closing date, no late applications are accepted.

Assessment criteria

- The primary considerations are listed below. Successful applications should be strong in all respects:
- The research background of the Applicant and Co-applicant
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the UK science base

How to complete the fellowship application

Please visit the JSPS website and read the Program Guidelines before making an application
<http://www.jsps.go.jp/english/e-fellow/postdoctoral.html>

Using e-GAP²

Applications can only be submitted online using the electronic Grant Application and Processing (e-GAP²) system (<https://e-gap.royalsociety.org>). If you have not previously used e-GAP², please follow the registration process from the e-GAP² homepage.

Before completing the online form, all Applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all necessary information, or evidence to show the assessment criteria are met, will be rejected.

All applications must be submitted to the UK organisation for approval before they are accepted as complete. Please allow them at least 5 working days to authorise and submit your application on e-GAP². Applications not approved before the deadline will be deleted after the closing date. Late applications will not be accepted.

Please note the following:

- Save information entered as you proceed: you will be automatically logged out after a long period of inactivity (NB typing does **not** count as activity) and any unsaved information will be lost.
- Only open e-GAP² in one browser at any one time -- having e-GAP² open in two browsers simultaneously on one computer will result in information being lost from the application.
- Use all the space available in any text box and the text will wrap automatically: do not overuse the 'return' key; there is a maximum number of lines available as well as a character limit.
- The character count includes spaces between words, symbols and punctuation. Text may be cut short if it is over the limit; please check all information has been saved correctly.
- You are advised to print your application and check that no information is omitted before submitting for UK organisational approval: once submitted you will not be able to edit your application without asking the UK organisation to return it to you.
- When uploading PDFs, please ensure that there are no security settings activated on uploaded PDFs and avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note, we will only print applications in black and white.
- All fields on an application form that are marked with an asterisk (*) require an entry before the application can be submitted. If a mandatory field is not relevant to you, please enter 'N/A' or 0 in the case of financial detail requests.
- e-GAP² relies on automatic email contact. It is therefore essential that you enter email addresses accurately throughout. When you enter an email address into the Departmental Support or Nominated Referee sections it will create a new account if that address has not been seen before, even if the referee already has an account under a different address. Therefore please check what email login referees may already be using (and which they would prefer to be contacted through) for e-GAP² to avoid creating multiple accounts. **It is the Applicant's responsibility to ensure that the Host Organisation Approver, Heads of Department and Referees have all been contacted.** The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

The Application Process

The 'Funding schemes' section of your e-GAP² account will show all rounds currently open for application. To make an application click on 'Apply now' in the required round: the scheme name, description and round deadline are displayed here.

The application can be completed by using the navigation tabs on the e-GAP² screen. It is divided into several sections:

Application Summary

Applicant Personal Details (UK researcher)

Applicant Career Summary

Co-Applicant Personal Details (Host in Japan)

Co-Applicant Career Summary

Organisations

Proposal

Financial Details

Nominated Referees

HoD Statement

Equal Opportunities

A full list of the required fields can be found in Appendix 1.

Application summary

Once you have started your application this will show the status i.e. draft incomplete / submitted (to UK organisation) /approved (authorised by UK organisation and submitted for consideration).

It also shows the status of all sections of the application; 'complete' is indicated by a green tick and 'not completed' by a red tick.

Information on the deadline for this round can also be found on this page.

Applicant Personal Details (details of the UK candidate)

The Applicant should provide the necessary personal details:

Title

First Name

Surname

Other Names

Honours

Address

Town

Postcode

Country

Nationality

Email address

Telephone (work)

Fax

Applicant Career Summary

This section requires details of the Applicant's academic position, institution, department and start date of present employment. It also requires information regarding your field of specialisation, list of publications and statement of qualifications and career history including the date of your PhD and your present research.

Statement of qualifications and career -Please list posts and dates in reverse chronological order, including awards and prizes.

Please also include qualifications and dates obtained. The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible.

Please note that you must also upload two documents: (1) a copy of your PhD certificate or a letter indicating when your PhD will be received, and (2) a letter of acceptance/invitation from your prospective host researcher in Japan, stating that he/she accepts the applicant at his/her institution during the period of the fellowship.

Field of specialisation (max 250 characters)

List of publications (1500 characters - Please provide details of all authors, titles, journals, volume, dates and references of up to five of your recent publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case.)

Subject Group (choose from drop down menu)

Subject (choose from drop down menu)

Date PhD received (or expected if not yet received)

Present research (1,500 characters; an outline summary of your present research and achievements)

Present Position

Present Employer

Present Department

Present Position start date

Present Position end date

PhD Awarded date or PhD Expected date

Current Funding description

Previous support description – previous RS or JSPS awards

Past research – please describe the subject and achievements of past research

Previous visits – please describe previous stays in Japan, indicating the place, year and purpose

Co-Applicant Personal Details (details of the host in Japan)

Please note that in order for your Japanese host to have access to the application form, they must also have an e-GAP² user account and you must share the application with them. To do this, on the 'Co-Applicant Personal Details' tab click 'Add Co-Applicant', enter their email address and then click 'Next'. You must confirm their details and then click 'Next'. You must then tick the sections of the application that your co-applicant in Japan needs to view or edit. It is essential for them to have access to the 'Co-Applicant Personal Details' and 'Co-Applicant Career Summary' sections, as well as the 'Proposal' section. It is up to you whether to allow them access to other sections.

The Co-applicant should provide the necessary personal details:

Title

First Name

Surname

Other Names

Honours

Address

Town

Postcode

Country

Nationality

Email address

Telephone (work)

Fax

Co-Applicant Career Summary

This section requires details of the co-applicant's academic position, institution, department and start date of present employment. It also requires the information regarding their field of specialisation, list of publications and statement of qualifications and career history including the date of their PhD and their present research.

Statement of qualifications and career - please list positions held over previous 5 years, in reverse chronological order

Field of specialisation (250 characters)

List of publications (1500 characters - Please provide details of all authors, titles, journals, volume, dates and references of up to five of your co-applicant's recent publications in refereed journals, in reverse chronological order. You should choose not only the best but also those most relevant to the application to support your case.)

Subject Group (choose from drop down menu)

Subject (choose from drop down menu)

Present research (1500 characters – outline summary of your co-applicant's present research)

Present Position

Present Employer

Present Department

Present Position Start Date

Present Position End Date

PhD Awarded Date

Current Funding Description

Previous Support Description (Please provide information on any awards received during the last two years.)

UK organisation details

This section allows you to choose your UK institution from the list of eligible institutes.

- If your organisation is not listed please contact us for assistance; it can take a few days to set up a new institution so act quickly if the deadline is approaching. Please check the eligibility requirements to ensure your institution is eligible.
- When you submit your application your organisation will be emailed to notify them your application is awaiting their approval; we strongly advise that you contact them before submitting if:
 - you are applying less than 5 days before the deadline
 - your application has not yet been approved within 5 days of the deadline
- It is the applicant's responsibility to ensure the application is approved before the deadline; all applications are considered draft and cannot be viewed by the Royal Society until submitted by your organisation.

Proposal

This section requires the details of the proposed research.

Subject group – Choose from the drop down menu

Subject – Choose from the drop down menu

Project Title – Please give the title of your proposed research (100 characters)

Start Date – please enter the start date of the proposed Fellowship

End Date – please enter the end date of the proposed Fellowship

Research Proposal (8,000 characters) – please provide a description of your research plan in Japan and explain how your present research is related to the research plan. Your description should include, but is not limited to, the following:

- clear specification of the context and research objectives of the proposed study
- description of the methodology to be used
- a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives
- expected results and impacts

Previous contact (500 characters) - Please provide details of any previous contact with your host in Japan and indicate whether you have met them personally

Potential Applications – Please detail any Potential applications that you have submitted for other fellowships

Comply with Policy on use of Animals

Proficiency in English - Please indicate your proficiency in reading, speaking and writing Japanese and English, eg. bilingual/fluent/good/moderate/basic

Benefits of research to individuals and institutions (1000 characters)

Benefits to the UK (1000 characters)

Benefits to overseas country (1000 characters)

The Benefits fields should be used to describe clearly any potential benefits that will result from the Fellowship for you, your host and to the two countries in general.

Nominated Referees

Statements from two nominated referees are required; please provide details of the nature of the professional relationship between the referees and Applicant.

The guidelines for choosing a nominated referee are as follows:

- One nominated referee must be your current or previous supervisor.
- The primary consideration for the second nominated referee is that he/she is able to comment independently and authoritatively on your application.
- At least one nominated referee must be based in the UK.
- It is requested that one referee be nominated by the Applicant and one by the Co-applicant.
- The second nominated referee, who is not your current/previous supervisor, cannot be from the same institution as the Applicant or the Co-applicant. The referee must not be a member on the assessment panel for this Scheme or a member of any of the academies' Councils.

HoD Statements (Heads of Department)

Statements will be requested from the heads of department at the host organisation and the Applicant's institution. If the Applicant or the host researcher is the head of department they must find another suitable referee within their institution to complete the head of department statement e.g. Deputy Head or Head of School.

The Applicant should confirm with all referees, including HoDs, that they are willing, and available, to give an online reference as described in the referee's Guidance (Appendix 2 of this document) before submitting the application. If, after submission, any of your referees will not be able to complete their reference, please contact us with details of an alternative.

- Please pay particular attention to ensure you give the **correct email address** of any referee in the application. On submission of the application all referees will automatically be contacted by email to request the reference via the e-GAP system.
- No provision is made for non-receipt of these emails; please check the referee has been contacted and received their log-in details.

It is the Applicant's responsibility to ensure that referees' statements are submitted in time.

Please provide referees with a copy of the referee's Guidance (Appendix 2)

All references should be submitted no later than five working days after the deadline. Incomplete references will mean that an application is deemed to be ineligible.

Financial details

The JSPS Postdoctoral Fellowship Programme will cover subsistence, a settling-in allowance, a return air ticket, overseas travel and accident sickness insurance coverage, and research expenses at fixed levels quoted in these notes.

- Start Date – please provide the estimated start date of the Fellowship. This must be during the period 1 September 2012 - 30 November 2012.
- Duration (Years) – duration of award.
- Amount requested from overseas partners – please enter the total amount that you are requesting from JSPS.
- Justification - please provide details of the requested costs

Ethical policy

- Applicants are expected to ensure that any ethical issues arising from their research projects will be covered by the relevant professional Code of Conduct. Where this does not apply, Applicants are expected to ensure that ethical approval is obtained from the host organisation.
- For research projects involving the use of animals for experimentation, Applicants must comply with the 'Statement of the Royal Society's position on the use of animals in research'. The Statement can be found at <http://royalsociety.org/The-use-of-non-human-animals-in-research-a-guide-for-scientists/>.

Equal opportunities

The Royal Society is committed to an equal opportunities policy in the provision of grants and awards. Please help us to ensure the effectiveness of this policy by providing the information requested. The information will be kept separately from the rest of your application and will not be seen by those involved in making decisions. The information provided forms a confidential statistical record/database in accordance with the Data Protection Act and it will not be used for any purpose other than analysis of the Society's Equal Opportunities Policy. Your assistance in this matter would be much appreciated, but you can tick 'opt out' if you do not wish to input this information.

Other sections/buttons

Information – you can download the scheme notes, conditions of award or other supporting documents here.

Submit for approval – once all sections have been completed this button will become active, please check through your application carefully before submitting.

Offers – this will only become active if your application is successful and you have been offered an award.

Share application – you can use this button to allow others to view your application through their e-GAP accounts: provide the email address they use as their log-in, or choose to share it with the Newton office if you need advice during the application process.

Delete/recover application – if you do not want to apply you can use this to delete your application, once deleted you can recover your application for up to 7 days after the time of deletion.

Hints and tips

The Scheme is competitive and as such it is important to make the best case for your application. You should: Include all relevant information and supporting arguments in the application; the application stands alone and there is no opportunity for reconsideration on further evidence after assessments have been made.

Pay close attention to the assessment criteria to ensure you are providing the necessary information to show how your application meets these.

Present your application clearly; evidence of good planning, financial responsibility and measurable outcomes can be as important as excellent research.

Appendix 1

Full application data: Character limits are given in brackets and include spaces.

<p>APPLICANT PERSONAL DETAILS</p> <p>Title First Name Surname Other Names Honours Address Town Postcode Country Nationality (mandatory field) Email address Telephone (work) Fax</p> <p>APPLICANT CAREER SUMMARY</p> <p>Statement of qualifications and career - <i>Please list posts and dates in reverse chronological order, including awards and prizes. Please also include qualifications and dates obtained. Please indicate the name of the organisation, the location, degree/position, the tenure dates.</i></p> <p><i>2 uploads are required here – (1) a copy of your PhD certificate or a letter indicating when it will be received, and (2) copy of a letter of invitation from the host researcher in Japan.</i></p> <p>Field of specialisation (max 200 characters) List of publications (1500 characters) – <i>supply details of all authors, title, journal, vol., no., pp., month and year.</i> Subject Group Subject Present research (1500 characters) – <i>outline summary. Also include your achievements.</i> Present Position Present Employer Present Department Present Position start date Present Position end date PhD Awarded date or PhD Expected date Current Funding description Previous support description – <i>previous RS or JSPS awards</i> Past research Previous visits</p> <p>CO-APPLICANT PERSONAL DETAILS</p> <p>Title First Name Surname Other Names Honours Address Town Postcode Country Nationality Email address Telephone (work) Fax</p>	<p>CO-APPLICANT CAREER SUMMARY</p> <p>Statement of qualifications and career Field of specialisation (200 characters) List of publications (1500 characters) Subject Group Subject Present research (1500 characters) Present Position Present Employer Present Department Present Position Start Date Present Position End Date PhD Awarded Date Current Funding Description Previous Support Description</p> <p>PROPOSAL</p> <p>Subject group Subject Project Title - Title of proposed research (100 characters) Start Date – of proposed Fellowship End Date – of proposed Fellowship Research Proposal – <i>research plan in Japan (8,000 characters) – how present research related to research plan, purpose of proposed research, proposed plan and expected results and impacts</i> Previous contact (500 characters) Potential Applications Comply with Policy on use of Animals Proficiency in English - <i>Language details for Japanese should be indicated in answer</i> Benefits of research to individuals and institutions (1000 characters) Benefits to the UK (1000 characters) Benefits to overseas country (1000 characters)</p> <p>FINANCIAL DETAILS</p> <p>Start Date Duration (Years) Amount requested from overseas partners Justification - of requested costs, mandatory</p> <p>NOMINATED REFERENCES (2 required)</p> <p>Nominated Referee 1 – <i>should be your current or previous supervisor (not your host researcher in Japan)</i> Nominated Referee 2</p> <p>HOD STATEMENTS (2 required)</p> <p>UK Head of department Overseas Head of department</p> <p>Please supply names, positions and email addresses – referees will be contacted automatically via e-GAP²</p> <p>We recommend that you provide referees with a copy of your application and of the attached guidance for referees.</p>
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Appendix 2

Guidance for Referees on e-GAP²

If you have been nominated as a referee by an Applicant for a Newton International Fellowship, this reference should be provided electronically via e-GAP² (electronic Grant Application and Processing): <https://e-gap.royalsociety.org>.

Once the Applicant has submitted their application you will be contacted by the system requesting your reference. References can be submitted before and up to 5 working days after the deadline. If you will not be available to complete the reference in this time please inform the Applicant and/or the office.

Obtaining your log in details

If you have used e-GAP² before you will be asked to log-in using your password previously supplied. If you do not remember this you can receive a reminder from the log-in page or by contacting e-gap@royalsociety.org.

If you have not used e-GAP² before you will be sent an email containing your log-in details to access e-GAP². NB these can also be used in future for any other tasks and are not just relevant to this reference.

Please note: The email address is the unique identifier on e-GAP², so it is important that you always use the exact same email address that the Applicant has provided when logging on to e-GAP². If you are already registered on e-GAP/ e-GAP² please advise the Applicant to use the appropriate email address.

Viewing the application and the referee form

When you have the necessary log-in details you should go to e-GAP², log-in, and go to:

- Tasks
- Reference List
- Click on 'View' next to the name of the Applicant in the list.

You will have the option to view the application online. Please fill in all of the sections on the form, save this information and then submit it to the office, ensuring that you then get acknowledgement of this on the screen.

Information required

You will be asked specific questions related to the application so please log-on and look at the application and the reference form before formulating your response. You may be asked about the Fellowship Applicant and/or the UK Sponsor. You will not be expected to know either or both personally.

NB There will be a size limit imposed on the reference, please check your statement is within the limit.

Using e-GAP²

Please note the following:

- Save information entered as you proceed: you may be automatically logged out after a long period of inactivity and any unsaved information will be lost.
- All text boxes have maximum character limits which include spaces between words, symbols and punctuation: text will not save if it is over the limit. Please check all information has been saved correctly before logging out.

Contacting us:

If you do not receive your password or you encounter any other problems with accessing the referee form please contact us using the details below. It is helpful if you can provide the name of the Fellowship Applicant or the UK Sponsor, or either of their email addresses. At least one of these will be given in the reference request email.

Email: international.jsps@royalsociety.org

Tel: +44 (0)20 7451 2559

Fax: +44 (0)20 7930 2170