Japan Society for the Promotion of Science

Research Fellowship for Young Scientists Q&A

Application Procedures and Eligibility, Etc.

Q1. I am seeking to enroll as an advanced doctoral candidate as of April 1, 2014 at a different graduate school from the one where I am currently enrolled. My award host researcher for the Research Fellowship for Young Scientists has not been determined, so I would like to know where I should complete the application procedures.

A1. Procedures should be completed through the Research Promotion Group at Tokyo Institute of Technology where you are currently enrolled.

Q2. I am currently enrolled in the Integrated Doctoral Program (five years) at Tokyo Institute of Technology. I will be completing my masters program in March 2014 and plan to enter the doctoral program beginning in April. In this case, what is my application category?

A2. Apply for DC1. Under the “Program Type” pull-down menu on the application form, select “Doctoral Program (three years).”

Q3. A student in an overseas graduate school masters program plans to enroll at Tokyo Institute of Technology on April 1, 2014 and wants to apply for a Research Fellowship for Young Scientists-DC1. Where should the student apply?

What is the JSPS Research Fellowship for Young Scientists?

The Research Fellowship for Young Scientists is a program that seeks to foster and retain researchers by providing Japan’s leading young researchers with the opportunity to pursue research on a topic of their choice that reflects their freedom of thought.

Visit the following websites to learn more about the award process.

http://www.jsps.go.jp/j-pd/pd_nittei.html
A3. DC1 applications are usually made "through the graduate school where the student is currently or was originally enrolled." Overseas schools, however, do not have offices to handle the applications so they should be submitted through the planned host institution (Tokyo Institute of Technology).

Q4. Can a person apply concurrently for the Research Fellowship for Young Scientists-PD and Postdoctoral Fellowship for Research Abroad?

A4. Yes, concurrent applications are acceptable.
The coordinating department for the Postdoctoral Fellowship for Research Abroad is the International Affairs Department, International Affairs Division, International Infrastructure Group.

Your application ID and password can be used to apply for both the Research Fellowship for Young Scientists and Postdoctoral Fellowship for Research Abroad. These are issued by the Research Planning Division, Research Promotion Group.
Likewise, persons can apply concurrently for Research Fellowship for Young Scientists-PD and Research Fellowship for Young Scientists-RPD.
Please be aware, however, that the application submission period differs for each. ID and password for these are also issued by the Research Promotion Group.

For further information on Postdoctoral Fellowship for Research Abroad —International Affairs Department, International Affairs Division, International Infrastructure Group,
ext. 7690/2014 (outside callers: 03-5734-2014)
http://www.iad.titech.ac.jp/josei/top.html

Q5. I am currently on an academic leave of absence. Do I need to return to school before applying?

A5. No, you do not need to return to school to apply.
"Application Eligibility" must be met as of April 1st of the award year.
If your plans are to return to school to meet the requirements by the time of the award, then you can apply while still on academic leave.

Q6. I'm not clear about the application award categories.
1) I am currently enrolled as a first-year advanced doctoral candidate but I plan to re-enroll as a first-year advanced doctoral candidate at a different graduate school as of April 2014.
2) In April 2014, during my advanced doctoral program, I will exceed the standard period of study.
In this case, under which award category should I apply?
A6. "Application Eligibility" must be met as of April 1st in the award year. You should verify the application eligibility requirements based on your status at the time of your award.

1) If you will re-enroll as a first-year advanced doctoral candidate at a different university in April 2014, you should apply under award category "DC1."

2) If you will exceed the standard period of study during your advanced doctoral program in April 2014, you should apply under award category "PD."

In this case, if you have not obtained your degree by the time of your award, you would be awarded as "DC2" (persons previously awarded as DC will not be awarded) and the award period will be two years.

If you complete your doctoral program during your award period, your status will be changed to "PD" and your award period will be extended by one year.

If you have obtained your degree by the time of the award, then you will be awarded under "PD," as on the application.

Q7. I was awarded a Research Fellowship for Young Scientist-DC and obtained my doctoral degree during my award period, so I had my status changed and am now currently a "PD."
In my case, can I apply again as a "PD"?

A7. Yes, you may apply. (This is called "re-application.") Re-application is also open to individuals who were accepted internally as DC but then obtained their degree by the time of the award and changed their status to PD.

On the other hand, re-application is not possible for individuals who were accepted internally as PD but were then received awards as "DC2" because they had not obtained their degree by the time of the award.

For details, see "Japan Society for the Promotion of Science Research Fellowship for Young Scientists Program Requirements and Guidelines" (January 2013), p. 43.
It is also publicly available on the following JSPS website.

Q8. I was accepted internally in the past, but had to decline the award for -- -- reason.
Am I no longer able to apply for a Research Fellowship for Young Scientists?

A8. If you meet the application eligibility criteria you may apply again.
For details, see "Japan Society for the Promotion of Science Research Fellowship for Young Scientists Program Requirements and Guidelines" (January 2013), p. 19, (6).
It is also publicly available on the following JSPS website.
Q9. Can foreign students apply for a Research Fellowship for Young Scientists?

A9. Per "Application Eligibility" in the application guidelines, foreign students may apply as DC but not as PD. The latter requires that an applicant be "a person with Japanese citizenship or a foreign national with permission for permanent residence in Japan."

Foreign students who receive a Japanese government (MEXT) scholarship, JASSO scholarship, or scholarship from their home country, etc. should also be aware that they must forfeit those scholarships, etc. if awarded.

(See Year 2014 Application Guidelines, p. 5: "15. Other" (4) 2.)
Scholarship forfeiture procedures for currently enrolled Tokyo Institute of Technology students →
• Japanese government (MEXT) scholarships: Student Service Department, Student Support Division, Student Support Group
  http://www.gakumu.titech.ac.jp/gakuseisien/life/kokuhi.html
• Incorporated Administrative Agency JASSO scholarships, etc. and other:
  Student Service Department, Student Support Division, Economic Support Group
  http://www.gakumu.titech.ac.jp/gakuseisien/life/foreigner/index.html

Q10. How is notification of screening results given?

A10. Screening results are disclosed only through the electronic application system.
(Previously, written notification of screening results were mailed to applicants. As of year 2013, this has been discontinued.)

Please be very careful handling your electronic application system ID and password as they are needed not only when applying but also to check screening results, respond regarding attendance at interview screenings, etc.

Written award notifications will be sent to the Tokyo Institute of Technology Research Promotion Group beginning April 2014 and distributed through campus mail.
Electronic Application System/Application Form Information

Q11. I understand that applications are submitted through the electronic application system. Where do I request an ID and password?

A11. Please request them from the Tokyo Institute of Technology Research Promotion Group, which handles application procedures. (Persons seeking to advance as a PD at another institution should request them from the other institution.)

Q12. I applied for a year 2013 award and obtained an electronic application system ID and password then. Can I continue to use them?

A12. No, IDs and passwords issued for year 2013 award applications can no longer be used. Even if you are an applicant who received an ID and password for last year you must still register your applicant information with the electronic application system again and receive a new ID and password. Please request them from the Tokyo Institute of Technology Research Promotion Group, which handles application procedures.

Q13. Does the electronic application system require applicants to register using their “family register name”?

A13. Yes, register using your “family register name.” Your family register name will used for administrative purposes that require it (e.g. when mailing you by post, processing tax information, etc.) Applicants register their “registration name” at the time of completing the application form.

* “Registration name”: this is the name normally used when dealing with the Japan Society for the Promotion of Science during the Research Fellowship for Young Scientists. Former names and nicknames can also be used, and former names can be used concurrently in parentheses, etc.

Q14. I submitted my “Application Form Information” using the electronic application system (I clicked “OK” on the “Confirm Completion of Application Form Confirmation”), but I need to make changes. What can I do?
A14. Please contact the Research Promotion Group to have them “rescind” the application. Once the Research Promotion Group has “rescinded” the application, it can be revised using “Confirm Processing Status/Reopen Application Form for Editing.”
In this case, do not enter your “Application Information” as a new application instead of making revisions, as this will register multiple “receipt numbers.” Be sure to only make revisions using “Confirm Processing Status/Reopen Application Form for Editing.”
* Applicants who accidentally generate multiple registrations must be sure to use “delete” to remove extraneous data.

Q15. I submitted my “Application Form Information” using the electronic application system (I clicked “OK” on the “Confirm Completion of Application Form Confirmation”), but I haven’t received an e-mail confirmation from JSPS. What can I do?

A15. Please confirm that the e-mail address under your “preferred contact information” on your application form is correct.
If it is not correct, please contact the Research Promotion Group to have them “rescind” the application, as in A13 above.
Once the Research Promotion Group has “rescinded” the application, it can be revised using “Confirm Processing Status / Reopen Application Form for Editing.”

Q16. I was instructed by the Research Promotion Group to revise my “Application Form Information.” Do I just need to revise it on paper (application form pages 1-2)?

A16. Please first revise your “Application Form Information” through the electronic application system and then resubmit your reprinted “Application Form Information” to the Research Promotion Group.
When you revise your “Application Form Information” in the electronic application system the version number is updated. The version number on the sent data must match the version number on the paper application form that gets submitted.

Application Files (Word Files)

Q17. The section for “Research Purpose and Description” on the application file isn't enough. Is it okay to enlarge the box?
A17. No, the format must not be adjusted or modified. Changes such as adding items that have not been specified, removing sections that you do not need to complete, enlarging or shrinking section boxes, etc. are not permitted. * Be aware that attaching documentation that has not been specified and modifying formats can disadvantage your application during review.

Q18. After submitting my application paperwork to JSPS, I had an article accepted for publication. Is it possible for me to revise my Recent Research Activities section and send additional paperwork, etc. showing the acceptance decision for my article?

A18. Once your application paperwork has been submitted to JSPS, no revisions to your application paperwork can be made and no additional paperwork can be sent showing an acceptance decision for an article.

Q19. Is it okay to print e-mails and other online notifications as "Documentation Showing Acceptance Decisions for Articles, Etc." and "Documentation Showing Acceptance of Applications to Present at International Conferences, Etc."?

A19. It is generally expected that "originals" will be attached as proof, but if nothing but an e-mail or other online notification was provided, then it is okay to print and use them instead. (See Year 2014 Research Fellowship for Young Scientists Application Form Procedures, p. 12, (5) "Documentation Showing Acceptance Decisions for Articles, Etc. (If Applicable)" and (6) "Documentation Showing Acceptance of Applications to Present at International Conferences, Etc. (If Applicable).")

Evaluation Form

Q20. The PD evaluation form asks that one of the two be the "Award Host Researcher." I don't think the person is in a position yet to evaluate me. What should I do?

A20. We suggest taking an approach that works in terms of your relationship with the award host researcher, for instance, asking your current research advisor, etc. to offer some opinions or providing the researcher with materials that you would like him or her to evaluate.
Once Awarded

Q21. I understand that formal study abroad is not permitted, but is it possible to do research at an overseas university, etc.?

A21. When necessary to pursue your research topic, short-term research at foreign research institutions is permitted. The total period of travel cannot exceed 2/3 of the award period for SPDs, and 1/2 of the award period for PDs, RPDs, and DCs. In the case of DCs, the total travel period does not apply if his or her department has approved "delegation of research guidance" under the Standards for the Establishment of Graduate Schools, Article 13. (See "Japan Society for the Promotion of Science Research Fellowship for Young Scientists Program Requirements and Guidelines" (January 2013), pp. 27-28: "10. Overseas Travel During Award Period."

It is also publicly available on the following JSPS website.

Q22. Persons awarded a Research Fellowship for Young Scientists must "forfeit" their JASSO scholarships, but are they eligible for a "refund exemption for exceptionally high-achieving graduate students"?

A22. If the applicable scholarship, etc. is forfeited on or before March 31, the person is eligible during the applicable year to apply for a "refund exemption for exceptionally high-achieving graduate students."

(Eligible applicants for refund exemptions are eligible only in the year in which they forfeited the scholarship. Hence, if forfeiture is made on or after April 1, the applicant will be eligible for a refund exemption in the following year.)

Once internal notification is received, award procedures must be completed by the deadline, so do not delay procedures to forfeit a scholarship, etc.

Contact information for currently enrolled Tokyo Institute of Technology students →
Coordinating Office: Student Service Department, Student Support Division, Economic Support Group, ext. 3014/7647
(outside callers: 03-5734-3014/7647)
http://www.gakumu.titech.ac.jp/gakuseisien/life/jasso/repayment.html

Q23. During the award period of the Research Fellowship for Young Scientists, I will receive a grant from a Japanese foundation. Is it okay to use the grant to do research?

A23. Regardless of whether the source is domestic or foreign, no fellowships, scholarships, or other funding, etc. may be accepted except from the Japan Society for the Promotion of Science throughout the award period.
(As explained under Q22 above, not even JASSO scholarship loans can be accepted.)
Likewise, foreign students are not permitted to receive Japanese government (MEXT) scholarships, JASSO scholarships, or scholarships from their home countries, etc.
If a funding source that may not be received during the award period is expected to be received beyond the award start date, it must be forfeited prior to the start of the award period.

The following are approved exceptions:
DC1/2
• Grants used for the purpose of subsidizing university tuition, administered by the university (including university foundations)

【SPD/PD/RPD】
• During the award period, when conducting research (including participation in collaborative research) that will further advance the awardee's research topic during the Research Fellowship for Young Scientists, it is permissible to receive research funds, or to accept a portion of research funds from a researcher with a grant, provided all conditions in 1-3 are met.

1) The ability to conduct research on the Grant-in-Aid for Scientific Research (KAKENHI) research topic will be unaffected (at least 60% of total annual hours spent working as a Research Fellow must be spent doing research on the Research Fellowship for Young Scientists research topic).
2) The research funding to be received must not be for the same research topic as the Research Fellowship for Young Scientists.
3) The institution to provide the research funding must permit the awardee to accept the Research Fellowship for Young Scientists.*

* No Grant-in-Aid other than the Research Fellowship for Young Scientists may be accepted.
When uncertain about any decisions, contact the Research Promotion Group.

Other

Q24. Is there an application checklist for Tokyo Institute of Technology?

A24. An application checklist is available on the Tokyo Institute of Technology website (internal access only).
Q25. Is there anything to be careful about when contacting JSPS, etc.?

A25. A Q&A page is available on the JSPS Research Fellowship for Young Scientists website.
Japan Society for the Promotion of Science
Research Fellowship for Young Scientists-PD/DC  http://www.jsps.go.jp/j-pd/pd_qa.html
Research Fellowship for Young Scientists-RPD  http://www.jsps.go.jp/j-pd/rdp_qa.html
First check the above.

Then, when contacting JSPS, etc., you should have on hand the award year, award category, receipt number, application paperwork, etc., as well as the "Program Requirements and Guidelines" after being awarded, before contacting them.

For information after being awarded, also see the "Program Requirements and Guidelines" on the JSPS website.

http://www.jsps.go.jp/j-pd/pd_tebiki.html
Application Process

For any other questions, please contact us using the following contact information.
Contact: Research Promotion Department, Research Planning Division, Research Promotion Group
E-mail: efund@jim.titech.ac.jp
TEL: 03-5734-3806 (ext.: 3806/7221/7610)
* When contacting us by e-mail, please begin the subject line with "JSPS Research Fellowship for Young Scientists:"

[Flowchart information and diagrams are not transcribed here for brevity and clarity.]

Screening
Stage-one Results: Mid-October
Interview Screening: Mid-November
Internal Notification: Following January

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