

JSPS Research Fellowships for Young Scientists

Acceptance Procedure Guidance for FY 2024

Only for awardees of DC Research Fellowship.

Awardees of PD/RPD Research Fellowship are asked to read the guidance in Japanese
(as more details are given).

① End-of-March deadline for entering information via the JSPS Electronic Application System in the first step of the fellowship acceptance procedure.
End-of -March Deadline: April 1, 9:00 a.m. 2024(Monday)

② April deadline for entering information and uploading required documentation via the JSPS Electronic Application System in the second step of the fellowship acceptance procedure.
April Deadline: April 8, 2024 (Monday)

③ Deadline for submission various change notifications and registering the academic unit number (Grant-in-Aid for JSPS Fellows)

Deadline for change notifications: March 19, 2024 (Tuesday)

*Deadline for submitting Host Institution Change Notifications (PD)

Deadline: February 29, 2024 (Thursday)

- All the preliminarily selectees for FY 2024 need to perform the fellowship acceptance procedure.
- Read this guidance carefully and upload the required documentation by the deadlines.
- You will not be selected as a JSPS Research Fellow (“Fellow”) if you fail to submit the required documentation by the deadlines.
- The entire fellowship acceptance procedure will be done on the electronic application system.
- JSPS does not permit the postponement of the deadlines even if you are staying overseas.
- You will not be able to enter information or submit documentation after the deadlines.

Contents

Registering Information and Submitting Documentation

■ Flow of the Acceptance Procedure

Registering Information and Submitting Documentation.	- 1 -
Registering Information and Submitting Documentation.	- 1 -
Start procedure promptly upon receipt of this Guidance	- 1 -
① Registering information required for the acceptance procedure in March	- 6 -
② Registering information required for the fellowship acceptance procedure in April and submitting documentation.	- 12 -
Documentation Submitted for Each Fellowship Category.	- 20 -
1. Documentation submitted by PD candidates.	- 20 -
2. Documentation submitted by DC candidates	- 23 -
Change Registered Information Procedures / Certificates	- 25 -
4. Procedures for changing registered information	- 27 -
(1) To change your registered name as a JSPS fellow, your name recorded in your family register, or the alphabetical letters of your name	- 29 -
(2) To change your fellowship category from DC to PD.	- 30 -
(3) To change your host research institution.	- 32 -
(4) To change your host researcher.	- 34 -
(5) To change your contact information and bank information (No need to inform JSPS in advance)	- 36 -
5. Procedure for refusing to accept the fellowship	- 36 -
Certificates	- 38 -
6. Issuance of certificates	- 38 -
(1) Certificate that certifies your preliminary selection as a JSPS fellow.	- 38 -
(2) Notice letter of screening result.	- 38 -
7. FAQ	- 39 -

Forms: The following forms can be download from our website. URL: https://www.jsps.go.jp/j-pd/pd_tebiki/yoshiki/saiyounaitei.html

Form No.	Form name	Reference	Target
Form 1	For the 2024 Application for (Change in) Exemption for Dependents of Employment Income Earner	Example entry 1	ALL candidates
—	Request form for issuance of certificate	—	If applicable
—	Information to write on return envelope for certificate	—	If applicable

Flow of the Acceptance Procedure

• You will not be selected as a Fellow if you fail to complete the necessary procedures.

• The deadline is set for each procedure. Refer to the Flow after the Preliminary Selection on the next page and to the sections detailing each procedure.

• Please note that JSPS does not permit the postponement of the deadlines even if you are staying overseas.

• The entire fellowship acceptance procedure will be done on the electronic application system, including uploading documentation.

• No documentation is required to be submitted via postal mail.

• Please request your applying organization to reissue your password for the electronic application system if you wish to do so.

• Carry out procedures after carefully reading this guidance and the following manuals for acceptance according to your fellowship category.

① Preliminarily selectees for DC1 and DC2 Fellows

Carry out procedures after carefully reading the JSPS Research Fellowships for Young Scientist's compliance rules and procedural guidelines ("Fellowship Guidelines").

URL: https://www.jsps.go.jp/j-pd/pd_tebiki.html

• If you have any questions after checking this guidance, please inquire below.

• Inquiries on the fellowship acceptance procedure

Research Fellowship Solicitation & Selection Team, Research Fellowship Division, Japan Society for the Promotion of Science (JSPS)

E-mail: yousei2@jsps.go.jp / [Tel:03-3263-5070](tel:03-3263-5070)

• Inquiries on the treatment and procedures during the fellowship tenure (excluding employed PD Fellows, etc.)

Team for Research Fellows during and after the Fellowship Tenure, Research Fellowship Division, Japan Society for the Promotion of Science (JSPS)

E-mail: yousei3@jsps.go.jp / [Tel:03-3263-4998](tel:03-3263-4998)

Flow after the Preliminary Selection

- **Agree to the Pledge (all candidates)**



[Mandatory procedures for all]

- **Register the academic unit number**
(Grant-in-Aid for JSPS Fellows)

To be approved by **March 19**

- **Enter information required for the fellowship acceptance procedure**

- The way you wish your Research Expenses to be handled
- Your contact information
- Your financial institution information

To be entered by **9:00 a.m. on April 1**

[Procedures for those applicable]

- **Host Institution Change Notification**
(PD/RPD)

To be approved by **February 29**

- **Host Institution Change Notification (DC)**
- **Host Researcher Change Notification**
- **Name Change Notification**
- **Notice of Fellowship Category Change (DC→PD)**

To be approved by **March 19**



[Mandatory procedures for all]

- **Official acceptance from host institution**

Make a request for acceptance upon obtaining approval on change notifications

- **Confirmation of DC eligibility [DC]**

The approval status will remain “Received by JSPS” even after the application period, as JSPS approves all applications at once after its confirmation thereof.

- **Upload the required documentation**

Application for Exemption for Dependents of Employment Income Earner [all fellowship categories]

Certificate to evidence degree [PD/RPD]

Certificate of enrollment [DC]

Certificate of Residence/Copy of Family Register [RPD]

Documentation to certify permanent residence [PD/RPD candidates, if applicable]

To be approved by host institution and submitted by **April 8**



Officially selected as a Fellow

Notification of formal selection decision will be sent to selected Fellows' host research institutions around late April to early May 2024.

A list of the selected Fellows' names will be made public on JSPS's website.

Registering Information and Submitting Documentation

Start procedure promptly upon receipt of this Guidance

1) Agree to Pledge

To start the fellowship acceptance process, you must first agree to this pledge.

1) Log into JSPS Electronic Application System. ("System")

(URL: <https://www-yousei.jsps.go.jp/yousei/shinsei/index.html>)

Note: Please ask your applying institution if you have forgotten your ID/password or if your password has expired. JSPS is not able to reissue a password.

See P. 115 in the following guidance to find the details for system operation.

・Guidance for JSPS Electronic Application System [Japanese]

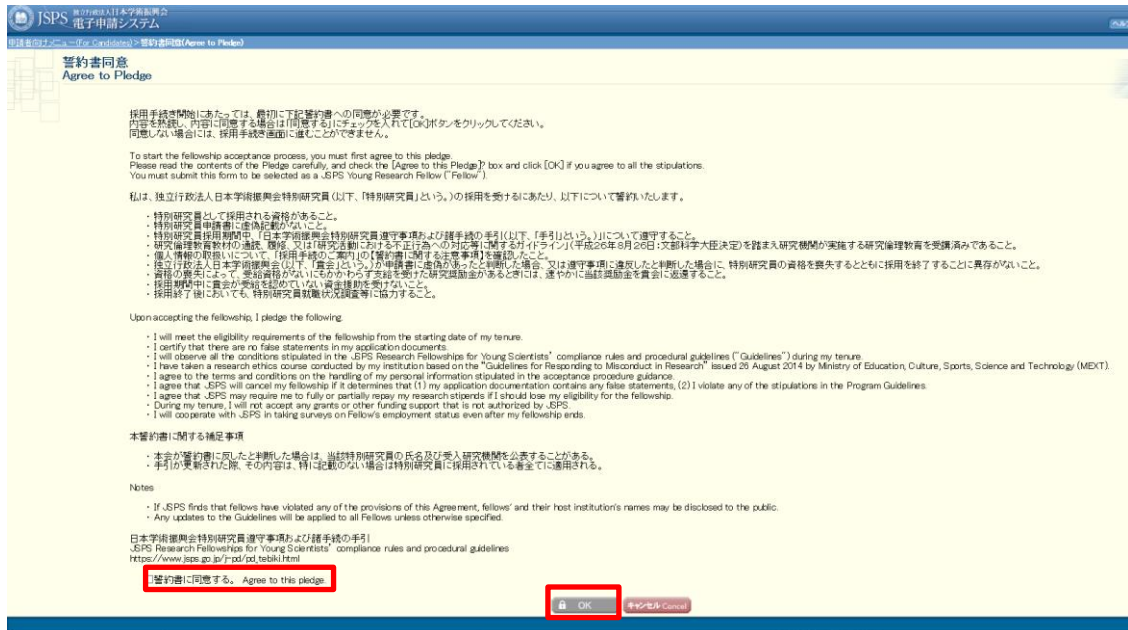
<https://www-shinsei.jsps.go.jp/topyousei/download-yo.html#a2>



2) After logging in, click the [採用手続] menu first, then click [Register Information] in [Current Processing Status] to start your acceptance procedure.

募集名(申請種別) Fellowship Category	研究課題名 Title of Research	受付番号 Application Number	登録名 Registered Name as a JSPS Fellow	現在 Current Processing Status
2020年度 特別研究員-C1	〇〇〇における×××の研究	000000000	氏名 一郎	採用手続中 採用手続確認 [採用手続確認] (Link to Fellowship)
2020年度 特別研究員-FD	〇〇〇における×××の研究	000000000	氏名 一郎	採用手続中 採用手続確認 採用手続確認(採用機関承認) 採用手続確認(採用機関承認) 採用手続確認(採用機関承認) 採用手続確認(採用機関承認)
2020年度 特別研究員-C2	〇〇〇における×××の研究	000000000	氏名 一郎	採用手続中 採用手続確認 採用手続確認(採用機関承認) 採用手続確認(採用機関承認)
2020年度 特別研究員-FD	△△△における〇〇〇の研究	000000000	申請 一郎	採用手続中 採用手続確認 採用手続確認(採用機関承認) 採用手続確認(採用機関承認)
2020年度 特別研究員-FD	△△△における〇〇〇の研究	000000000	申請 一郎	採用手続中 採用手続確認 採用手続確認(採用機関承認) 採用手続確認(採用機関承認)

- 3) To start the fellowship acceptance process, you must first agree to this pledge. Please read the contents of the Pledge carefully and mark the [Agree to this Pledge] checkbox, then click [OK] if you agree to all the stipulations. Please read and confirm the “Pledge Notices” on the next page. You must agree to the Pledge to be selected as a JSPS Research Fellow. You can check the contents of the Pledge after agreeing to this pledge in the [Administering the Fellowship Acceptance Procedure] menu.



*You may not start the fellowship acceptance process without agreeing to this pledge. You must submit this form to be selected as a JSPS Young Research Fellow ("Fellow"). (You will confirm the contents of the Pledge after the consent in [Administering the Fellowship Acceptance Procedure] menu.

※You will not be selected as a Fellow if you fail to complete your uploading all the required documentation by the stipulated deadlines. JSPS will not extend these deadlines under any circumstances including reasons by candidates for staying overseas. No documentation needs to be submitted via postal mail. There are three deadlines for this acceptance procedure. Check this Guidance and the JSPS Research Fellowships for Young Scientists' compliance rules and procedural guidelines ("Guidelines") carefully to complete the necessary procedures by the deadlines.

- Forms for preliminarily selected candidates

https://www.jsp.go.jp/j-pd/pd_tebiki/yoshiki/saiyounaitei.html [Japanese]

- JSPS Research Fellowships for Young Scientists' compliance rules and procedural guidelines [Japanese]

***Please ask the relevant office in your host institution if you need assistance in understanding any of the Guidelines' contents.**

https://www.jsp.go.jp/j-pd/pd_tebiki.html [Japanese]

If you have any questions regarding this procedure, read carefully both this Guidance and the Guidelines first. Ask JSPS via email if you still have unsolved questions.

You must first read and confirm the following stipulations when agreeing to the Pledge on the System.

Pledge Notices

- You will not be selected as a JSPS Young Research Fellow ("Fellow") if you do not agree to the Pledge.
- In this pledge, JSPS stipulates that Fellows must observe all the conditions in the Guidelines.
 - The contents of the Guidelines may be updated without advance notice. Be sure to check the latest version of the Guidelines on our website.
 - Changes to the Guidelines will be posted on the JSPS website.
 - If you do not contact JSPS by the time of your stipend payment in the month following an update to the Guidelines, JSPS will regard you as having agreed to the updated contents of the Guidelines.
- You must read one or more of the following research ethics materials, or take a course on research ethics based on them. (You are not required to read all of the following materials or take all of the courses.) You may take a research ethics course at an institution other than your host institution.



- ◆ The booklet *For the Sound Development of Science--The Attitude of a Conscientious Scientist*
<https://www.jsp.go.jp/j-kousei/rinri.html>
- ◆ (e-Learning Course on Research Ethics) eL CoRE
- ◆ eAPRIN course
- ◆ Take a research ethics course conducted by a research institution based on the "Guidelines for Responding to Misconduct in Research" issued 26 August 2014 by Ministry of Education, Culture, Sports, Science and Technology (MEXT).

*A course taken before being selected as a Fellow is acceptable.

- All personal information contained in the documents submitted during the acceptance procedure and/or the fellowship tenure (including personal information provided to JSPS through host research institutions (employing institutions), if hired by host research institutions with the support

of the JSPS employment support program for postdocs) will be strictly managed in accordance with the Act on the Protection of Personal Information and the JSPS regulations on personal information protection. JSPS will use such information solely for the purpose of its operation*. (This includes providing personal information to external private companies, etc. commissioned for the electronic processing and management of the data.)

*JSPS may provide its overseas research contact centers with information on fellows who are traveling overseas to pursue research after the start of the fellowship tenure under this program. JSPS may also send emails, etc. on scientific research symposiums and other events that JSPS hosts or participates in.

If a Fellow is traveling to the European Economic Area (EEA), JSPS will handle the personal information in accordance with the provisions stipulated in Regulation (EU) 2016/679 of the General Data Protection Regulation (GDPR). Please check the following website.

• For those residing in the European Economic Area (EEA)

URL https://www.jsps.go.jp/access_contact/info.html

• JSPS has a set of requirements for research funding support other than the monthly stipends and Grant-in-Aid for JSPS Fellows that Fellows may receive during their fellowship tenure. Fellows are not allowed to receive certain funds, including those provided by the national government for the purpose of supporting living expenses, and **student loans from the Japan Student Services Organization (JASSO)**, during their fellowship tenure. For details, see **III-14. Funding Support Other than the Monthly Stipends and Grant-in-Aid for JSPS Fellows** in the Guidelines.

2) Check the registered information

1. Go to the [Administering the Fellowship Acceptance Procedure] menu in the System and check the information you have registered at the time of application for fellowship. The information given here will be reflected in the documents after becoming a fellow, so make sure that the information is accurate.

採用手続管理
Administering the Fellowship Acceptance Procedure

事業名(Fellowship Category) : 20XX年度 特別研究員-PD

提出状況 : 完了していません。
Current Processing Status : Incompleted

各項目は日本語で入力してください。
Fill in all fields in Japanese.

受付番号 Application Number		
研究課題名 Title of Research Proposal	AAAの研究	
登録名 Registered Name as JSPS Research Fellow	申請 一郎	
申請者 Applicant's name	戸籍名 Recorded Name in Your Family Register (koseki), or on your passport or residence card	
	氏名 Name	申請 一郎
	ローマ字表記 Alphabetical letters	Shinsei Ichiro
受入研究機関名 Host Institution	AAA大	
採用線の受入 Code	(コード) XXXX	
所属名 Affiliated Department	名称 名称 □□□□□学	
氏名 Name	受入 一郎	
職名 Job Title	教授	
受入研究者 Host Researcher	Code	(コード) XXXX
	所属名 Affiliated Department	名称 名称 □□□□□学
	Email	XXXXX@co.jp
研究者番号 Researcher Number	XXXXXXXX	

2. If there are any changes to the information since the time of application, submit the applicable change notification.

*See P. 27 [4. Procedures for changing registered information] for details on the submission of change notifications.

[If any changes are scheduled to occur in the information on your host institution, host researcher, and/or fellowship category]

・ Complete the procedures for changing registered information using the System before you submit your request for official acceptance to your host institution. The deadline is March 19, 2024. If there are changes to your host institution and/or host researcher, you need to have your host institution approve the change notifications by the above deadline.

- If your host institution has already approved your acceptance request, the System will not accept the submission of notifications to change your host institution and/or your host researcher. Contact the relevant office of your host institution and ask what actions to take.

②① [End-of-March Deadline] Registering information required for the acceptance procedure in March

Fill in all fields in Japanese.

Deadline: Tuesday, March 19, 2024 / Monday, April 1, 2024

*Please ask the relevant office in your host institution if you need assistance in entering information in Japanese.

ALL candidates must complete their registering of the following four items by deadline. To register this information, start from [1) Registering information required for the acceptance process] in the [Adminstrating the Fellowship Acceptance Procedure] menu.

*You may modify the contents you've entered as many times as you want up to the deadline.

(1) 採用手続情報の登録

- 採用手続に必要な情報を登録します。
- 登録して完了画面が表示された時点で日本学術振興会の担当者が内容を確認できるようになります。
- 登録内容は受付期限まで何度でも修正することができます。

(1) Registering information required for the acceptance process

- Enter information required for your fellowship acceptance process.
- JSPS will be able to confirm what you entered once this submission process is completed.
- You may modify the content of your registered information as many times as you want up until the deadline.

名称 Item	受付期限 Entry Deadline	最終更新日 Date of Last Update	登録状況 Current Processing Status
研究遂行経費の取扱い希望 Applying for Research Expenses	XXXX年XX月XX日 ~XXXX年XX月XX日		未登録 Not Registered * 入力 Enter
住所等情報 Contact Information	XXXX年XX月XX日 ~XXXX年XX月XX日		未登録 Not Registered * 入力 Enter
振込金融機関情報 Financial Institution Information	XXXX年XX月XX日 ~XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	登録済み Registered * 修正 Modify

Deadline: April 1, 2024

Complete registering the following three items:

- 1) The way you wish your Research Expenses to be handled
- 2) Your contact information
- 3) Your bank information

Deadline: March 19, 2024

Complete registering 4) Your researcher number and academic unit number of the host research institution (Grant-in-Aid for JSPS Fellows)

1) Registering the way you wish your Research Expenses to be handled

Deadline: Monday, April 1, 9:00 a.m. 2024

- 1) Register the way you wish your "Research Expenses" ("Expenses") to be handled for the first fiscal year of your fellowship tenure. Click [Enter] in the [Applying for Research Expenses] menu in [(1) Registering information required for the acceptance process].
- 2) See II-2 in the Guidelines to check the handling of Expenses. Also see III-19 in the Guidelines for the handling of Expenses from the fellowship's second fiscal year.

Research Expenses

If desired, Fellows may apply to use up to 30% of their allowance stipends ("Stipends") for "Research expenses," applicable to only carrying out the Fellow's research plan. A tax exemption (income tax and municipal tax) may be requested for the amount of Expenses in the Stipend. (*) Fellows may apply for this measure only when their estimated Expenses are 30% of their total Stipend for a fiscal year (April-March). (See II-2 of the Guidelines).

***Stipends are treated as Fellows' salary income in Japanese tax rules so they are subjected to taxation.**

- 3) Select (A) or (B) and click [OK] to confirm your entry. You may modify the contents you entered as many times as you want up until the deadline.

The screenshot shows the JSPS online application system interface. The main heading is "Applying for Research Expenses". Below this, there is a section titled "Research Expenses" with detailed instructions in Japanese. The instructions explain that Fellows can use up to 30% of their stipend for research expenses and can request a tax exemption. A note states that stipends are treated as salary income for tax purposes. The interface includes a "Notes" section with three numbered points: (1) Please select (A) or (B). (2) If you select (A), confirm the all terms below. (3) See II-19 in the Guidelines for the handling of Expenses from the Fellowship's second fiscal year. There is a warning to ask the relevant office for assistance if needed. Below the instructions, there are two radio button options: (A) I apply to use Expenses from my Stipend for the first fiscal year of my fellowship. (B) I DO NOT apply to use Expenses from my Stipend for the first fiscal year of my fellowship. Each option has a list of confirmation items. At the bottom, there are "OK" and "戻る Back" buttons.

Important notice

* Be sure to print out this screen or save this screenshot as this information may be required in your tuition waiver procedure.

* After you have been accepted for the Fellowship, JSPS will not be able to issue a certificate on whether you applied for Expenses.

2) Registering Your Contact Information

Deadline: Monday, April 1, 9:00 a.m. 2024

Fill in all fields in Japanese.

For all the following items, register your contact information that will be valid on and after April 1, 2024. To register the information, click [Enter] in the [Contact Information] menu in [(1) Registering information required for the acceptance process].

1. Registered Address

This information will be used by JSPS for your year-end tax adjustment. You must check the consistency between what is entered here and your registered address in Japan. If you do not have a registered address in Japan because you are currently residing overseas, please enter your last registered address just before leaving Japan. Contact JSPS if you have never resided in Japan.

2. Contact Information

This information will be used by JSPS to contact you during your fellowship tenure. Enter a postal address at which you can receive mail including your tax and other documents from us. Also enter a phone number and an e-mail address at which you can receive important notices from us.

3. Emergency Contact Person

This information will be used in case we cannot reach you using the information provided in [2. Contact Information]. Select a person residing in Japan as your emergency contact person. Please enter a postal address, phone number, and e-mail address for the person. The phone number should be different from the one you entered in [2.]

JSPS 独立行政法人日本学術振興会
電子申請システム

申請者向けメニュー(Menu Card) > 住所等情報入力(Entering Contact Information)

住所等情報入力 Entering Contact Information

研究者養成事業

住所等調査
全項目採用年度4月1日以降のものを入力してください。

Contact Information
For all items, enter information on or after April 1 of the first year of your fellowship.

<注意事項>

- *のついた項目は必須項目です。

<Notes>

- Fields marked with "*" are mandatory fields.

1.住民登録住所 Registered Address	<p>海外滞居のため日本国内に住所登録のない場合、渡航直前に登録のあった国内の住所を記入してください。 If you do not have a registered address in Japan because you are currently residing overseas, please enter your last registered address just before leaving Japan.</p> <p>〒(Postal Code)* <input type="text"/></p> <p>(住所)(Address)* <input type="text"/></p> <p>渡来前滞居等の個人情報を含む郵便物の宛先、本会からの重要な事務連絡を受信するE-mailアドレスを記入してください。 またE-mailアドレスは採用後の手続システムにおいてアカウント発行に使用するため、間違えないように記入してください。 E-mailは海外でも構いませんが、送付先住所と電話番号を輸入することはできません。 Enter a postal address in Japan at which you can receive mail including tax and other personal information from JSPS. Also enter an e-mail address at which you can receive important notices from JSPS. As the e-mail address will be used in JSPS's management system after you are accepted, please be sure that it is entered accurately. Phone numbers must be those in Japan. 在留し、郵便物を受け取ることで済む日本国内の住所を記入してください。</p>
2.送付先住所 Contact Information	<p>〒(Postal Code)* <input type="text"/></p> <p>(住所1)(Address1)* <input type="text"/> (番地まで) 例:東京都千代田区麹町5-3-1</p> <p>(住所2)(Address2) <input type="text"/> 例:守屋マンション</p> <p>(住所3)(Address3) <input type="text"/> 例:101号室</p> <p>必要であれば住所を適切に区切り、住所1~3に分けて入力すること。各4011-1以内。 Separate your addresses and enter them from [Address1] to [Address3].</p> <p>電話番号(Phone Number)* <input type="text"/></p> <p>E-mail* <input type="text"/></p> <p>日本国内に限ります。なお、緊急連絡先の電話、氏名は本人以外としてください。 本人、氏名、送付先住所の電話一致する場合はエラーとなります。 Select a person residing in Japan as your emergency contact person. In the following fields, don't enter your own name or phone number (already been entered in the above 2. Contact Information).</p>
3.緊急連絡先 Emergency Contact Person	<p>〒(Postal Code)* <input type="text"/></p> <p>(住所1)(Address1)* <input type="text"/> (番地まで) 例:東京都千代田区麹町5-3</p> <p>(住所2)(Address2) <input type="text"/> 例:守屋マンション</p> <p>(住所3)(Address3) <input type="text"/> 例:201号室</p> <p>必要であれば住所を適切に区切り、住所1~3に分けて入力すること。各4011-1以内。 Separate your addresses and enter them from [Address1] to [Address3].</p> <p>電話番号(Phone Number)* <input type="text"/></p> <p>E-mail* <input type="text"/> 例:tokien@jps.ac.jp</p> <p>氏名(漢字等)(Name in Kanji)(Chinese character): 氏名(姓)(Family name)* <input type="text"/> (名)(First name) <input type="text"/> 例:宇根 太郎 氏名(フリガナ)(Name in Katakana): 氏名(姓)(Family name)* <input type="text"/> (名)(First name) <input type="text"/> 例:ガクシン タロウ 続柄(Relationship to you)* <input type="text"/> 例:父</p>



Be sure to enter your new postal address if you plan to move after April, 2024.

If you are planning to move after April 2024, register your new postal address in the System. Register an alternative address in which you can receive mail from JSPS if you have not yet established a new address. See III-3 in the Guidelines and register your new address once you know it.

3) Registering Bank Information

Deadline: Monday, April 1, 2024

Fill in all fields in Japanese.

Register bank information to receive your Stipends. Click [Enter] in the [Bank Account] menu in [(1) Registering information required for the acceptance process].

- Stipends can only be deposited in Japanese bank accounts.
- Stipends can only be transferred into a bank account of which the Fellow is the account holder.
- Please be sure to enter accurate information in this section, otherwise your Stipend will fail to be transferred.

Important notice

The Stipend for April is deposited in May together with the one for May every year. Contact “研究者養成課第三係” (Kenkyusha Youseika daisan gakari) by email (yousei3@jsps.go.jp) if you have questions regarding the transfer of your Stipend.

*If your bank account number has less than 7 digits, place 0s as necessary in front of your account number to make it 7 digits.

The screenshot shows the 'Entering Financial Institution Information' form on the JSPS website. The form is titled '振込金融機関情報入力' and 'Entering Financial Institution Information'. It includes a section for 'Financial Institution Information' with a note: '振込先金融機関は国内の金融機関口座のみです。' (Stipends are only deposited in Japanese bank accounts). Below this, there are instructions in Japanese and English. The form fields include: '振込金融機関名' (Financial Institution Name) with a dropdown for bank type (銀行, 信用金庫, その他) and a text field for the name; '口座種別' (Type of Account) with a dropdown; and '口座番号' (Account Number) with a text field. There are also fields for '確認銀行コード' (Confirm Bank Codes) and '確認支店コード' (Confirm Branch Codes). The form also includes a 'Name of Account Holder' section with fields for name and family name. At the bottom, there are 'OK' and '戻る Back' buttons.

If you have a Japan Post Bank (ゆうちょ銀行) account, please confirm the ability of your account to receive a transfer from another bank.

See the following link of the Japan Post Bank to acquire information on bank transfers.
https://www.jp-bank.japanpost.jp/kojin/sokin/furikomi/kouza/kj_sk_fm_kz_1.html [Japanese]

4) Registering your researcher number and academic unit number of the host research institution (Grant-in-Aid for JSPS Fellows)

Deadline: Tuesday, March 19, 2024

Register your researcher number and the unit in charge of the management of Grant-in-Aid for JSPS Fellows (KAKENHI). Click [Enter] in the [Researcher Number and Academic Unit Number of the Host Research Institution (Grant-in-Aid for JSPS Fellows)] menu in [(1) Registering information required for the acceptance process] on the electronic application system.

*If you chose “Not apply” for Grant-in-Aid for JSPS Fellows in your application, you do not need to enter this item. (“No registration required” will be shown in the current processing status.)

- Enter your researcher number if you have acquired it. If not, leave the column blank.
- You can check the list of information on registered academic units by host research institution by clicking the See the List button beside the column for entering the academic unit number. Enter the academic unit number that corresponds to the name of the academic unit.
- Here you will register information on the academic unit that will manage Grant-in-Aid for JSPS Fellows after formal selection. The unit may not be the same as the academic unit that you stated in your application for Research Fellowship you will belong to after you are selected as a Fellow.

Important notice

If you are not sure about the correct academic unit number, please ask your host research institution about it.
 You can make as many corrections as you wish by the deadline.
 Please contact us if you need to correct the information after the deadline.

The screenshot shows the 'Entering Researcher Number and Academic Unit Number of the Host Research Institution (Grant-in-Aid for JSPS Fellows)' page. It includes a sidebar with navigation options like '<注意事項>' and '<Notes>'. The main content area contains instructions in Japanese and English, followed by a form with the following fields:

書典合議審査区分 Panel Review Section	人文学
応募区分 Funding Category	A区分
研究者番号 e-Rad Researcher Number	<input type="text"/> (取得者のみ入力してください。) ※研究者番号は8桁です。 ※eight digits number.
受入研究機関 Host Research Institution	(コード) (Code) XXXXX (名称) (Name) ○○○○○○○○○○大学
受入部局 Host Academic Unit (School, Faculty, etc.)	(番号) (Number) * <input type="text"/> 一覧 See the List If you enter "999" in the above field, enter a specific department name here. (申請時の受入研究機関における部局情報を入力してください。) (If the number is unknown, please confirm it to charge of your host institution or host Academic Unit(School, Faculty, etc.).)
研究課題名 Title of Research Proposal	AAAの研究

OK 戻る Back

③② [April Deadline] Registering information required for the fellowship acceptance procedure in April and submitting documentation

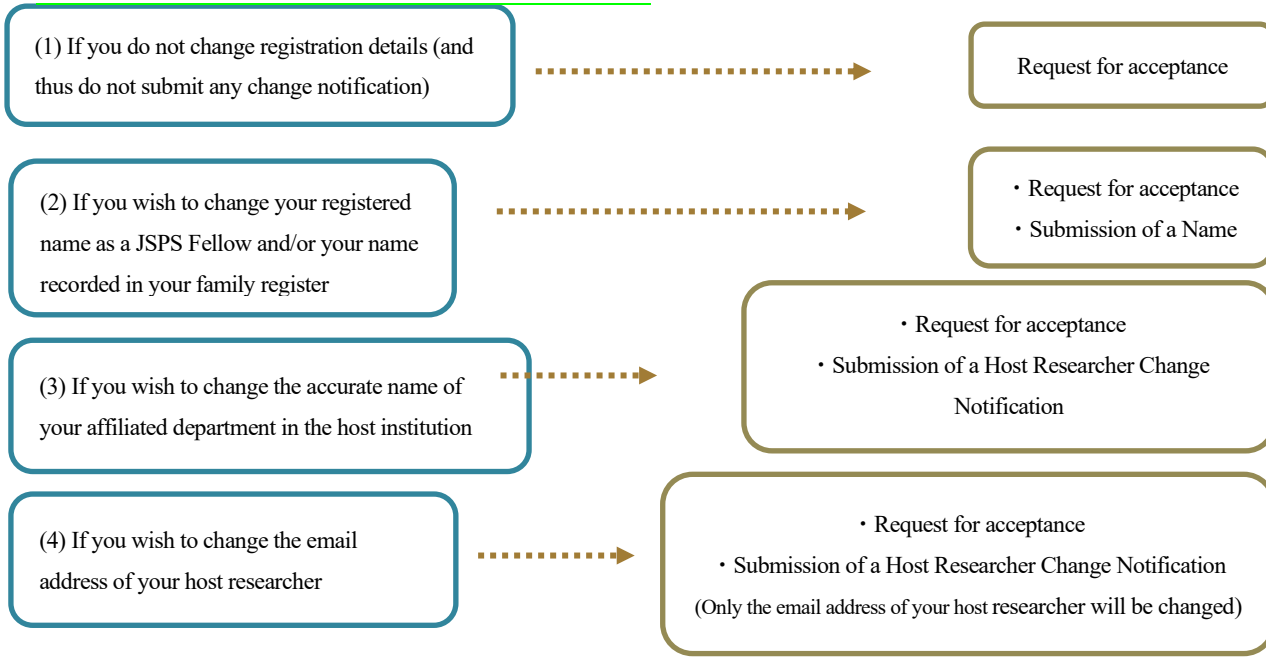
Register the following information and complete your uploading of the required documents by April 8, 2024.

1) Requesting Acceptance from Host Institution

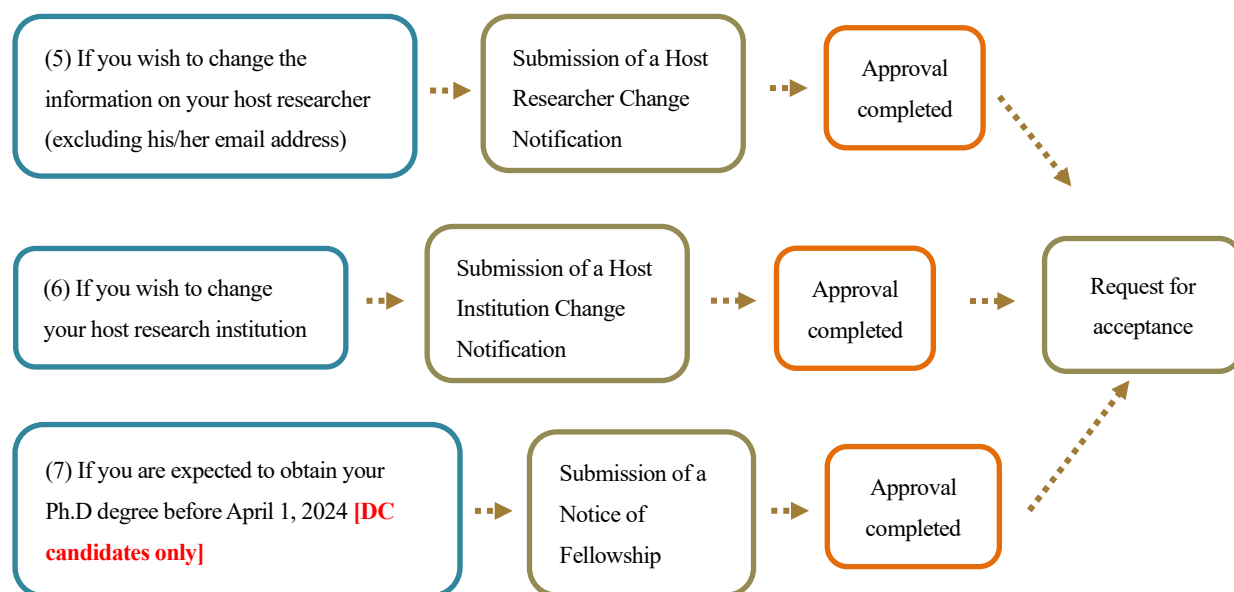
Deadline: Monday, April 8, 2024

Request your host institution to officially accept you as a JSPS Research Fellow. Start from the [(2) Requesting official acceptance from your host research institution] menu in [Administering the Fellowship Acceptance Procedure]. This approval process must be completed by the host institution by April 8, 2024.

Flow of Submission of Various Change Notifications and Approval on Official Acceptance



If you choose to request acceptance after the change procedure



1. Click [Request for Acceptance] to request your host institution's acceptance.

Submit a request for acceptance to your host institution. Approval by the institution must be completed by April 8, 2024.

受入研究機関名 Host Research Institution	受付期限 Entry Deadline	承認依頼日 Date of Acceptance Request	受入機関承認日 Date of Approval by Host Institution	状況 Current Processing Status
〇〇〇〇大学	XXXX年XX月XX日~ XXXX年XX月XX日			承認依頼前 Before Requesting Acceptance 承認依頼の承認依頼 Request for Acceptance

2. Check to make sure that the information on your host researcher, etc. is correct, and click [OK].
At the time of requesting acceptance, your host researcher will not receive an email to that effect.
Your host institution will first check with your host researcher whether or not to accept your request for acceptance, and will process all acceptance requests at once.

受入研究機関に受入承認の承認を依頼します。
 表示内容を確認後、[OK]ボタンをクリックしてください。
 I request the host institution to officially accept me as a JSPS Fellow.
 Confirm the contents and click [OK].

<注意事項>

- 申請時と受入研究者、又は受入研究機関が異なる場合は先に変更届を提出し、承認後に依頼を行ってください。

<Notes>

- If any changes have occurred in the information on your host institution/researcher vis-a-vis that stated in your application form, first submit a change notification and then submit your acceptance request.

研究課題名 Title of Research	(和文) (Japanese) XX
受入研究機関名 Host Research Institution	(コード) (Code) XXXXX (和文) (Japanese)XXXXXXXXXXXX
受入研究者 Host Researcher	氏名 Name (フリガナ) (Katakana) (姓) (Family name)ウケイレ (名) (First name)イチロウ (漢字等) (Kanji) (Chinese characters), etc (姓) (Family name)受入 (名) (First name)一郎
	所属名 Affiliated Department (コード) (Code)XXXX (和文) (Japanese)XXXXXXXXXXXX
職名 Position	(和文) (Japanese)XXXXXXXXXXXX
連絡先 Contact Information	XXXXXXXXXXXX@XXXXXXXXXX.ac.jp

OK 戻る Back

Register your host's email address if it has changed from the one she/he had at the time of application. See [4. (4) To change your host researcher] (P.34).

2) Confirm your DC-fellowship eligibility

*For only DC candidates

Deadline: Monday, April 8, 2024

Register information needed to confirm your eligibility as a DC Research Fellow. Start from the [(4) Confirmation of DC-Fellowship Eligibility] menu in [Administering the Fellowship Acceptance Procedure]. This approval process must be completed by the host institution no later than April 8, 2024.

Note

Follow your host institution's direction if they stipulate the period for candidates to register this information.

1. Click [Enter] to start registering information.

名称 Title	受付期限 Entry Deadline	記録更新日 Date of Last Update	承認機関承認日 Date of Approval by Host Institution	現状 Current Processing Status
DC登録確認 Confirmation of DC-Fellowship Eligibility	2024年04月08日			未登録 [登録]

2. Enter information on your doctoral course enrolment status as of April 1, 2024.

Note

Inquire at the academic affairs department of your university if you are unsure about what information is to be entered in this menu. The way of calculating periods of leaves (etc.) may differ by university.

- Standard length of time to complete the degree
Enter the standard length of time to complete the degree of the doctoral course in which you are enrolled on April 1, 2024.

*Check to make sure that the information matches the [Type of Doctoral Course] you have selected in the [Status of Doctoral Course Studies] field at the time of application (unless the information has changed since the time of application).

- Date of your admission in the doctoral course
Enter the date that you were admitted in/advanced from a master's course to/transferred (from another department, university) into/were readmitted into the doctoral course stated above. Select the applicable option from the pull-down field.

The screenshot shows a web form for confirming DC-Fellowship eligibility. The form is in Japanese and English. A red box highlights the 'Date of your admission in the doctoral course' field, which includes a pull-down menu for the admission type (e.g., '編・転・再入学'). Other fields include 'Standard length of time to complete the degree', 'Aggregate period of enrolment prior to transferring or being readmitted into the doctoral course', 'Have you taken leave during the doctoral course?', and 'Total period of leave taken'.

- Aggregate period of enrollment
Enter this only if you chose 編・転・再入学 (transfer/readmission) in the pull-down field in [Date of your admission in the doctoral course].
Fill in the aggregate period of your enrolment at the time you transferred/were readmitted into the doctoral course.

Example: Enter “one year and three months” in this field if you transferred into a 3-year doctoral course and had one year and nine months left to complete the degree at the time you transferred.

$$*3 \text{ years} - 1 \text{ year and } 9 \text{ months} = 1 \text{ year and } 3 \text{ months}$$

- Have you taken leave during the doctoral course?
Select one of the options as to whether or not you have taken leave during the doctoral course.
*If you have taken leave between the date of admission/advancement in the doctoral course and the day before the start of your fellowship tenure, select [Yes].
*If you haven't taken leave until the day before the start of your fellowship tenure, but will take leave and suspend your fellowship tenure starting from the day of the start of your fellowship period (April 1), select [No].

- Total period of leave taken

Enter the total period if you have taken leave during the doctoral course.

*If you have taken leave between the date of admission/advancement in the doctoral course and the day before the start of your fellowship tenure, enter the total length of leave.

*If you haven't taken leave until the day before the start of your fellowship tenure, but will take leave and suspend your fellowship tenure starting from the day of the start of your fellowship period (April 1), you do not need to enter this field.

3) Prepare and Submit Documentation

Deadline: Monday, April 8, 2024

1. Preparing required documentation

Prepare required documentation after checking all relevant notices in this Guidance and the document samples.

If any changes have occurred in the information stated in your application form, submit a change notification first. (See P.29).

DC candidates who have/will receive a doctoral degree by April 1, 2024, must first submit a notice to change their fellowship category from DC to PD in the System before submitting their documentation.

Notices

- The documentation to be submitted differs by fellowship category. See the following pages for the requirements, then start preparing your documents in timely manner.

PD: P.20

DC: P.23

- **Submissions are only accepted via forms uploaded to the JSPS electronic application system.**

No documentation is required to be submitted via postal mail.

- Only PDF files (a file extension ending in .pdf) of 10MB or smaller are acceptable.

- **Preserve your original copies of uploaded documents.**

- Write the following on the top right corner of your uploading documents. Either hand-writing or typing is acceptable.

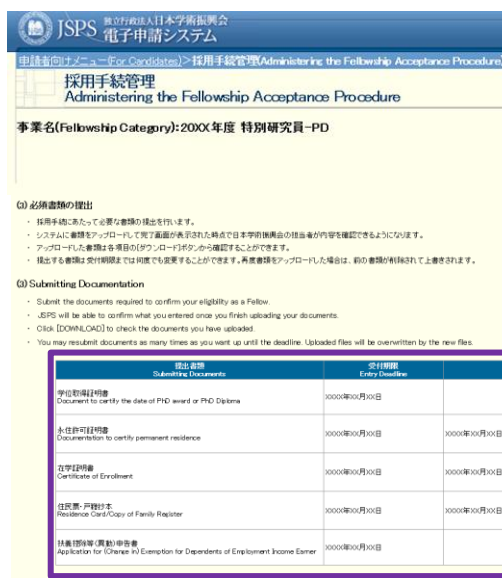
(1) Fiscal year that your fellowship tenure starts, (2) your fellowship category, and (3) application number

- Check that there are no blurred or missing parts in your scanned documents before uploading them. JSPS may ask you to resubmit documents if any deficiencies are found in them.
- Scanned certificates watermarked as "COPY" or "UNOFFICIAL" (etc.) may be submitted.

2. **How to upload documents**

Upload your PDF file in the [(3) Submitting Documentation] menu in [Administering the Fellowship Acceptance Procedure]. Check your documents carefully before uploading them, even though documents may be resubmitted before the deadline.

1. Click [Register] in [Current Processing Status] to start uploading. Click [Modify] to re-upload if you want to modify the contents of your documents. You can confirm your uploaded documentation by clicking [Download].

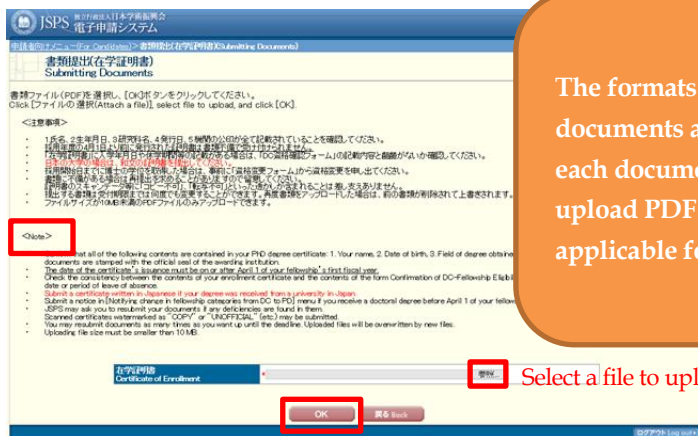


The items displayed on the screen and documents to be submitted differ according to the candidate's fellowship category.

提出書類 Submitting Documents	受付期限 Entry Deadline	最終更新日 Date of Last Update	提出書類の確認 Check Uploaded File	提出状況 Current Processing Status
学位取得証明書 Document to certify the date of PhD award or PhD Diploma	2024年03月01日			登録 修正 ダウンロード
永住許可証明書 Document to certify permanent residence	2024年03月01日	2024年02月08日 10時00分	PDFファイルを確認	修正 ダウンロード
入学証明書 Certificate of Enrollment	2024年03月01日	2024年02月08日 10時00分	PDFファイルを確認	修正 ダウンロード
住民票・戸籍控え Residence Card/Copy of Family Register	2024年03月01日	2024年02月08日 10時00分	PDFファイルを確認	修正 ダウンロード
扶養控除等(異動)申告書 Application for (Change of) Exemption for Dependents of Employment Income Earner	2024年03月01日			登録 修正 ダウンロード

Complete uploading PDF files by April 8, 2024

2. Select a file to upload, and click [OK]. Confirm the notices stated in <Notes> on the screen before uploading.



The formats for uploading documents are different for each document, so be sure to upload PDF files in the applicable format.

Select a file to upload

*Confirmation of your submitting status

JSPS does not respond to candidates' questions regarding their individual submission status. An email will be automatically sent to you when the uploading a file is completed. JSPS will contact you or your host institution if any deficiencies are found in your documents.

Documentation Submitted for Each Fellowship Category

1. Documentation submitted by PD candidates

■ Required documentation list

Seq.	Form No.	Items to submit	Reference	Target	Deadline
①	Form1	For the 2024 Application for (Change in) Exemption for Dependents of Employment Income Earner	Example entry 1	<u>ALL candidates</u>	April 8
②	—	Document to certify the date of PhD award or PhD Diploma	Sample 1	<u>ALL candidates</u>	
③	—	Documentation to certify permanent residence (Non-Japanese candidates only)	—	If applicable	

Notices

③ Form1, For the 2024 Application for (Change in) Exemption for Dependents of Employment Income Earner

ALL candidates are required to submit this documentation to receive a Stipend, even if they do not have a spouse or dependents. Please fill your name, registered address, and other information in this form.

- **DO NOT** put your and your family member's **Individual Numbers (マイナンバー)** in this form.
- Write your registered address on and after April 1, 2024.
- Preserve your original copy of this form, and inform JSPS if any changes have occurred in the information stated in the form during 2024. (See II-6 in the Guidelines)
- You do not need to submit the notice if you are hired at the host research institution as part of the Early-Career Scientist Employment Support Program for Improving Research Environments.
- Fellows are not allowed to submit this form to multiple salary payers. Submit this form to JSPS even if you have already submitted one to another salary payer this year. Also, be sure to notify the other salary payer to which you have already submitted the form of the fact that you have submitted another copy to JSPS.

④ Document to certify the date of PhD award or PhD Diploma

This is to confirm your eligibility as a PD Fellow. Submit documentation certifying the date that your PhD was awarded. Be sure to check "Sample 1" on JSPS website before uploading your documents. Certificates issued by universities may not cover all the elements required by JSPS. Confirm that all of the following elements are contained in your PhD degree certificate. Add a photocopy of your PhD diploma to the PDF file if your certificate does not contain all four of the below-listed elements.

Requirements

- Submit a certificate **written in Japanese** if your degree was received from a university in Japan.
- If you have/will receive your doctorate from a university outside Japan, **please add a Japanese translation.**
 1. Your name *
* Add a photocopy of your family register to the PDF file if the way your name(s) are recorded in it differ from your name(s) in your application form.
However, it is not necessary to upload a copy of your family register if you write your original names (e.g. maiden name) in parentheses in the registered name field.
 2. Date of birth
 3. Field of degree obtained
 4. Date degree was awarded.
(Either “学位取得” or “授与” (etc.) must be written on the certificate, not “修了”.)
- Confirm that all documents are stamped with the official seal of the awarding institution.
- Write the following items at the top right corner of your uploading documents. Either hand-writing or typing is acceptable.
(1) Fiscal year that your fellowship tenure starts, (2) your fellowship category, and (3) application number

If you obtain your PhD outside Japan....

- If your certificate does not contain all the required elements, please submit all the following documents in one PDF file.

1. A photocopy of your diploma (with Japanese translation)
2. A photocopy of your passport
3. Certificate issued by the university that awarded your degree (e.g., academic transcript, certificate of course completion).

Add another document to complement these three if they fail to cover the listed required four elements in P.21.

- If the date of your degree award will fall after April 1, 2024, ask JSPS via email what documents you will need to submit. This only applies in cases when (1) you receive your degree at a university outside Japan, and (2) when the date that the university makes its final decision to award you the degree falls on or before April 1, 2024.
 - To apply for this measure, submit a certificate by the university that states “the decision to award you (the candidate) a PhD diploma” by April 8, 2024. The date that this decision was made must be on or before April 1, 2024. A certificate that only certifies that you have passed the final examination for obtaining a doctoral degree is not acceptable for purpose of this measure. (See P.39 FAQ Q.6)

⑤ Documentation to certify permanent residence (Non-Japanese candidates only)

Upload a residence card or other documentation showing that you have received permanent residency permission in Japan. The date of permission must be before your application submission.

2. Documentation submitted by DC candidates

■Required documentation list

Seq.	Form No.	Items to Submit	Reference	Target	Deadline
①	Form1	For the 2024 Application for (Change in) Exemption for Dependents of Employment Income Earner	Example Entry 1	<u>ALL candidates</u>	April 8
②	—	Certificate of Enrollment	Sample 2	<u>ALL candidates</u>	

Notices

① Form1, For the 2024 Application for (Change in) Exemption for Dependents of Employment Income Earner

ALL candidates are required to submit this documentation to receive a Stipend, even if they do not have a spouse or dependents. Please fill your name, registered address, and other information in this form.

- **DO NOT** put your and your family member's Individual Numbers (マイナンバー) in this form.
- Write your registered address on and after April 1, 2024.
- Preserve your original copy of this form, and inform JSPS if any changes have occurred in the information stated in the form during 2024. (See II-6 in the Guidelines)
- Fellows are not allowed to submit this form to multiple salary payers. Submit this form to JSPS even if you have already submitted one to another salary payer this year. Also, be sure to notify the other salary payer to which you have already submitted the form of the fact that you have submitted another copy to JSPS.

② Certificate of Enrollment

This menu will not appear until April 1, 2024.

- Submit a certificate of graduate school enrollment issued by your university. This is to confirm your eligibility as a DC fellow, verifying the fact you will be enrolled in a university graduate school in Japan on April 1, 2024.
- **The date of the certificate's issuance must be on or after April 1, 2024.**
- JSPS will not accept a certificate that is issued before April 1, 2024.
- If your certificate contains a university-admission date or period of leave of absence, check the consistency between the contents of your enrollment certificate and the contents you entered in the [Confirm your DC-fellowship eligibility] menu (see P.15).

Confirm that all of the following contents are contained in your certificate of enrollment.

Requirements ***Submit a certificate written in Japanese.**

1. Your name
* Add photocopy of either your family register, passport, or residence card to the PDF file if the way your names are recorded in the certificate differ from your names in your application form. However, it is not necessary to upload a copy of these documents if you write your original names (e.g. maiden name) in parentheses in the registered name field.
2. Date of birth
3. Graduate school's name
4. Date certificate issued

※Must be on or after April 1, 2024

*Confirm that all documents are stamped with issuer's official seal.

*Write the following items on the top right corner of your uploading documentations. Either hand-writing or typing is acceptable.

(1) Fiscal year that your fellowship tenure starts, (2) your fellowship category, and (3) application number

Change Registered Information Procedures / Certificates

-For your reference-

PD · DC2 · DC1

How can I change my name information from that stated in my application?



See P.29 for details on the change procedure.

How can I change my host research institution?



See P.32 for details on the change procedure.

How can I change my host researcher?



How can I change the information regarding my host researcher's affiliated department or title?



See P.34 for details on the change procedure.

How can I change the information regarding my affiliated department in the host institution?



How can I refuse to accept the fellowship?



See P.36 for details on the refusal procedure.

How can I request a certificate that states I have been preliminarily selected as a JSPS Research Fellow?



See P.38 for the details.

How do I inform JSPS in advance if I will be staying abroad on and after April 1 of 2024?



Submit an advance notification of staying abroad via email by the end of February if the period of your overseas stay will be 28 days or longer starting from April 1, 2024. See III-9 in the Guidelines to find what is to be contained in the email.

PD · DC2 · DC1

How can I suspend my fellowship tenure from April 1, 2024 for reasons of child-bearing/nursing or sickness/injury?



See III-11 or III-12 in the Guidelines and submit the required documentation to JSPS by April 19. Contact us as soon as possible if you find that you need to suspend your tenure beyond the above deadline.

DC2 · DC1

What procedure do I need to take if I will have obtained PhD before April 1, 2024?



You will need to first change your fellowship category from DC to PD. (However, the period of your fellowship will not change from that of a DC Research Fellow) See P.30 for details.

4. Procedures for changing registered information

Deadline: Tuesday, March 19, 2024

[Host institution's approval must be completed by this deadline]

Submit applicable change notification if any changes occur in the information stated in your application form before April 1, 2024. Start from the [●Change notification] menu in [Administrating the Fellowship Acceptance Procedure] in the System.

See the Guidance for JSPS Electronic Application System to find how to enter each item.

・Guidance for JSPS Electronic Application System [Japanese]

<https://www-shinsei.jps.go.jp/topyousei/download-yo.html#a2>

・ JSPS Electronic Application System (displayed menus differ by fellowship category)

●各種変更届

- 申請時の内容から変更がある場合は変更届を提出してください。
- 変更届の入力画面でアップロードする書類は、同じ書類を(0)必須書類の提出で提出していた場合でも別途登録が必要となります。
- 登録して完了画面が表示された時点で日本学術振興会の担当者が内容を確認できるようになります。
- 登録内容は受付期間までは何度も修正することができますが、受入機関承認が承認、又は日本学術振興会が受理を行った場合は処理が完了するまでは登録内容の修正ができません。

● Change Notification

- Please resubmit your application documents if any change occurs to their contents stated in your application.
- Please resubmit these documents even if you have already uploaded them under (3) Submitting Documentation.
- JSPS will be able to confirm what you entered once the submission process is completed.
- You may modify the contents of your documents as many times as you want up until the deadline. However, you may not edit the documents while your host institution or JSPS is in the process of approving your change notice.

変更届名 Notification names	受付期限 Entry Deadline	登録日 Date of Registration	受入機関承認日 Date of Approval by Host Institution	添付書類の確認 Check Uploaded Files	状況 Current Processing Status
氏名等変更届 Name Change Notification	XXXX年XX月XX日		対象外		入力 Enter
受入機関変更届 Host Institution Change Notification	XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分			入力 Enter
受入研究者等変更届 Host Researcher Change Notification	XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分			受入機関受付中 Processing in Host Institution 修正 Modify
DC→PD資格変更届 Notice of Fellowship Category Change (DC→PD)	XXXX年XX月XX日		対象外	ダウンロード Download	登録受付中 Processing in JSPS 修正 Modify
新型コロナウイルス感染症の影響に伴う資格要件に係る特別取扱い希望 Application for Special Measure concerning the Novel Coronavirus Infection	XXXX年XX月XX日				入力 Enter
新型コロナウイルス感染症の影響に伴う資格要件に係る特別取扱い希望 Application for Special Measure concerning the Novel Coronavirus Infection	XXXX年XX月XX日	XXXX年XX月XX日 XX時XX分	XXXX年XX月XX日 XX時XX分	ダウンロード Download	登録受付中 Processing in JSPS

・ These procedures require approval of JSPS

(These procedures DO NOT require permission from your host institution)

- ・ Changing your name information
- ・ Changing your fellowship category from DC to PD
- ・ Changing the information regarding your affiliated department in the host research institution
- ・ Changing your host researcher's email address only

・ These procedures require approval of your host institution

- ・ Changing your host researcher's title only

- **These procedures require approval of your host institution and JSPS**
 - Changing your host research institution
 - Changing your host researcher and his/her title (etc.)

☆ **Important notice**

PD candidates are NOT allowed to change their host research institution or host researcher from the time their fellowship starts, except for unavoidable reasons.

▪ Notices on change procedures

Fill in all fields in Japanese.

*Please ask the relevant office in your host institution if you need assistance in entering information in Japanese.

(1) To change your registered name as a JSPS fellow, your name recorded in your family register, or the alphabetical letters of your name

How to change

Start from the [Name Change Notification] menu in [Administering the Fellowship Acceptance Procedure] in the System.

The screenshot shows the '氏名等変更届入力' (Notifying Changes in Your Name Information) form. It is divided into three main sections:

- 1. 登録名を変更する (Change your Registered Name as a JSPS fellow):** Includes fields for '旧登録名' (Registered Name old/incorrect) and '変更後の登録名' (Registered Name new/correct). The '変更後の登録名' section is highlighted with a red box and contains fields for family name, first name, and kanji.
- 2. 戸籍名を変更する (Change the registration of the name recorded in your family register, or on your passport or residence card):** Includes fields for '旧戸籍名' (Recorded Name in Your Family Register old/incorrect) and '変更後の戸籍名' (Recorded Name in Your Family Register new/correct). The '変更後の戸籍名' section is also highlighted with a red box and includes a file upload area for supporting documents.
- 3. 氏名のローマ字表記を変更する (Change the alphabetical letters of your name):** Includes fields for '旧ローマ字表記' (Your Name in alphabetical letters old/incorrect) and '変更後のローマ字表記' (Your Name in alphabetical letters new/correct).

*Characters not contained in JIS level-1 and level-2 *Kanji* sets cannot be registered in the System. Please replace such characters with ones contained in the two sets.

① Registered name as a JSPS fellow

This name information will be used in interacting with you as a JSPS fellow. You may register your maiden name or nickname (etc.) in this category. However, JSPS assumes no responsibility whatsoever for any disadvantage or trouble that may arise from registering such a name.

Fellows' registered names will be made public on JSPS's website as stated in the application guidelines (募集要項).

② Change in your name from that recorded in your family register, or on your passport or residence card

- You must submit a change notification if any change in your name recorded in your family register occurs after the time of your application.
- In the case of non-Japanese, enter the name stated in a document such as your residence card that certifies your (permanent) residence status in Japan in this category.

How to change

- To change the name information in this category, you will need to upload either a copy of your family register or your residence card (in the case of non-Japanese).

③ Alphabetical letters of your name

- Check the consistency of your name as spelled in your passport as we will use this name information when issuing an English certificate certifying your selection as a JSPS Fellow.

(2) To change your fellowship category from DC to PD

How to change

- ① Start from [Notice of Fellowship Category Change (DC→PD)] in [Administering the Fellowship Acceptance Procedure]. You must also upload a document certifying the date you received your PhD.

If it should take some time to obtain this certificate from your university, upload an alternative document certifying that your university has made a decision to award you a PhD. You will then need to upload your university's certificate stating the date you received your PhD. **Upload it by April 8, 2024** in [(3) Submitting Documentation] in [Administering the Fellowship Acceptance Procedure].

- ② JSPS will inform you of its acceptance of your notification via email after confirming its contents. Then, submit a request for acceptance as a PD Research Fellow to your host research institution after receiving acceptance from JSPS. Start the submission of this request in the [(2) Requesting official acceptance from your host research institution] menu in [Administering the Fellowship Acceptance Procedure].

See III-7 in the Guidelines to find the stipulations regarding this measure.

The screenshot shows the JSPS electronic application system interface. The main heading is '特別研究員-DC 資格変更届入力 (Notifying Change in Fellowship Categories from DC to PD)'. Below the heading, there are instructions in Japanese and English: '採用時の特別研究員資格を変更する場合は以下の項目を登録してください。' and 'Fill in the following fields and submit the required documentation to change your fellowship category from DC to PD.' A list of notes follows, detailing requirements for PhD certificates and diplomas. At the bottom, there is a form with the following fields: '学位取得年月日 (Date of Doctoral Degree Award)' with year, month, and day dropdowns; '学位の専攻 (Field of Your Doctoral Degree)' with a text input field; '機関変更の有無 (Will you change your host research institution or not?)' with 'Yes' and 'No' radio buttons; and '学位の証明書 (PhD diploma or other documentation)' with a text input field and a '参照...' button. 'OK' and '戻る Back' buttons are at the bottom of the form.

Notes

- DC candidates may change their fellowship category from DC to PD if they obtain a PhD by the starting date of their fellowship tenure (*). However, the period of fellowship tenure will not change from that for a DC Research Fellow after changing the fellowship category.

*This measure does NOT apply if you received a doctoral degree from a university that's different from the one stated in your application form.

- You will not need to fulfill the following eligibility requirements for PD Research Fellows in this case.

(1) Permanent residency in Japan. (2) Choose a host research institution that is different from the university where you obtained your doctoral degree.

- Other conditions are same as for PD Research Fellows (e.g. stipulations regarding research funding)
- If you should want to change your host research institution, see [(3) To change your host research institution] in P.32 for instructions.
- Even if you are a PD Fellow from the start of your fellowship tenure through the fellowship category change, you will not be eligible for the employment support program. You will be a fellowship-type PD Fellow even if your host research institution is an institution with the employment support program.

(3) To change your host research institution

How to change

- ① Enter the information regarding your new host institution in [Host Institution Change Notification] in [Administering the Fellowship Acceptance Procedure] and submit a request for approving the change to the host institution stated in your application.

*Confirm the applicable department code with the relevant office of your new host institution, when entering the code in this change notification.

*The acceptance requests from preliminary candidates are not approved individually. Instead, each host institution will approve all acceptance requests it receives at once. If your former or new host institution has already completed the approval process, the System will not accept the submission of notification to change your host institution. Contact your host institution and ask what actions to take.

- ② Submit a request for acceptance to your new host research institution after JSPS approves your change notification. Be sure that the approval of your acceptance request by the new host institution is completed by the deadline (April 8).

The screenshot displays the 'Applying for Change of Host Research Institution' page. It features two main columns of information:

- 変更前の情報 (Information stated in the application form (old/incorrect)):**
 - Host Research Institution: [Code] (Code) XXXXX
 - Affiliated Department: [Code] (Code) XXXXX
 - Position: [Code]
 - Researcher Name: (フリガナ) (Name in Katakana), (姓) (Family name), (名) (First name)
 - Special Researcher: [Code] (Code) XXXXX
- 変更後の情報 (Modified information (new/correct)):**
 - Host Research Institution: [Code] (Code) [See the List]
 - Affiliated Department: [Code] (Code) [See the List]
 - Position: [Code]
 - Researcher Name: (フリガナ) (Name in Katakana), (姓) (Family name), (名) (First name)
 - Special Researcher: [Code] (Code) [See the List]

At the bottom, there is a '変更理由 (Reason for the Change)' field and 'OK' and '戻る (Back)' buttons.

*See III-5 in the Guidelines if you wish to change your host institution after your fellowship starts.

☆ Important notice

PD candidates are NOT allowed to change their host research institution from the time their fellowship tenure starts. However, a change may be approved in such cases as your host researcher moving to another research institution (etc.).

PD candidates must confirm that the change will not conflict with the rules in the application guidelines on selecting a host research institution.

- Guidelines on eligibility screening for PD Research Fellows
https://www.jsps.go.jp/j-pd/pd_sinsa.html [Japanese]

(4) To change your host researcher

How to change

- ① To submit a request for change to your host institution, enter information regarding your new host researcher in the [Host Researcher Change Notification] menu in [Administering the Fellowship Acceptance Procedure].
- ② Submit a request for acceptance to your host research institution once JSPS approves your change notification.

*Confirm the applicable department code with the relevant office of your host institution, when entering the code in this change notification.

*The acceptance requests from preliminary candidates are not approved individually. Instead, each host institution will approve all acceptance requests it receives at once. If your former or new host institution has already completed the approval process, the System will not accept the submission of notification to change your host researcher. Contact your host institution and ask what actions to take. (You can change the information on your host researcher's title, e-mail address, and the accurate name of your affiliated department after the host institution approves the acceptance request up until the deadline.)

申請者向けメニュー [For Candidates] > 受入研究者等変更届入力 (Applying for Change of Host Researcher)

受入研究者等変更届入力

Applying for Change of Host Researcher

研究者養成事業

申請時に登録した受入研究者から変更した場合は変更後の受入研究者情報を登録してください。
 変更後の受入研究者情報を入力後、[OK]ボタンをクリックしてください。
 Submit this notification if you desire to change the host researcher from the one stated in your application form.

Enter information

<注意事項>

- 登録を行う際、FQI、受入研究、受入申請、[審査の受入]、[特別研究]のついた

<Notes>

- A request researcher's Requests
- You will not
- You will not
- The price
- The price
- Fields may

変更前 (申請書記載) の情報
 Information stated in the application form (old/incorrect)

所属 Affiliated Department	(コード) (Code) XXXX
職名 Position	(名称) (Name) ○○○○字
受入研究者 Host Researcher	
氏名 Name	(フリガナ) (Name in Katakana) (姓) (Family name) クンキエウ (名) (First name) イチロウ (漢字等) (Name in Kanji) (Chinese characters), etc) (姓) (Family name) 研究 (名) (First name) 一郎
Email	xxxxx@xxx.xxx
特別研究員 所属部署正式名 Your affiliated department in the host research institution e.g. name of Graduate School	(コード) (Code) XXXX (名称) (Name) ○○○○字

変更後の情報 Modified Information (new/correct)

(□) 職名のみ変更 Change only the title of my host researcher
 (□) 特別研究員の所属部署のみ変更 Change only my affiliated department
 (□) 受入研究者のメールアドレスのみの変更 Change only the e-mail address of my host researcher

所属 Affiliated Department	(コード) (Code) <input type="text"/> See the List [9999] の場合: <input type="text"/> If you enter "9999" in the above field, enter a specific department name here. 入力する部署コードは、受入研究開始担当者に確認してください。
職名 Position	<input type="text"/>
受入研究者 Host Research Institution	
氏名 Name	(フリガナ) (Name in Katakana) (姓) (Family name) <input type="text"/> (名) (First name) <input type="text"/>
Email	<input type="text"/> ※採用後の手続きに必要となりますので、メールアドレスに変更があれば必ず手続きを行ってください。 ※Enter the e-mail address that JSPS can use to contact you during your fellowship tenure. You must submit this notification if there is any change in your e-mail address from the one recorded in your application, as JSPS will use your current e-mail address to send you important information.
研究者番号 Researcher Number	<input type="text"/> ※研究員番号は8桁です。 ※eight digits number.
特別研究員 所属部署正式名 Your affiliated department in the host research institution e.g. name of Graduate School	(コード) (Code) <input type="text"/> See the List [9999] の場合: <input type="text"/> If you enter "9999" in the above field, enter a specific department name here. 入力する部署コードは、受入研究開始担当者に確認してください。

変更理由
Reason for the Change

OK 戻る Back

Cases when you need to submit this change notification

- When only changing the information on your affiliated department in the host institution
*Mark the [Change only my affiliated department] checkbox and fill in the information on your new department.
- When your host researcher's affiliated department or title has changed at the time your fellowship starts
- When DC1 candidates state their host researchers as "to be determined" in their application form.
*Register the information on the "determined" host researcher.
- When only changing your host researcher's title
*Mark the [Change only the title of my host researcher] checkbox and enter the information on his/her new title.
*You do not need to resubmit an acceptance request if you already submitted a request before the change in your host's title.
- When changing your host researcher's email address only
*Mark the [Change only the email address of my host researcher] checkbox and enter your host's new email address.

☆ Important notice

PD candidates are not allowed to change their host researcher from the time their fellowship tenure starts. However, a change may be approved in such cases as your host researcher moving to another research institute (etc.).

PD candidates must confirm that the change will not conflict with the rules in the application guidelines on selecting a host researcher.

- Guidelines on the eligibility screening for PD Research Fellows

https://www.jsps.go.jp/j-pd/pd_sinsa.html [Japanese]

DC Candidates

Note that the host researcher of DC Research Fellows **must be their dissertation advisor who is officially registered in their affiliated university**, even in the case when the host entrusts the research supervision of the Research Fellow to the staff of another research institution.

You may change your host researcher to an appropriate person, such as a research department head, if the host researcher stated in your application will not be able to supervise your research due to an unexpected reason. This change will only be valid during the period until you decide your next academic advisor (until around the end of April). In this case, the host institution will be accountable for all contents stated in

the change notification.

*See III-6 in the Guidelines to find the procedure for changing your host researcher after your fellowship tenure starts.

(5) To change your contact information and bank information (No need to inform JSPS in advance)

See III-3 in the Guidelines if you wish to change the contact information or bank information that you registered in the System after the deadline for this acceptance procedure.

5. Procedure for refusing to accept the fellowship

Fill in all fields in Japanese.

If candidates should wish to refuse to accept the fellowship, they should register their refusal in the **[Refuse the Fellowship]** menu in [Fellowship Acceptance Procedure]. You will also need to inform your host researcher and the relevant staffs in the host institution and applying institution of your decision to refuse the fellowship. Your request will be submitted to JSPS via your host research institution after it approves it. You may apply for a JSPS Young Researcher Fellowship from next fiscal year if you fulfill the eligibility requirements even after refusing to accept the fellowship this time.

① Click [Refuse the Fellowship] in [Fellowship Acceptance Procedure].

事業名(申請資格) Fellowship Category	研究課題名 Title of Research	受付番号 Application Number	登録名 Registered Name as a JSPS Fellow	状況 Current Processing Status
2000年度 特別研究員-DC1	◎◎◎における×××の研究	○○○○○○○○○	義成 一郎	未登録 Not Registered 採用内定辞退 Refuse the Fellowship

② Enter the required information and register your refusal.

*You will not be able to continue this acceptance procedure once you refuse the fellowship even if your host institution has not yet completed its approval processing.

The screenshot shows the '採用内定辞退登録' (Registering Refusal to Accept the Fellowship) page in the JSPS online application system. The page is in Japanese and includes instructions for users to register their refusal. A dropdown menu is highlighted with a red box, showing the selected option '1. 既に別の研究費の申請を行っているため' (Already applying for another research grant). Below this, a large text area is also highlighted with a red box, intended for the user to provide a specific reason for their refusal. At the bottom of the page, an 'OK' button is highlighted with a red box, indicating the final step to confirm the registration.

Certificates

6. Issuance of certificates

(1) Certificate that certifies your preliminary selection as a JSPS fellow

JSPS can issue a certificate that certifies you have been preliminarily selected as a JSPS fellow. JSPS will issue this certificate in response to requests sent to us before April 1, 2024. If you need this certificate for your child's application for nursery school (etc.), **we will accept requests that reach us by March 31, 2024.**

JSPS will not be able to issue a certificate that certifies that you have been officially selected as a Fellow until late April to early May, as we will be in the process of confirming the eligibility of candidates. (See III-22 in the Guidelines to find how to request the issuance of this certificate after your selection is officially determined.)

Send a request form after filling in all the required elements. You can download the form from our website. If you will need an **original** copy of this certificate, you must send us a stamped reply envelope. **We will not issue a certificate when the date of a request falls after March 31, 2024.**

- Request form

(URL: https://www.jsps.go.jp/j-pd/pd_tebiki/yoshiki/saiyounaitei.html [Japanese])

(2) Notice letter of screening result

You can download a notice letter of your screening result from the [審査結果詳細] screen in the System. **Download it by April 1, 2024 if you need the letter.**

***Your screening result (e.g. scores) can be viewed on the System until April 1, 2024.** Print out this screen or save the screenshot if necessary.

You may use this letter for the tuition waiver procedure at your university or for the procedure for JASSO scholarships. You may not use it for procedures such as those conducted at city offices.

The contents of this letter are based on information stated in your application form, even if you have changed your name information or host institution. Request a certificate of preliminary selection (above) if you want a certificate that contains your modified information.

Others

Upon accepting the fellowship

7. FAQ

Q1 Can I postpone the deadline for submitting required documentation as I am currently residing overseas?

A No. JSPS does not permit a delay in this submission under any circumstance. **You must submit the documentation by the deadline, otherwise you will not be selected as a Fellow.**

Q2 Can I resubmit my documentation after uploading it?

A Yes. However, please check your documentation carefully before uploading, trying not to have to resubmit it as much as possible. Resubmitted documents may be accepted up until the deadline.

Q3 Can I delay the submission of a certificate of enrollment past the deadline?

A No. This certificate is essential for confirming your eligibility as a DC fellow. Every year, we call on the cooperation of relevant staffs at each university to complete the submission of this certificate by the deadline. Ask the staffs in charge of issuing the certificate at your university in March so as to obtain your certificate soon after April 1.

Q4 Can I change the title of my research or research plan stated in my application?

A No. However, it may be permitted only for correcting typographical errors in the research title. In this case, contact JSPS via email.

Q5 Can I submit a certificate that states that I am a prospective PhD holder as a substitute for a certificate that certifies the date my PhD is awarded?

A No. You must submit a certificate issued by the university after you are awarded a doctoral degree.

Q6 What can I do if the date of my PhD award will be after April 1, 2024? (in the case that I will obtain a doctoral degree outside Japan)

A The deadline for submitting your PhD-award certificate may be extended if you submit a certificate issued by the university outside Japan which states that a final decision has been made to award you the degree. **The date of this decision must be before April 2, 2024. Ask JSPS via email what documents you will need to submit.** The certificate must contain the following elements:

- Your name
- Date of birth

- The field of degree obtained
 - A statement that the university has made its final decision to award you a PhD (*)
 - The date that the final decision was made (must be before April 2, 2024)
 - The scheduled date of your PhD award (e.g. commencement date)
 - Signature of a university dean (etc.) who is responsible for your PhD award
- *Submitting a certificate that just describes that you have either fulfilled the requirements or have passed the final examination for a doctoral degree is not acceptable for this measure.** This is because other conditions might need to be met to obtain a PhD in some countries, after fulfilling the requirements.

Q7 What should I do if my host researcher has moved to another research institution or resigned his/her position?

A Submit a change notification in the [Host Researcher Change Notification] menu. (If you also need to change your host research institution, submit a change notification in the [Host Institution Change Notification] menu.) (See P.32)

Q8 I am a DC2 preliminary candidate and will be able to obtain my doctoral degree by April 1, 2024. Is there something I can do?

A You can change your fellowship category from DC to PD. See P.30 to find the details.

Q9 When will I get my notice letter stating I have been officially selected as a JSPS Fellow?

A You will normally get it around late April to early May. The notices are mailed to the host institutions.

If you need a certificate before your fellowship tenure begins, JSPS can issue you a certificate that certifies you have been preliminarily selected as a Fellow. See P.40 for details on this procedure.

Q10 My Stipend for April has not been deposited by the scheduled payment date.

A **Your Stipend for April is deposited in May together with the one for May every year.** Contact “研究者養成課第三係” (Kenkyusha Yousei daisan gakari, Email: yousei3@jsps.go.jp) if you have questions regarding the transfer of your Stipends.

Q11 What are Research Expenses?

A If desired, Fellows may apply to use 30% of their allowance stipends ("Stipends") for "Research expenses" ("Expenses"), applicable to only carrying out the Fellow's research plan. A tax exemption (income tax and municipal tax) may be requested for the amount of Expenses in the Stipend. Fellows may apply for this measure only when their estimated Expenses are 30% of their total Stipend for a

fiscal year (April-March). If the Expenses are less than 30% of the annual Stipend, please note that the difference will be subject to additional taxation. See II-2 in the Guidelines for details on the applicable usage of Expenses and the obligation to submit an annual expenditure report (etc.).

Contact“研究者養成課第三係”(Kenkyusha Yousei daisan gakari, Email: yousei3@jsps.go.jp) if you have questions regarding this measure.

Q12 To whom can I ask a question about Grant-in-Aid for JSPS Fellows (KAKENHI) ?

A Ask the relevant staff in your host research institution to contact“研究助成第一課”(Kenkyujosei daiikka) (Tel: 03-3263-0976).

Q13 Can I receive other research funding after my fellowship tenure starts?

A It depends on the type of the research funding. You may receive research funding that satisfies all the conditions stipulated by JSPS. You will need to submit annual reports by the stipulated deadline on the research funding you receive during your fellowship tenure. (See III-14 in the Guidelines.). The deadline for submission of these reports is April 20 of the second year of your fellowship tenure. You do not need to submit these reports by April 20, 2024. Note that if you withdraw from the program in the middle of your fellowship tenure, you must submit the reports for that fiscal year within 20 days from the date of withdrawal.

Contact“研究者養成課第三係”(Kenkyusha Yousei daisan gakari, Email: yousei3@jsps.go.jp) if you have questions regarding this handling.

Q14 How can I submit an application form for the income tax convention based on the convention between Japan and the country I'm from?

A We'll provide information on the details of this procedure later.

Q15 I cannot submit the reports required under Report on Compensations <Form 5-3> and elsewhere in the Guidelines by the April 20 deadline.

A The deadline for submission of the reports mentioned in the Guidelines is April 20 of the second year of your fellowship tenure. No reports are due on April 20, 2024 after the start of your fellowship tenure. Note that if you withdraw from the program in the middle of your fellowship tenure, you must submit the reports for that fiscal year within 20 days from the date of withdrawal.

Q16 How can I log into the Gakushin My Page?

A You cannot log into the Gakushin My Page until you are officially selected as fellow. New fellows will be notified of the account issuance procedures around May, 2024.