＜Japan Society for the Promotion of Science (JSPS) Researcher Development Program＞

FY 2023 Research Fellowships for Young Scientist (DC)

Instructions for Applicants

≪Notes for Submitting Applications≫

- Obtain the necessary documents (募集要項 [*Application Guidelines*]，申請書作成要領 [*Instructions for Preparing Application*]，申請書様式 [*Application Form*], etc.) from the URL listed below. Be sure to use the latest version of the application form. Using an older form constitutes alteration of the form.

    FY2023Research Fellowship for Young Scientist (DC)
    http://www.jsps.go.jp/j-pd/pd_sin.html

- Be sure to check the eligibility requirements in the *Application Guidelines* and make sure to prepare the applications having carefully read the *Application Guidelines* and *Instructions for Preparing Applications*.

- Before submitting an application, thoroughly check the application materials by yourself after reading the *Application Guidelines*, *Instructions for Preparing Applications, etc.* Errors or omissions in the *Application Form* may negatively impact the application evaluation.

- Applications are submitted through the JSPS **Researcher Development Program** e-application system. To log on to the system, the applicant must use the ID and password they received from the research institute to which they are applying.
    (Please note that this is a different system from the one used to apply for international exchange programs or research funds.)
    e-application system
        http://www-shinsei.jsps.go.jp/topyousei/top_ken.html
    e-application system FAQs
        http://www-shinsei.jsps.go.jp/topyousei/faq_yousei.html

- The application materials consist of the following items:
  (1) 申請書情報 [*Application Information*] (entered online by the applicant)
  (2) 申請内容ファイル [*Details of Application* file] (Word or PDF document created by the applicant)
  (3) 評価書 [*Evaluation Documents*] (entered online by the evaluator)
      Items (1), (2), and (3) are to be submitted electronically.

≪ Application Procedure≫

① Download the *Details of Application* file from the research fellowship application information website and prepare the application materials.

- These can be prepared prior to the ID and password for electronic submission being issued. Therefore, it is recommended that applicants prepare these early.

② Request an ID and password for logging into the e-application system from the **person in charge at the research institute you are applied to**.

- Applicants will be able to log into the e-application system from early April using the ID and password they receive.
- For details on the issuance of IDs and passwords, contact the research institute you are appling to.
- Applicants who already have an ID and password issued when they applied for an Overseas Research Fellowship should use this ID and password and do not need to request a new ID and password.
- **Make sure to re-check the basic personal information even after receiving your ID and password (as this information will appear in the application form).**

③ After logging into the e-application system, from the 申請書新規作成メニュー [Create New Application menu], select the program you are applying to and enter the required information in 申請書情報入力画面 [*Application Information* Entry window]. When entering the information, refer to the 操作手引き [Operations Manual], etc. for instructions.

Operations Manual for Applicants (simplified version)
http://www-shinsei.jsps.go.jp/docs/manual1syo.pdf

④ After entering the required information, check that there are no errors or omissions in the *Application Information* that was created (online input items). If there are no errors or omissions, click on the 次へ [Next] button to convert the *Application Information* to a PDF file. Download the PDF file and recheck the contents.

[Precautions]
Be extremely careful that 項目12の現在の研究指導者 [Item 12. Current Research Mentor] is entered correctly in the *Application Information*. If the name or affiliation are entered

incorrectly, these will appear incorrectly in the *Evaluation Documents* that are created by the evaluator.

   If erroneous information in the *Evaluation Documents* needs to be corrected after the form is created, the evaluator preparing the *Evaluation Documents* must reapprove the documents after Item 12 is corrected. <u>Correcting errors can take substantial time, and there is a possibility that the application will not be submitted to JSPS in time. Take great care when preparing the documents.</u>

⑤ After checking the content of the *Application Information*, proceed with the creation of the *Evaluation Documents* and registration of the *Details of Application* file.
-    (You should be able to proceed with the steps below in early April. Therefore, communicate with the person who will prepare the *Evaluation Documents* and request that they make their preparations in advance.)
      Request the evaluator to create the *Evaluation Documents*. The evaluator is required to create an *Evaluation Documents* online through the e-application system using the ID and password that is automatically issued.
-    Register the *Details of Application* file created in ① on the e-application system.

⑥ Check that all application materials have been prepared. If no errors or omissions are found, proceed to the 確認 [confirmation] step.
-    When the "confirmation" step is performed, the application is sent to the person in charge at the head office as well as the relevant office.
      <u>Corrections and deletions are no longer possible after all application materials have been prepared and the "confirmation" step is performed, so be very careful</u>.
      (If a correction becomes necessary, <u>contact the person in charge in the relevant office</u>).

   After sending the application, contact the person in charge in the relevant office to inform them that an application has been sent.
-    Check with the person in charge in the department to which you currently belong regarding the best method of communication.