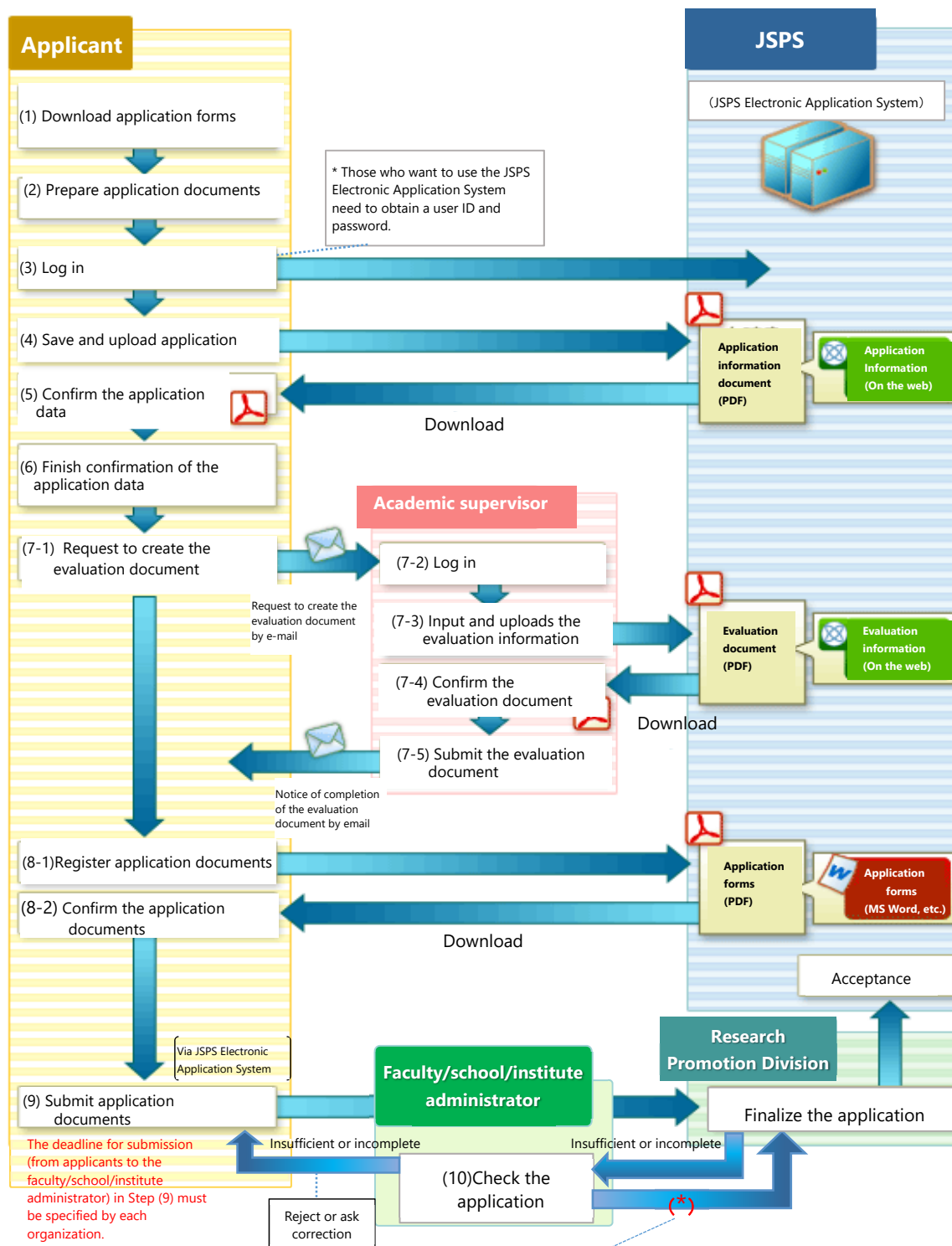


Flowchart for Research Fellowship Application



* Submission deadline (from faculties/schools/institutes administrator to the Research Promotion Division)

RPD: Monday, April 26, 2021

PD, DC: Thursday, May 27, 2021

(1) Download application forms

Application forms (MS Word, etc.) are available for download on the JSPS website.

(2) Prepare application documents

Applicants must fill out the application forms (by MS Word, etc.) and save their files.

(3) Log in

Applicants can log in to the JSPS Electronic Application System using their own ID and password.

(4) Save and upload application information

Applicants need to input and upload their application information on the “Enter Application Information” screen.

- (i) If there is not enough space in the entry column to explain one’s educational background, doctoral degrees, or research career and work experience, an additional piece of paper may be used.

If another piece of paper is added, all descriptions including those already input and uploaded to the system must be written inside the frame on the paper. Then, the applicant must upload this piece of paper together with another clean sheet, i.e., two pages of paper in total.

- (ii) In case of applying for the Postdoctoral Fellowship (PD) program, the reason for desiring special measures should be input on this screen.

(5) Confirm the application data

After uploading the application, the applicant should download the application data converted to PDF form and confirm whether they are perfectly filled out.

(6) Finish confirmation of the application data

After finishing the confirmation of the application data, the applicant can ask his/her academic supervisor to prepare an evaluation document.

The uploaded application information may be modified if the submission described in Step (9) is not completed.

The steps described in (7) to (8) can be carried out in any random order.

(7) Prepare an evaluation document

(7-1) The applicant must ask his/her academic supervisor to prepare an evaluation document, who has been designated as an evaluator on the “Enter Application Information” screen.

After executing a command of asking for the preparation of an evaluation document, a request for preparation will be issued and emailed to the academic supervisor.

An ID and login password for the academic supervisor (evaluator) will be automatically generated in the JSPS Electronic Application System and sent to the evaluator.

(7-2) The evaluator logs in to the Electronic Application System with the assigned ID and password.

(7-3) The evaluator inputs and uploads evaluation information on the evaluation documentation screen.

(7-4) After uploading an evaluation document, the evaluator should download the evaluation document converted to PDF form and confirm whether it is perfectly created.

(7-5) If the evaluation document is fine, the evaluator will submit it to the applicant.

Upon this submission, a notice of completion of the evaluation document will be issued and emailed to the applicant.

* The applicant is unable to read the content of the evaluation document.

* In the case of applying for PD or RPD, the steps described in (7) need to be carried out by two evaluators.

(8) Register application documents

(8-1) The applicant needs to register the application documents created in the prescribed file

formats outside the Electronic Application System in Step (2).

If the documents are registered in MS Word form, they will be converted to PDF form in the Electronic Application System.

(8-2) After uploading the application documents, the applicant should download them in PDF form and confirm whether they are perfectly created.

(9) Submit application documents

After confirming that all the required application documents have been completed, the applicant will finally submit (transmit) those documents.

After such submission (transmission) has been executed, this submission will be indicated in a list of applications which is available for access by the relevant faculty/school/institute administrator and the Research Promotion Department.

Each faculty, school or institute must set the application submission (transmission) deadline and announce it to applicants in the faculty, school or institute.

(10) Check the application

The faculty/school/institute administrator will check the list of applications in the Electronic Application System and review the applications. (The documents already submitted in Step (9) are displayed in the list.)

If any application is found to be insufficient or incomplete (through a review by either the faculty/school/institute administrator or the Research Promotion Division), the faculty/school/institute administrator will reject that application in the Electronic Application System and request its applicant for correction.

If receiving a request for correction, the applicant must correct the application and then carry out the submission procedure again as shown in Step (9).

The corrected and resubmitted application will be reviewed by the faculty/school/institute administrator.

If the Research Promotion Division detects insufficient or incomplete applications, the Department will prepare and send an inquiry list to the relevant faculty, school or institute.

The faculty, school or institute must check this inquiry list, write follow-on steps for each application enumerated in the list, and send it back to the Research Promotion Division.

After reviewing all applications from all faculties, schools and institutes, the Research Promotion Division will submit those applications all together to the JSPS.