

FY2025- JSPS Fellowship DC/PD-Application Procedures

The application procedures for JSPS Fellowships DC/PD for FY2025 at Kumamoto University are as follows. Please read the JSPS application guidelines on the JSPS website carefully before applying.

*If you are outside the university, you may submit your application by e-mail.

1. How to obtain an ID and password

- Applications must be submitted using the JSPS Electronic Application System for Research Fellowship Programs (the "System"). Please follow the steps ① and ② below to obtain an ID and password for the System.
- Even if you have already obtained an ID and password when applying for the DC/PD fellowship in FY2024, please be sure to submit the "Request Form for ID and Password for DC/PD/RPD Fellowship Application" again. (The password is valid for 180 days.)
 - ① Download the "Request Form for ID and Password for DC/PD/RPD Fellowship Application" from Kumamoto University website in "**5. Reference**" and submit it to the Address below by intramural mail. (or e-mail).

*If you are outside of Kumamoto University, you may submit the Form by e-mail.
 - ② We will send you an ID and password for application by intramural mail (or e-mail).

2. About the Submission

Deadline

◎(*Optional) Pre-check deadline : Monday, May 20, 2024, 5:15 p.m.

Research Proposal (Version 0) - 1 copy (double-sided printing)

*Subsequent versions are also acceptable.

*Please submit only if you wish to have your application pre-checked.

◎On-campus final deadline : Monday, May 27, 2024, 5:15 p.m.

Please click the "Confirmed/Submit" button on the System before printing!

Research Proposal - 1 copy (double-sided printing)

*If your evaluator have not completed the Evaluation report, you cannot click the "Confirmed/Submit" button. Please be sure to submit your application documents by the deadline, taking into consideration the schedule of your evaluator.

How to Submit

〈By intramural mail〉

Please submit your application documents in an envelope with an "Envelope Label (for DC/PD/RPD).doc" downloaded from Kumamoto University website URL listed in "**5. Reference**" below, and posted to each department on-campus mailbox or brought to the KAKENHI Section.

〈By e-mail〉

Please submit your application documents as an email attachment to the KAKENHI Section.

Address

Location: KAKENHI Section, 5th floor, Common Building Kurokami 1, Kurokami South District
(Located next to the Centennial Memorial Hall, in a 5-story building)

Address: 2-39-1, Kurokami, Chuo-ku, Kumamoto-shi, Kumamoto-ken 860-8555 JAPAN

T E L: 096-342-3248, -3186 (ext. 3248, 3186) E - m a i l: kaken@jimu.kumamoto-u.ac.jp

Office hours: weekdays 8 : 30~17 : 15 (except 12:00~13:00)

Notes.

- From the FY2024, applications for the JSPS PD, DC and RPD Fellowships will be accepted in conjunction with the application for Grant-in-Aid for JSPS Fellows, so please read the application guidelines carefully and follow the procedures.
- The System will be available from the beginning of early April.
- The reviewers will examine applications in either (or both) paper or electronic format. Paper applications should take care to ensure that the printout is not blurred when printing.

3. Documents to be submitted

Document name	Format	Content	How to submit
(i) Application information	To be entered directly in the JSPS System	Name, title of research proposal, and other basic information required	[Applicant] After all the information is in order, submit the application documents through the System by the Deadline mentioned above.
(ii) Application content file (English is acceptable)	Download the prescribed format (Word, etc.) from the JSPS website → Upload the completed file to the System	Statements on the Research plan, self-analysis on applicant's ability to conduct research, etc.	*You must prepare the application information first. The other documents can be prepared in any order.
(iii) Envisaged Budget for Grant-in-Aid for JSPS Fellows (English is acceptable)	To be entered directly in the JSPS System	Application information for Grant-in-Aid for JSPS Fellows	*If you are unable to submit all the documents by the deadline, your application will not be accepted.
(iv) “特例措置希望理由書” 【 Applicable persons only 】	To be entered directly in the JSPS System (Enter the information on the "Application Information" screen page.)	Reason for requesting special measures	

※ 「Evaluation report」 is entered directly on the web by the Evaluator and does not need to be submitted.

4. Completion of Research Ethics Education Coursework

- If you are hired as a DC or PD, you will be required to complete the Research Ethics Education Coursework. Therefore, please be sure to complete the Research Ethics Education Coursework before submitting the employment application documents.
- Please contact the administrative (research support) section of your department for details on how to take the course.

*If you have already taken the Research Ethics Education Coursework, you do not need to take it again.

5. Reference

JSPS HP https://www.jsps.go.jp/j-pd/pd_sin.html

JSPS Electronic http://www-shinsei.jsps.go.jp/topyousei/top_ken.html

Application System

“操作手引” <https://www-shinsei.jsps.go.jp/topyousei/download-yo.html>

(is meant the
System's manual)

KU HP https://www.kumamoto-u.ac.jp/kenkyuu_sangakurenkei/kenkyuu/support/kenkyuuseido/tokubetsukenkyuin