

JSPS US and Canada Alumni Association Seminar Program

Application Guidelines for FY2024

March 2024

The Japan Society for the Promotion of Science (hereinafter referred to as “JSPS”) Washington Office provides a program for the members of the US and Canada JSPS Alumni Association (hereinafter referred to as “the Association”) to organize a seminar with invitation of a researcher from Japan.

Purpose

To support academic seminars organized by the Association members to promote the objectives of the Association; 1) Foster and encourage the Association members to maintain and develop relationships with researchers in Japan. 2) Organize events that enhance communication among the Association members and with researchers in Japan. 3) Support other academic activities initiated by the Association members.

Applicable Research Fields

Any fields of humanities, social sciences, and natural sciences.
JSPS does not support subjects related to military affairs.

Eligibility

Applicant must fulfill the following conditions:

- 1) Be a regular member of the Association.
- 2) Be a researcher affiliated with a research organization in the US or Canada.

Requirements for Application

- 1) The applicant should be the coordinator/organizer of the seminar.
- 2) The seminar should be focused on a leading-edge research topic.
- 3) The seminar must be held in the US or Canada.
- 4) The seminar must include an information session open to the university/institute, and in particular, Ph.D. students and Postdoctoral Researchers, for JSPS’s international programs. It is desirable to make this announcement about allowing participation in this information session without having to attend the whole seminar.
- 5) The seminar should include at least one researcher from Japan as a speaker and/or discussant (hereinafter referred to as the “invited researcher”). In order to enhance the network among researchers, the seminar should not be a closed meeting among

particular research groups. Also, it is desirable that it be a possibility to announce the event to alumni members.

6) The seminar should be held between August 2024 and January 2025.

*The seminar should not be supported by any other JSPS funding.

*JSPS Washington Office will dispatch its staff to the awarded seminars as speakers in the information session at its own cost.

Number of Events Awarded and Amount of Funding

2 seminars will be awarded in fiscal year 2024.

The amount of funding will be determined by review of the application, but one seminar will have a maximum funding level of \$5,000 (USD) other than costs for a Japanese researcher. (See “Terms of Funding” for details).

Terms of Funding

The program can cover the following expenses in accordance with the JSPS’s budget and accounting regulations:

1) Travel costs for the invited researcher from Japan

International round trip air ticket (discount economy class) and cost for public transportation between his/her institution and nearest airport in Japan

*Air tickets will be coordinated and reserved by JSPS’s designated travel agency, and JSPS cannot reimburse him/her for tickets purchased by himself/herself.

**Other transportation within the seminar venue area should be covered by the daily allowance.

***The invited researcher from Japan must be a full-time researcher affiliated with university and research institution in Japan, meet the eligibility to apply for a Grant-in-Aid for Scientific Research, “KAKENHI”.

2) Daily allowance and hotel accommodation fee for researcher from Japan

Daily allowance and accommodation fee depend on the provision of JSPS and the seminar venue. (See below)

Seminar Venue	Daily Allowance	Accommodation Fee
New York, Washington, D.C. Los Angeles, San Francisco	JPY 6,000/day	JPY 20,000/night
Other than those above in US and Canada	JPY 5,000/day	JPY 17,000/night

(As of March 2024) TBD

*These costs can only be provided in JPY.

**The maximum of stay for researcher from Japan covered by JSPS is 3 days and 2 nights.

- 3) Printing of documents or posters related to the seminar.
- 4) Rent & occupancy of the venue for the seminar.
- 5) Food and beverages during the seminar and/or reception. Reception is defined as including the serving of alcohol, and is limited to once at a whole seminar.
- 6) Other expenses relevant to the seminar (excluding equipment, labor costs, travel and accommodation expenses)

*1) and 2) cover one researcher from Japan. Even if applicant invites more than one researcher from Japan, this program can cover only one of these researchers.

**Other costs should be covered by another funding source.

***JSPS will reimburse the expenses for items 3) through 6) based upon the receipts submitted by the event coordinator.

****The cost of food and beverage should not exceed 50% of total support from JSPS or \$2,000 (USD), whichever is higher.

*****The honorarium for the invited researcher from Japan is not allowed to be covered by this program.

***** For international travel, if there are any entry restrictions set by any government, please consult with us immediately.

Application Procedure

Applicants must submit the following documents to JSPS Washington Office. They should be emailed to was-seminar [at] overseas.jsps.go.jp:

- 1) The Application Form “Application for JSPS US and Canada Alumni Association Seminar Program” attached and obtainable via <http://www.jspsusa-alumni.org/>.
 - 1-a) Applicant Information and Outline of the Seminar (Form A)
 - 1-b) Proposed Budget Plan Requested from JSPS (Form B)
- 2) CV and publication list of the applicant (in any format)
- 3) CV and publication list of the researcher from Japan (in any format)

All documents used in application should be letter size. The size and format of **FORM A** (other than “11. DRAFT PROGRAM”) may NOT be altered by applicants.

Application Deadline

April 30, 2024

Selection Criteria

- 1) Academic value of a seminar.

2) Quality of preparation of the seminar.

3) Effectiveness in fulfilling the objectives of the Association (see “Purpose”)

*With regard to 3), it is preferred that the seminar involves additional Association members other than the applicant (coordinator).

**In the final selection, JSPS Washington Office will consider a balance among the research areas it supports.

Selection Procedure and Notification

1) Screening will be carried out by the Association’s Award Committee based on the selection criteria mentioned above.

2) The Award Committee will nominate the awardee(s) with an order of priority to the JSPS Washington Office.

3) The JSPS Washington Office will make the final decision on awardee(s) and allowances based on the budget conditions.

4) The JSPS Washington Office will notify the applicants of the selection results by early June 2024.

5) Feedback from the reviews will be provided to applicants upon request.

Procedure after selection

Awardees are required to resubmit a budget plan using the offered amount of funding (use Form B) and a final program of the seminar (in any format). These items should be emailed to the JSPS Washington Office at was-seminar [at] overseas.jsps.go.jp at least “1 month prior” to the seminar.

*If expenses exceed budget plan for unforeseen reasons, please consult the JSPS Washington Office at least one week prior to the seminar. Please explain the reason for exceeding the original budget plan. Please note that there may be some cases in which JSPS Washington Office cannot accept the reason for increased expenses.

Responsibilities of Awardee/Coordinator

1) JSPS and the Association must be acknowledged in the materials related to the event.

2) The seminar coordinator should submit a group photo with the participants and a report using the designated form within 1 month of completion of the seminar. The photo and report will be posted on the Association website or JSPS brochures.

Notes

1) JSPS does not bear responsibility for any accident, sickness, or other such incidents that may occur over the period of the seminar and throughout for the trip of the invited

researcher.

- 2) The funding may be withdrawn when considerable changes have been found to be made to the content of the event after being awarded without any consultations with JSPS Washington Office.
- 3) In principle, the total amount of the budget from JSPS cannot be increased from the amount at the time of award.
- 4) Please note that Awardees must submit all receipts to JSPS, and there is a possibility that JSPS staff will attend the seminar and take photos.
- 5) Only one application per person is allowed under each call for applications.
- 6) Awardees and/or participants can use funding from sources other than JSPS to attend the seminar, however, please note that duplicate funding for items is not allowed.
- 7) Travel expenses covered by JSPS are limited to the amount necessary for attending the seminar.

Contact Address

JSPS Washington Office

2001 L Street NW, Suite 1050

Washington, DC 20036, USA

Tel.: +1 202 659 8190

Fax: +1 202 659 8199

Email: was-seminar@overseas.jsps.go.jp