

平成 20 年度  
二国間協定等による  
研究者交流事業（受入）の手引

The Researcher Exchanges Program  
PROGRAM GUIDELINES  
FY2008  
[Version 20.2]

必ず本書をご一読の上お早めに手続を行ってくださいますようお願い致します。  
Please ensure you read the Program Guidelines thoroughly and complete the  
required procedures in due time.

独立行政法人  
日本学術振興会  
Japan Society for the Promotion of Science

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# I BASIC STIPULATIONS

## 1. PROVISIONS

This booklet, “Program Guidelines,” provides details of the terms and procedures of the Researcher Exchange Program, one of the bilateral collaboration programs of the Japan Society for the Promotion of Science (JSPS). “Visiting Researcher” and his/her Japanese “Host” researcher are requested to read carefully each item in this booklet.

This booklet consists of two parts, one written in Japanese and the other in English. If any differences in wording or interpretation should occur between the two parts, the Japanese part will take precedence.

## 2. AIM OF THE PROGRAM AND FINANCIAL SUPPORT

This program is designed to promote scientific exchanges between Japan and counterpart countries in accordance with agreements or memoranda of understanding that JSPS has concluded with science-promotion organizations in those countries. The sending country nominates visiting researchers, who are dispatched upon the receiving country’s acceptance. JSPS and its counterpart organizations provide financial assistance for supporting Visiting Researchers’ stays in Japan for the purpose of conducting research activities. These guidelines apply to bilateral programs in which the sending countries (counterpart organizations) cover the Visiting Researchers’ international transportation and JSPS pays their maintenance allowance while in Japan.

Research work conducted under this program in Japan is not considered to be gainful employment. Visiting Researchers, therefore, are not considered to receive remuneration, wage or salary from JSPS.

## 3. OBLIGATIONS OF VISITING RESEARCHERS

- (1) During their stays in Japan, Visiting Researchers are obliged to abide by the laws and ordinances of Japan and the rules and regulations of the host institution.
- (2) You must, as a rule, reside in Japan during the term of your tenure under the program, and depart Japan on the expiration date of your tenure. If you wish to take a temporary leave of absence from Japan during your tenure or remain in Japan after your tenure, you must do so following the rules provided in Chapter II 2(5) of these Guidelines.
- (3) You must submit the required documents or notices to JSPS via your Host. For further details, please see Chapter II, “Procedural Provisions” of these Guidelines.

- (4) If you publish research results obtained under this program in scientific journals or other literature, or give lectures or presentations during your tenure, be sure to indicate that support is provided you under the Researcher Exchange Program by JSPS and its counterpart organization(s).

#### 4. REQUESTS TO HOST RESEARCHERS

JSPS requests Hosts to provide the following support for Visiting Researchers:

- (1) To prepare a space for the Visiting Researcher and arrange the facilities and equipment required for him/her to carry out smoothly the collaborative research. Please do so in cooperation with the administrative office of the host institution
- (2) To provide the Visiting Researcher with pre-departure assistance, arrange his/her domicile, and offer consultation on daily life in Japan. Please do so in cooperation with the administrative office of the host institution
- (3) To help the Visiting Researcher submit necessary documents and forms to JSPS

#### 5. COMMUNICATION BETWEEN RESEARCHERS

Prior to Visiting Researchers coming to Japan, close contact should be established between them and their Hosts both with regards to the research schedule and preparations for living in Japan. This should include the following:

- Overall research plan and activities
- Visiting Researcher's transportation from port of entry to destination in Japan
- Visiting Researcher's research travel within Japan ( if any )
- Visiting Researcher's accommodations during his/her stay
- Documents that the Visiting Researcher will need when applying for a visa

#### 6. ID NUMBER

JSPS assigns each Visiting Researcher an ID number, which is shown in the Invitation Letter. Visiting Researchers are requested to use their ID number when corresponding with JSPS.

## II PROCEDURAL PROVISIONS

### 1. PRE-ARRIVAL PROCEDURES

#### (1) Operating Procedures prior to Acceptance under the Program

- a. The sending counterpart organization nominates Visiting Researchers to JSPS using their Form of Proposals.
- b. JSPS contacts the Host with whom the Visiting Researcher wishes to do research and confirms whether s/he is willing to accept the applicant. The Host, then, submits a Notice of Acceptance (form provided separately by JSPS).
- c. After receiving the Host's acceptance, JSPS sends a Request for Acceptance to the head of host institution, a letter of acceptance to its counterpart organization, and an Invitation Letter to the Visiting Researcher.

#### (2) Securing Domicile

It is advisable for the Visiting Researcher and the Host to discuss thoroughly the Visiting Researcher's domicile needs and to secure his/her domicile prior to starting research in Japan. Please note that JSPS does not act as a mediator in house hunting or provide housing information.

House and apartment rental in Japan can be expensive, particularly in large cities such as Tokyo, Osaka and Kyoto. Furthermore, when signing a rental agreement, it may be necessary to pay the landlord a refundable deposit (*shiki-kin*) and non-refundable "key money" (*rei-kin* and/or *kenri-kin*) equivalent to 4-6 months' rent. In addition the real estate agent may charge a fee equivalent to one month's rent. The amounts of this deposit and key money differ somewhat from place to place. Please also note that Japanese houses and apartments normally come unfurnished. It is, therefore, recommended that Visiting Researchers take advantage of living quarters provided for foreign researchers at the host institution or in its vicinity.

When negotiating a rental contract, the Visiting Researcher is advised to ask his/her Host, a Japanese colleague, or an officer at host institution to accompany to the real estate office. The person should also be willing to sign as the guarantor. JSPS can not act as a guarantor for rental agreements.

### (3) Obtaining a Visa

Visiting Researchers must possess a valid passport and a visa to enter Japan. However, those from countries that have a reciprocal visa exemption agreement with Japan do not need to acquire a visa but can apply for landing permission upon arrival so long as their stay is for a short term (generally up to 3 months) and is not for profit-making or paid activities.

Therefore, Visiting Researchers should ask the nearest Japanese Embassy or Consulate whether or not they need to obtain an entry visa in advance. Those who are required to obtain a visa must submit the necessary visa application. Upon arriving in Japan, the immigration officer at the airport will assign the Visiting Researcher a visa status. When his/her stay in Japan will be for 3 months or longer, the status assigned will be either “cultural activities,” “research,” or “professor.”

Visiting Researchers need to handle their own visa application processing; JSPS is not in a position to answer detailed inquiries regarding visa applications. If needed, Visiting Researchers should ask their Hosts to prepare necessary documents for their visa applications.

As it may take a few months to obtain final approval, Visiting Researchers are advised to apply for visas well in advance of the date of their intended arrival in Japan. Be sure to enter Japan within the period specified in the visa stamp, otherwise the visa will become invalid.

If a Visiting Researcher will be accompanied by family members, inquiry should be made about their documents as well.

### (4) Procedure for Receiving Initial Allowances

Forms to be submitted by the Host	Deadline
“Plan of Fellowship Commencement and Receipt of Allowance (Form 1)”	1 month prior to the Visiting Researcher’s arrival

Visiting Researchers need to inform JSPS through their Host in which of the following ways they prefer to receive their initial allowances.

- 1) through the Host’s designated bank account
- 2) into their own bank account (when they already have a Japanese account)

In the case of 2), a copy of the page of the Visiting Researcher’s bankbook (usually the reverse side of the cover page) showing the registered name of the account (i.e. the Visiting Researcher’s name in *katakana*) must be sent along with the form.

## 2. POST-ARRIVAL PROCEDURES

### (1) Submission of “Notice of Arrival”

Forms to be submitted	Deadline
“Notice of Arrival (Form 2)”	Immediately upon the Visiting Researcher’s arrival

All Visiting Researchers are requested to submit Form 2 to JSPS upon their arrival.

### (2) Receiving Allowances

#### a. Initial Allowances

Forms to be submitted	Deadline
“Receipt (Form 3)”	Immediately upon receiving the allowances

Visiting Researchers are requested to submit the “Receipt (Form 4)” to JSPS upon receiving their initial allowances. If the Visiting Researcher receives the initial allowance in his/her own account, this procedure is not necessary.

#### b. For Long-Term Stay

Forms to be submitted	Deadline
“Notice of Bank Account (Form 4)” (Attach copy of bankbook with Visiting Researcher’s name in <i>katakana</i> )	Immediately upon opening the Visiting Researcher’s bank account

When the Visiting Researcher’s tenure is more than a few months, we recommend that the payment of subsequent monthly allowances be remitted into his/her own bank account in Japan. In this case, the Visiting Researcher should open a bank account upon arrival. Each remittance is made at the end of the prior month.

Visiting Researchers should notify JSPS of their bank account in Japan using Form 4. Accompanying the form should be a copy of the page of the bankbook (usually the reverse side of the cover page) showing the registered name of the account (i.e. the Visiting Researcher’s name in *katakana*).

### (3) Alien Registration

Visiting Researchers who will stay in Japan for 90 days or more are obliged to appear in person within 90 days of their arrival date at the office of the city where they reside to apply for an alien registration certificate. Host researchers should make sure that Visiting Researchers comply with this law.

An alien registration card will be issued within 2-3 weeks after registration. The law requires that the card be returned to the immigration officer at the airport when the Visiting Researcher ends his/her residence in Japan.

#### (4) Insurance

JSPS registers Visiting Researchers (except those from Czech Republic, Hungary, and Slovakia) into the insurance program and pays their premiums directly to the insurance company.

The Host shall assist the Visiting Researcher in obtaining medical treatment and in processing insurance claims, based on “A Guide to the Insurance Policy for JSPS Fellows.” The Visiting Researcher is requested to read the Guide, and mail the form of “Declaration, Agreement & Authorization” enclosed therein to the insurance company

To Visiting Researchers who stay in Japan for more than 60 days, a medical care ID card will be issued.

#### (5) Change of Period of Stay and Withdrawal

If, for an unavoidable reason, a Visiting Researcher should wish to withdraw from this program or change the period of stay, s/he must obtain the sending organization’s consent, and contact their Host and JSPS as soon as possible.

The following conditions and procedures shall be observed.

##### a. Withdrawal

If the Visiting Researcher decides not to accept the fellowship, s/he must first give a notice of withdrawal to the sending organization.

##### b. Extension of tenure

Basically, the period of the tenure cannot be extended. However, when it is necessary to pursue research, an extension may be approved via consultation between JSPS and the sending organization. Visiting Researchers should contact JSPS if they wish to extend their stay in Japan for other purposes.

##### c. Shortening of tenure

Visiting Researchers will be required to reimburse JSPS the amount of already-paid allowances rendered inapplicable by the shortening of their tenure. Please contact JSPS in advance.



d. Temporary Absence

- JSPS does not cover any travel expenses incurred while a Visiting Researcher is on temporary leave of absence.
- The maintenance allowance will be suspended for the duration of the temporary absence. Insurance coverage will also be suspended during the period of absence from Japan. However, exceptions may be made to this rule for Visiting Researchers who stay in Japan for one year or longer, when they need to take temporary leave to achieve the objectives of their research plan. Please contact JSPS in advance.
- The Visiting Researcher may be required to reimburse JSPS the amount of already-paid allowances rendered inapplicable by the temporary absence.
- The overall period of stay outside Japan must not be more than a quarter of the originally approved period of tenure.
- Before leaving Japan, the Visiting Researcher must apply for a re-entry permit at a Regional Immigration Office in Japan.

e. Reimbursement

If a Visiting Researcher shortens the period of his/her stay under this program after having received payment of a maintenance allowance, s/he will be required to reimburse JSPS for the number of reduced days. After JSPS calculates the reimbursement and notify the Host of the amount, the Visiting Researcher and the Host shall take a following procedure.

- 1) They may transfer the amount to JSPS's bank account as shown below.

Bank Name : Mitsui Sumitomo Bank
Branch Name : Tokyo Koumubu (Branch no. 096)
Account Type : Ordinary Account
Account Number : 3006629
Account Name : Dokuritsugyouseihoujin Nihon Gakujuutsu Shinkokai

Please note that the remittance must be made in the Visiting Researcher's name. The Visiting Researcher must pay the bank's service/transfer fee when making the remittance.

- 2) Or, they may reimburse the amount in cash to JSPS

### 3. PRE/POST-DEPARTURE PROCEDURES

#### (1) Submission of “Notice of Departure from Japan”

Form to be submitted	Deadline
“Notice of Departure from Japan (Form 5)”	As soon as the Visiting Researcher decides his/her return flight schedule

#### (2) Submission of “Research Report”

Form to be submitted	Deadline
“Research Report (Form 6)”	Within one month of the Visiting Researcher’s departure from Japan

Visiting Researchers must submit a research report to JSPS within one month after their departure from Japan. Form 6 is the cover page of the report. In preparing the report, please follow the instructions provided in the “Notes for Writing a Research Report.” For the address to send the report, see page 12.

#### (3) Submission of Documents to Receive Host’s Cooperation Allowance

Forms to be submitted	Deadline
「受入研究費精算払請求書」 (Form 7) 「受入研究費支出簿」 (Form 8) 「受入研究費による国内出張旅費計算書」 (Form 9-1, 9-2) Documentary evidences ※1	Within two weeks of the Visiting Researcher’s departure from Japan※2

JSPS provides Host researchers with up to 50,000 yen to cover their actual expense of hosting the Visiting Researchers. The Host must submit the documents listed above to JSPS to claim payment, which is deposited into his/her bank account. With regard to Form 9-1, it must also be signed by the Visiting Researcher if s/he receives cash directly from the Host. For examples of expenses covered by this allowance, see Section III2 (page E-10,11).

※1 – For documentary evidence, an estimate, statement of delivery, invoice, and receipt should be submitted. When it is difficult to ready all these documents, a receipt specifying the name of the item and its price will suffice.

- To cover traveling expenses, receipts or tickets showing the amount of fares, dates, and routes should be submitted.
- Receipts and other documentary evidences should be made out in the name of “JSPS,” except for traveling expenses.

※2 – All forms should be submitted before the end of February of each fiscal year. If your departure will be in February or March, please let JSPS know in advance.

### III FINANCIAL PROVISIONS

The financial provisions offered in this Researcher Exchange Program are determined by memoranda between JSPS and each of its counterpart organizations. This section provides JSPS's financial provisions in cases when the sending countries (counterpart organizations) cover the Visiting Researchers' international transportation and JSPS provides their maintenance allowance while in Japan.

#### 1. COVERAGE OF VISITING RESEARCHER'S EXPENSES

##### (1) Maintenance Allowance

Allowance	Purpose
1-24 days: 14,000 yen per day 25-31 days: 336,000 yen more than 1 month: 336,000 yen per month add 14,000 yen per day for additional days up to 336,000 yen	JSPS provides this allowance to cover living expenses and housing costs related to Visiting Researchers' stay in Japan for the purpose of carrying out research activities in collaboration with their Host Researcher.

How to apply-----Please refer to Section II 1 (4) (page E-4)

How to receive this allowance-----Please refer to Section II 2(2) (page E-5)

How to make a reimbursement after having received this allowance-----Please refer to Section II 2(5) (page E-7)

##### (2) Insurance

JSPS registers Visiting Researchers (except those from Czech Republic, Hungary, and Slovakia) into the insurance program and pays their premiums directly to the insurance company. Insurance coverage under the policy is as follows:

Types of Benefits and Limit of Liability	
Injury medical expenses benefit	¥3,000,000
Sickness medical expenses benefit	¥3,000,000
Sickness death benefit	¥3,000,000
Injury death benefit or residual disability benefit	¥30,000,000
Personal liability	¥30,000,000
Rescuer's expenses indemnity	¥2,000,000

Certain illnesses and conditions, e.g., pre-existing/chronic conditions and dental care, are not covered under the insurance policy. This insurance only covers the period of the Visiting Researcher's stay in Japan under this program. (In case of sickness, however, the coverage extends for 72 hours after the Visiting Researcher departs Japan.)

How the insurance is issued and how to receive benefits-----Please refer to Section II 2(4) (page E-6) and the description "A Guide to the Insurance Policy for JSPS Fellows"

## 2. COVERAGE OF HOST RESEARCHER'S EXPENSES

### (1) Supplementary Allowance

Allowance	Purpose
Up to 50,000 yen	JSPS provides the Host this allowance to cover the following expenses: <ul style="list-style-type: none"><li>- Visiting researcher's domestic research travel</li><li>- Host's domestic travel if s/he accompanies the Visiting Researcher</li><li>- Consumables and miscellaneous</li></ul>

#### a. Payable Items of Domestic Research Travel

- Travel to institutions noted in the Notice of Acceptance (Refer to Section II 1(1)-b.) or travel for the purpose of doing fieldwork, attending research meetings/conferences, or conducting other related research activities. (If Visiting Researcher should wish to use the allowance to visit an institution not noted in the Notice of Acceptance, the Host should let JSPS know.)
- The cost of transportation between the nearest airport and the host institution upon the Visiting Researcher's arrival in and departure from Japan.

#### b. Points about Transportation Coverage

- The daily commute from the Visiting Researcher's domicile to the host institution is not covered by this allowance.
- Transportation within the 23 wards of Tokyo or within the same city is not covered.
- The cost of the regular, most economical route to a research destination is covered.
- The starting station should be the one nearest the host institution.
- A ticket for reserved train seat is covered. Express train fares are covered for distances of over 50 kilometers. The "Nozomi" bullet train on the *Shinkansen* may be used. The cost of a first-class carriage "Green Car" is not covered.
- Bus fares of over 1,000 yen are covered. Taxi fares are not covered, unless no bus or train is available for an unavoidable reason.
- Concerning airfare, only the price of discount tickets is covered as a rule. The price of special seats is not covered.
- You must attach receipts or tickets to prove the amount, the date and the route you have taken.

- If you take a packaged trip that includes airfare and accommodations, the airfare is calculated as follows. In any case, the airfare may not exceed the regular rate.
  - 1) The amount as confirmed by the booking agent
  - 2) The amount after subtracting hotel and other charges [in case 1) is not available]
  - 3) The amount minus ¥11,000 set for lodging by JSPS's traveling regulations [in case 1) and 2) are not available]

c. Points Regarding Daily Allowance and Hotel Charge

- The daily allowance and hotel charge of a Host accompanying a Visiting Researcher are covered as follows.

Daily Allowance	Hotel Charge
2,000 yen/day	11,000 yen/night

- Since a maintenance allowance is given to Visiting Researchers, daily allowance and hotel charge coverage are not provided them.
- A daily allowance is not provided for travel within the 23 wards of Tokyo or within the same city.
- Half of the daily allowance is provided for travel of less than 100 km by train, 50 km by ship, or 25 km by car or bus, unless you must stay one night at a hotel for an unavoidable reason.

d. Points Regarding Consumables and Miscellaneous Expenses

- Consumables defined as “fixtures/furnishings” or “books” by the host institution are not covered. Tradable coupons may not be purchased.
- The cost of attending research meetings or seminars is covered, but not of attending receptions or social gatherings.
- The cost of food and drink is not covered.
- In case you do not have written estimates, bills, statements of delivery, you must submit receipts in which name of products and the amount are clearly written instead.

The Host and Visiting Researcher are required to use the supplementary allowance for the sole purpose of covering expenses directly related to implementing the Visiting Researcher's approved research plan. How the allowance will be used should be decided through discussion between the Host and Visiting Researcher, taking strict care to avoid any improper expenditures.

## IV 連絡先一覧 (CONTACT INFORMATION)

### 1. 独立行政法人日本学術振興会／Japan Society for the Promotion of Science

〒102-8471 東京都千代田区一番町 6 番地  
6 Ichiban-cho, Chiyoda-ku, Tokyo 102-8471

中国・韓国・シンガポール担当(authority concerned China, Korea and Singapore)

#### ◆地域交流課 Asian Program Division

電話番号 (tel) : (03) 3263-2387

ファクシミリ (fax) : (03) 3234-3700

上記の国を除くすべての国(authority concerned all countries excluding above)

#### ◆研究協力第一課 Research Cooperation Division I

電話番号 (tel) : (03) 3263-1983, 1932

ファクシミリ (fax) : (03) 3263-1673

### 2. 対応機関／Counterpart Organizations

日本学術振興会の「特定国派遣研究者 募集要項 対応機関の担当部局連絡先等」を参照のこと。(または「受入回答書」に同封する「交流概要」を参照のこと。)

<http://www.jsps.go.jp/j-bilat/tokutei/renraku.html> (日本語)

Please refer to JSPS Scientist Exchanges CALL FOR PROPOSALS.

[http://www.jsps.go.jp/english/e-bilat/ex\\_proposals\\_tablec.html](http://www.jsps.go.jp/english/e-bilat/ex_proposals_tablec.html) (website in English)

### 3. 保険会社／Insurance Company Authorized by JSPS

同封の「海外旅行傷害保険に関する説明書」参照のこと。

Please refer to the enclosed description, “A Guide to the Insurance Policy for JSPS Fellows”.

#### 4. 日本の情報について／Japanese Information

振興会の英文ホームページの「Useful Links」から下記の情報についてリンクできます。  
ご参照ください。

JSPS's English website provides links to the following organizations and useful information sources.

<http://www.jsps.go.jp/english/e-links/main.html>

日本での生活情報／Website for Japan Information

<http://jin.jcic.or.jp/index.html>

#### 5. 在留関係情報／Immigration Information

◆入国・在留手続 FAX・音声自動応答案内（年内無休） Telephone: (03) 5796-7112  
For 24-hour automatic telephone information service  
(Fax and voice in Japanese and English)

◆外務省ホームページ <http://www.mofa.go.jp/>  
( Ministry of Foreign Affairs Official Web Site )  
Website for Entry Visa Information

◆入国管理局  
( Immigration Bureau of Japan )  
ホームページ／Website for Immigration Information <http://www.immi-moj.go.jp/>  
電話番号(tel) : (03) 3580-4111  
住所(address) : 〒100-8977 東京都千代田区霞ヶ関1-1-1

1-1-1, Kasumigaseki, Chiyoda-ku, Tokyo

◆法務省サイトの入国管理局ページ <http://www.moj.go.jp/NYUKAN/index.html>

## 6. 外国人在留総合インフォメーション・センター

(英・中・韓・西語等による相談, Emailにも対応)

Immigration Information Centers (in English, Chinese, Korean, Spanish and others)

ホームページ/Website—<http://www.immi-moj.go.jp/info/index.html>

- ・仙台           〒983-0842 仙台市宮城野区五輪1-3-20 仙台第二地方法務合同庁舎内  
Sendai       1-3-20, Gorin Miyagino-ku, Sendai-shi                   (022) 298-9014
  
- ・東京           〒108-8255 東京都港区港南5-5-30  
Tokyo        5-5-30, Konan, Minato-Ku, Tokyo                       (03) 5796-7112
  
- ・横浜           〒231-0023 横浜市中区山下町37-9 横浜地方合同庁舎内  
Yokohama   37-9, Yamashita-cho, Naka-ku, Yokohama-shi           (045) 651-2851～2
  
- ・名古屋        〒460-8582 名古屋市中区錦2-2-13 名古屋センタービル3階  
Nagoya      2-2-13, Nishuki, Naka-ku, Nagoya-shi                   (052) 223-7336～7
  
- ・大阪           〒540-0012 大阪市中央区谷町2-1-17  
Osaka        2-1-17, Tanimachi, Chuo-ku, Osaka-shi                 (06)6941-3701～2
  
- ・神戸           〒650-0024 神戸市中央区海岸通り29 神戸地方合同庁舎内  
Kobe         29, Kaigan-dori, Chuo-ku, Kobe-shi                     (078) 326-5141
  
- ・広島           〒730-0012 広島市中区上八丁堀6-30  
Hiroshima   6-30, Kami-hacho-bori, Naka-ku, Hiroshima-shi        (082) 502-6060
  
- ・福岡           〒812-0003 福岡市博多区下臼井778-1  
              福岡空港国内線第3ターミナルビル内  
Fukuoka     778-1, Shimo-usui, Hakata-ku, Fukuoka-shi           (092) 626-5100



## V 提出様式 (FORMS TO BE SUBMITTED)

Form No.	提出書類名 Name of Form	記入者 Who should complete	提出時期 When to submit
1	来日研究者への 経費支給方法	受入研究者 Host	来日 1 ヶ月前までに提出 1 month prior to the Visiting Researcher's arrival
2	Notice of Arrival (来日届)	来日研究者 Visiting Researcher	来日後遅滞なく Immediately upon the Visiting Researcher's arrival
3	Receipt (領収書)	来日研究者 Visiting Researcher	支給経費を受領後遅滞なく Immediately upon receiving the allowances
4	銀行口座届 (Notice of Bank Account)	受入研究者 Host	来日研究者名義の口座を開設次第 Immediately upon opening the Visiting Researcher's bank account
5	Notice of Departure (離日届)	来日研究者 Visiting Researcher	離日便を確定次第遅滞なく Immediately upon the Visiting Researcher decides the returning flight schedule
6	Research Report (研究報告書)	来日研究者 Visiting Researcher	離日後 1 か月以内 Within one month of the Visiting Researcher's departure from Japan
—	Notes for Writing a Research Report (研究報告書記入の際の注意事項)		
7	受入研究費精算払請求書	受入研究者 Host	来日研究者の離日後 2 週間以内 (ただし離日日を含む年度の 2 月末まで)  Within two weeks of the Visiting Researcher's departure from Japan
8	受入研究費支出簿		
9-1	受入研究費による 国内出張旅費計算書 <来日研究者用>	受入研究者、来日研究者、 及び受入機関事務局担当者 Host, Visiting Researcher, Host Institute	
9-2	受入研究費による 国内出張旅費計算書 <受入研究者用>	受入研究者 及び所属機関事務局担当者 Host, Host Institute	
10	受入研究費領収書等 貼付用紙	受入研究者 Host	

(注)

- ① 受入研究者の氏名欄については、自署により記入する場合は押印の必要はありませんが、それ以外の方法(ワープロ、ゴム印等)により記入する場合は、氏名の後に押印してください。
- ② 様式は、振興会ホームページよりダウンロードできます。  
(<http://www.jsps.go.jp/j-bilat/nikokukan/index.html>)