

JSPS Institutional Program for Young Researcher Overseas Visits

Guidelines for participants in the program

1. Travel arrangement

1) Please submit the following documents to Strategic Planning Section (located 1st floor of Agr. Bldg.1 Ext. 8906) prior to your departure.

- ① • Completed File:A_05-1 (Lecturers, Assistant Professors, Post-Doctoral Fellows)
- Completed File:A_06-1 (Ph.D. Students)

※Please visit the following address and download the form .

<http://www.agr.kyushu-u.ac.jp/overseas/participants.html>

- ②Travel itinerary
- ③Airline ticket estimate
- ④Airline ticket receipt (including Flight Schedule and detailed statement(bill))

We need 2 or 3 weeks to complete travel accounting procedure. If you wish to receive provisional payment before traveling, please submit documents about 4 weeks prior to your departure. Provisional payment covers only the financial year which includes the date of your departure. If you travel from March 1st, 2011 to April 30th, 2011, the coverage of provisional payment is from March 1st, 2011 to March 31nd, 2011. The rest will be paid after you come back.

2) Please submit the following documents to Strategic Planning Section AFTER completing the visit.

①Travel Report

Please write a letter in Japanese and send it to Strategic Planning Section by e-mail. In the letter, you have to write the name of the program (組織的な若手研究者等海外派遣プログラム), purpose, date and location, so that Accounting Section can make clear that your travel matches to the purpose of the fund.

Ex. 「私は JSPS 組織的な若手研究者等海外派遣プログラムに応募し採択されたため、(Departure Date) から (Return Date) まで (Location) を訪問し、(Purpose) を行いました。」

- ②Ticket stubs
- ③Travel expense receipts (including train)

If you should lose airline ticket stubs, you might not receive the payment for them. Please make sure to keep all stubs in a safe place.

2. Letter of Acceptance

Please download the form from the following address and have it written by your Host Researcher. Submit it to Strategic Planning Section at least 3 weeks before your departure. It may be a PDF document, but please make sure to submit the original later.

<http://www.agr.kyushu-u.ac.jp/overseas/guideline.html>

3. Safety Guideline

Please make sure to buy traveler's insurance which covers the expense for a disease, rescue, changing the plan of travel and emergency temporary return. Please download the extracted safety guide (安全の指針) English version (PDF) from the address below and follow the instruction. <http://www.agr.kyushu-u.ac.jp/overseas/safetyguide2.html>

4. Reports

1) 派遣報告書 (Report of your research) : Participants of Long or Short Visits

This is not the same report as the one for travel expense. Please download the form from the following address. Submit the completed report to Strategic Planning Section within 2 weeks after coming back. You may write in Japanese or English.

<http://www.agr.kyushu-u.ac.jp/overseas/guideline.html>

2) News-Letter : All Participants

This is to be posted on the homepage. Please send a manuscript by e-mail within 2 weeks after coming back. Ref. <http://www.agr.kyushu-u.ac.jp/overseas/newsletter.html>

Submission Guideline:

Subject line: about 5~15 words /10~20 characters, if in Japanese.

Article: about 300~400 words /800~1000 characters, if in Japanese.

You may attach some pictures or graphics. (Send separately from the article.)

You may write in Japanese or English.

Note: Participants of long or short visits are requested to post blog entries besides news-letters (We will send you the details later.)

3) Debriefing Session/: Participants of Long or Short Visits

We will be holding debriefing sessions once or twice a year for this program. We will inform you of the date and time about a month before. You are also requested to participate in Open Problem Case Study as a facilitator. For details about Open Problem, please visit the top page of our homepage and click “オーブンプロブレムの概要 [PDF].” (Sorry but written in Japanese only)

Strategic Planning Section (戦略企画係)

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