

US and Canada JSPS Alumni Association Seminar Program Application Guidelines for FY2025

March 2025

1. Purpose

The Japan Society for the Promotion of Science (hereinafter referred to as “JSPS”) provides opportunities for the members of the US and Canada JSPS Alumni Association (hereinafter referred to as “the Association”) to organize a seminar with a researcher from Japan invited to be a speaker (hereinafter referred to as the “Invitee”).

The purpose of the Seminar Program is to enhance the following activities carried out by the Association with the objective of maintaining and expanding the network of JSPS program participants and promoting scientific cooperation between Japan-US and Japan-Canada:

- (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.

2. Applicable Research Fields

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

3. Eligibility

A. Applicant Eligibility

To be eligible, an applicant must meet the following requirements:

- (1) Be a regular member of the Association.
- (2) Be a researcher who is employed as an active researcher working at a university or a research institute in the US or Canada.

B. Invitee Eligibility

To be eligible, the invitee must meet the following requirement:

- Be a researcher who is employed full time at a Japanese research institution that fall into any of the following categories:
 - a. Universities and inter-university research institutes
 - b. Ministry of Education, Culture, Sports, Science and Technology (MEXT)-affiliated
 - c. institutions engaged in research
 - d. Colleges of technology
 - e. Institutions designated by the Minister of MEXT

Notes:

- Institutions that fall into a, b, c or d are listed at: <https://www-kaken.jstps.go.jp/kaken1/kikanList.do> (Posted only in Japanese)
- The definition of "full-time employment" is according to the regulations of the institution where the invitee is employed.
- Of the Japanese researchers participating in the seminar, only one person who will receive travel support from JSPS is subject to this eligibility requirement.

4. Number of Awards

2 seminars will be awarded in fiscal year 2025.

5. Seminar Location and Schedule

The seminar to be supported shall be held within the United States or Canada between August 1, 2025, and January 31, 2026.

6. Requirements for Application

- (1) An applicant may not submit more than one application to a single call.
- (2) The applicant should be the organizer of the seminar.
- (3) The seminar must cover cutting-edge research topics.
- (4) The seminar must be open to the public.
- (5) The seminar venue must be located within the US or Canada.
- (6) The seminar must include a session in which the Invitee participates as a speaker.
- (7) The seminar must include an information session on JSPS's international programs aimed primarily at graduate students and postdoctoral researchers. The organizer of the seminar must ensure that the information session is accessible to those who do not attend the entire seminar. JSPS Washington Office will send its staff as speaker(s) in the information session at its own expense.
- (8) The seminar must not be financially supported by any other JSPS program.

7. Terms of Award

A. Travel costs for the invitee

	Item of expenditure	Notes	How you will be paid
1	International round trip air ticket (discount economy class)	Air tickets will be coordinated and reserved by JSPS's designated travel agency. If the organizer or the invitee themselves purchase the air tickets, JSPS will not be able to cover the cost.	(To be purchased directly by JSPS Tokyo Headquarters)
2	Cost for public transportation between their institution and nearest airport in Japan	The amount will be calculated in accordance with JSPS regulations. Other transportation within the seminar venue area should be covered by daily allowance.	(Reimbursement will be made from JSPS Tokyo Headquarters to the invitee)

Item of expenditure		Notes	How you will be paid
3	Daily allowance	The amount of daily allowance will be determined depending on the location of the seminar venue in accordance with JSPS regulations.	(To be paid by JSPS Tokyo Headquarters to the invitee)
4	Accommodation within the US or Canada	The accommodation fee will be determined depending on the location of the seminar venue in accordance with JSPS regulations.	One of the following: - JSPS Washington Office arranges and pays for accommodation directly - Organizer arranges and pays for accommodation, and receives reimbursement from JSPS Washington Office

**Fixed amount of daily allowance and accommodation fee by region
(For the invited researcher from Japan)**

Location	Daily Allowance	Accommodation Fee
Los Angeles/San Francisco/New York City/Washington D.C.	4,000 JPY/day	14,000 JPY/night
Any other locations not listed above within the US or Canada	3,000 JPY/day	

(As of March 2024) The above is subject to change in accordance with JSPS rule changes.

B. Expenditures for implementation

Item of expenditure		Amount	How you will be paid
1	Printing of documents or posters related to the seminar	Up to 5,000 USD	Reimbursement will be made from JSPS Washington Office to the organizer. The reimbursement amount will be calculated based on the receipts submitted by the organizer after the seminar.
2	Rent & occupancy of the seminar venue		
3	Food and beverages during the seminar and/or reception		
4	Other expenses relevant to the seminar		

Notes:

- The total amount for “Food and beverages” should not exceed 50% of the total support from JSPS or 2,000 USD, whichever is higher.
- The fund cannot be used for the following expenses:
 - Honorarium
 - Equipment
 - Labor costs
 - Travel expenses for speakers and participants attending from within the U.S. or Canada
- Travel expenses will only be covered for one speaker from Japan. If the invitee performs business unrelated to the seminar while on the trip, travel expenses for this purpose cannot be covered by JSPS.
- Payment cannot be made for an item that is not in accordance with JSPS regulations, even if the price is within the award amount.
- Seminar expenses exceeding the upper limit of the JSPS funding and any part of the budget that cannot be spent according to JSPS regulations shall be covered by the organizers

- themselves from other sources.
- The award may be revoked if considerable changes are made to the original application without consultation with JSPS Washington Office.

8. Application Procedure

Documents to Be Submitted

- (1) Application for Seminar Program (Form A)
- (2) Budget for Seminar Program (Form B)
- (3) CV and publication list of the applicant (in any format)
- (4) CV and publication list of the researcher from Japan (in any format)

Notes:

- Forms A and B are available on the Association website.
<https://www.jspsusa-alumni.org/jsps-us-and-canada-aa-seminar-program-application-procedure/>
- All required documents must be created in letter size.
- The size and format of the forms should NOT be altered by applicants unless otherwise specified.

How to Submit

Prepare the required documents, fill in the electronic form and upload the required documents from the link below.

<https://forms.office.com/r/tDM1uea6kP>

Application Deadline

April 30, 2025 (EDT)

9. Selection Criteria

- (1) Academic value of the seminar
- (2) Quality of preparation of the seminar
- (3) Effectiveness in fulfilling the objectives of the Association (see “1. Purpose”)

Notes:

- In relation to (3), the following is recommended to be considered in the seminar plan:
 - Involvement of alumni members other than the applicant as speakers/organizers in the seminar
 - Efforts to invite many alumni members to attend the seminar
- During the selection process, consideration may be given to ensure that the seminars to be awarded are not concentrated in a certain field of research.

10. Selection Procedure and Notification

- (1) The Association’s Award Committee carries out screening based on the selection criteria.
- (2) JSPS will select the awardees based on the screening results.
- (3) Applicants will be notified of their selection results by early June 2025.
- (4) Feedback from the reviewers will be provided to applicants upon request.

11. Procedure after selection/Responsibilities of the Awardee

- JSPS and Alumni Association must be acknowledged in the seminar's program or any other materials regarding the seminar. The final program, which is required to be submitted one month prior to the seminar, will be posted at <https://www.jspsusa-alumni.org/jsps-us-and-canada-aa-seminar-program-awardee-history/>
- JSPS does not bear responsibility for any accident, sickness, or other such incidents that may occur over the period of the seminar and throughout the trip of the invitee.

12. Timeline

Below is the procedure timeline for the awarded seminars:

By two months before the seminar: Confirm the date/Submit the Invitee's itinerary

- If the organizer needs to postpone the seminar due to unavoidable circumstances, they must inform JSPS Washington Office by this point.
- The invitee's itinerary will be used by JSPS to make travel arrangements for the invitee.
- The organizer must make sure that they or the invitee themselves do NOT purchase the air tickets.
- If there are any government restrictions on the invitee's overseas business trip, the organizer must consult with JSPS Washington Office immediately.

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By one month before the seminar: Submit the latest budget plan and the final program

- The latest budget plan must be created using Form B.
- The final program of the seminar may be created in any format.

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By one week before the seminar: Submit the final budget plan

- Any changes to the budget plan must be notified to JSPS by this point
- No changes to the budget plan will be permitted without consultation and approval from JSPS.

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Scheduled date of the seminar

- On the day of the seminar, JSPS staff may take photos that will be used for the website and other publications by JSPS and Alumni Association. The organizer is requested to obtain permission from participants in advance.

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By one month after the seminar: Submit the reports

- The organizer must submit the following to JSPS:
 - Implementation Report (in the designated form)
 - Financial Report (in the designated form)
 - Photo(s)
 - Receipts
- The implementation report and the photo(s) will be used for websites and other publications by JSPS and Alumni Association.
- The organizer must keep all receipts and submit them at this point. Expenses cannot be reimbursed without receipts.

13. Contact

JSPS Washington Office

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