

# FY 2016 JSPS "KAITOKU-NIH" Application Guide

## A. Important:

1. Application forms come in two types: FORM A (English version) and FORM B (Japanese version). They can be downloaded from the following websites:

<http://www.jspsusa.org/kaitoku-nih/2016/JSPS2016applicationformA.doc> (Form A)

<http://www.jspsusa.org/kaitoku-nih/2016/JSPS2016applicationformB.doc> (Form B)

2. Be sure NOT to alter the size or format of the forms, or falsify, or plagiarize any materials. Incomplete, altered or otherwise flawed applications will be rejected. JSPS may withdraw the fellowship, stop allowances, or request the return of money already paid if the fellowship has been awarded on the basis of false statements in the application form. Applications printed on both letter-size and A4-size papers are acceptable.

The Application Form includes a border line, thus the applicant is not allowed to change the format or add extra pages, please write within the space provided. The citations should be included in this space too. More than ten citations are acceptable. However, the number of citations will be limited by the remaining space within the border provided. It is up to the applicant to write what he/she wishes and what he/she considers most important.

3. If the applicant holds a M.D. (Medical Doctor) degree only, then the applicant is not qualified. If the applicant has a M.D./Ph.D., then he/she may apply to the program.
4. If you handwrite the application, observe the following points.
  - a. Print neatly in black ink or with black pen.
  - b. Do not cut and paste anything on the application form.
  - c. If you need to make modifications, do not use white-out, but draw double line through deleted words.

## B. Guideline for filling out each form:

### **1. FORM A:**

- a. **Information must be in English and in font size 11.**
- b. Item 11. Education Background and item 12. Previous Employment: Start from the most recent.
- c. Item 17. Scholarly Achievements: Include achievements whereby you played a center part in the 5 items listed below. Underline your name.
  - i. Selected peer-reviewed publications (in chronological order)
    - Do not include publications that are in the submission or preparation stages.
  - ii. Reviews and critiques
  - iii. Presentations at international conferences (poster/oral)
  - iv. Presentations in Japan (except international conferences)
  - v. Patents (applied/being processed/obtained)

### **2. FORM B:**

- a. Write in Japanese except host institution/researcher/position at NIH.
- b. This should be consistent with FORM A.
- c. Item 3. Current Institution: Do not use abbreviation.
- d. Item 13. Research Plan at NIH: State clearly your research plan and purpose within one page. Do not use extra age.