Bilateral Exchange Program
JSPS-NUS Joint Research Project and Joint Seminar Application Guideline for FY2025

1. Purpose

The Japan society for the Promotion of Science (JSPS) and the National University of Singapore (NUS) carries out bilateral cooperative in accordance with their mutual agreement on international scientific collaboration. The aim of this programme is to form sustained networks evolved from individual scientist exchanges including young scientists, in the areas of Natural Sciences, Humanities and Social Sciences.

2. Number of projects supported

Programme	**Number of projects supported**
Joint Research Project	3
Joint Seminar	1

3. Requirements

Projects must meet the following criteria:

<table>
<tr><th rowspan="2"></th><th colspan="2">Programme</th></tr>
<tr><th>Joint Research Projects</th><th>Joint Seminars</th></tr>
<tr><td>Requirements</td><td colspan="2">▪ Scientific excellence of projects/seminars
▪ Necessity of cooperation, added value gained, and mutual research advancement through transfer of knowledge and expertise
▪ Impact of outcomes on improving the quality of life, contributing to socioeconomic development, and/or solving prevailing social issues
▪ Participation of young researchers and contribution to fostering them
▪ Feasibility and concreteness of the research plan and expectation of its advancing the research

In addition to the above criteria, the following points are also considered:
▪ Contribution of researcher interaction in advancing the research during the project/seminar.
▪ Appropriateness of the budget plan
▪ Appropriateness of the venue in case of seminar</td></tr>
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	▪ The projects must be carried out in both countries (Japan and Singapore)	
Japanese participants	Japanese participants must hold a full-time or equivalent position as a researcher at a University or research institute in Japan that is eligible to receive Grants-in-Aid for Scientific Research – KAKENHI.	
Singaporean principal researcher	Singaporean principal researcher must be an **academic staff under tenure track appointment** employed at universities or other research institutions managed or designated by NUS.	
Composition of participants	Research Projects should be jointly conducted by Japanese and Singaporean teams. Researchers who belong to institution/organization in third countries are not allowed to participate.	Seminars should be international ones attended by researchers of both countries to discuss a specific research topic. Researchers from third countries may also participate at their own expense.
Duration	Up to 2 years	Up to 1 week
Commencement and Implementation Periods	Researchers must start their research from 1 April 2025.	Seminars should be held between 1 April 2025 to 31 March 2026.
Total amount of support provided	Up to S$38,000 per project, per fiscal year[1] JSPS and NUS will cover the costs of its own country's participants.	Up to S$38,000 JSPS and NUS will cover the costs of its own country's participants. Costs associated with holding seminars will be covered by the host country.
Other requirements	In principle, trips to third countries are not allowed. (Field trips or international conference presentations are exceptions.)	Seminar should be held in either Japan or Singapore.

[1] Stated amount is for Singapore researcher. The researcher's counterpart in Japan would be provided with an equal amount of funding.

4. Types of support provided by NUS/NTU

(The following allowances will be provided to the Joint Research Projects/Joint Seminars principal investigator's affiliated institution.)

A. Joint Research Projects

Allowances for Singapore researchers[2]

1. International travel costs: A round-trip air ticket to and from the designated research location (includes VISA application, travel insurance, etc), daily allowances, accommodation, and domestic travel expenses in Japan and Singapore.

2. Research expenses: Costs of expendable supplies, printing fees, communication expenses, conference expenses, honorarium, and miscellaneous expenses, etc.

B. Joint Seminars held in Singapore

Allowances for Singapore researchers[2]

1. Costs associated with holding a joint seminar (include preparatory meeting and post-meeting reviews): Conference expenses, costs of expendable supplies, printing fees, communication expenses, honorarium, and miscellaneous expenses, etc.

2. Domestic travel expenses for conducting Joint Seminars

C. Joint Seminars held in Japan

Allowances for Singapore researchers[2]

1. International travel costs: A round-trip air ticket to and from the seminar venue, daily allowances, accommodation, and domestic travel expenses in Japan and Singapore.

2. Costs associated with holding a joint seminar (include preparatory meeting and post-meeting reviews): Conference expenses, costs of expendable supplies, printing fees, communication expenses, honorarium, and miscellaneous expenses, etc.

[2] For NUS staff, allowances and support for overseas travel will be according to prevailing guidelines from the Office of Human Resources (OHR). Please refer OHR's website, https://nusu.sharepoint.com/sites/corporate/policies/hr2/benefits/financial-assistance-for-official-travel.pdf, for more information.

5. Application

Applications should be submitted through respective Departments and Faculties/Schools, and reach Office of the Deputy President (Research and Technology) by **3 September 2024**.

Please check with respective Departments on internal deadlines for submission.

Faculties/School should submit endorsed applications to:

Ms Chan Ching Ting
Office of the Deputy President (Research and Technology)
University Hall, Lee Kong Chian Wing, Level 5
21 Lower Kent Ridge Road
Singapore 119 077

Applications must be submitted concurrently to JSPS and NUS by Principal Investigators (PI) in their respective countries. **Applications to only a single organization will not be considered.**

6. Selection results

NUS will notify the NTU office of research and relevant NUS Faculties/Schools of the selection results, estimated to be by February 2025.

7. Post-selection (for NUS academic staff only[3])

Upon notification of selection, PIs are required to obtain research compliance and submit the relevant documents to ODPRT for account creation (only if applicable) as follow:

Account Creation:

(i) Budget phasing form

Research Compliance:

(i) Schedule 1 form for development of Research Collaboration Agreement (RCA) by ILO (if necessary).

(ii) Cover/Endorsement page

(iv) Risk assessment declaration form(s)
- For non lab-based projects or lab-based projects
- **IRB** (human subject clearance)
- **IACUC** (animal use and care clearance)

(v) For research held in other countries. E.g.
- Malaysia
- Thailand

[3] NTU staff are advised to check with the NTU office of research on post-selection procedures.

Co-Funding:

A new WBS account will be opened for the selected project, and funds will be transferred on a yearly basis to the account. The project will be co-funded by ODPRT and Faculty/Department in the proportion of 50% to 50%. PIs may seek assistance from the respective faculty or department to inform ODPRT of the WBS number providing 50% of funding support. This is required before ODPRT processes funds transfer to the WBS account of the new project.

Research collaboration agreement:

A research collaboration agreement (RCA) should be applied for through the Industry Liaison Office (ILO) if there is a likelihood of inventing, creating or developing new Intellectual Property in the research project. More information is available at the following website: https://staffportal.nus.edu.sg/staffportal/research/preaward/agreement.html

8. Administrative duties of Joint Research Projects or Joint Seminars Principal Researchers and their affiliated institutions

(1) Principal researchers of Joint Research Projects or Joint Seminars must submit a report through his/her university or institution using the prescribed format.

(2) Due acknowledgement of support by JSPS and NUS/NTU should be made in any publication resulting from the joint projects/seminars.

9. Notes

(1) Research projects related to military affairs will not be considered/supported.

(2) NUS/JSPS shall not be responsible for any sickness or accidents during the implementation period for Joint Research Projects.

(3) The names of the awardees, research meetings, and research themes as well as the names of principal researchers of Joint Research Projects and Joint Seminars in partner countries and reports are subject to public disclosure.

10. Contact

For enquires regarding applications, please contact:

Ms Chan Ching Ting

Office of the Deputy President (Research & Technology)

National University of Singapore

Email address: dprcct@nus.edu.sg

Tel (DID): 6601 2780