

Japan Foundation Southeast Asia Partnership Program (JFSEAP)

Visiting Fellowship (Inbound) Application Guidelines for Fiscal 2026

1. PURPOSE

At the Commemorative Summit for the 50th Year of ASEAN-Japan Friendship and Cooperation held on December 17, 2023, Prime Minister KISHIDA Fumio announced the launch of “Partnership to Co-Create a Future with the Next Generation: WA Project 2.0,” a comprehensive people-to-people exchange initiative that aims to encourage interactions among the next generation and develop human resources in Japan and ASEAN*.

(*) https://www.mofa.go.jp/p_pd/ca_opr/pageite_000001_00061.html

Based on this concept, the Japan Foundation (JF) provides grants and supports projects to achieve the following five purposes:

- Build a strong relationship of trust between Japan and ASEAN for the future.
- Promote two-way exchanges and strengthen multi-faceted human networks.
- Address together global challenges, such as climate change and disaster prevention.
- Nurture the next generation to serve as a bridge between ASEAN and Japan.
- Contribute to the further development of a multicultural society.

Japan Foundation Southeast Asia Partnership Program (JFSEAP) Visiting Fellowship is a fellowship program jointly operated by the JF and the following partner institutions in Japan (host institutions.) This fellowship aims to provide the next generation of researchers and experts from ASEAN who are tackling global common issues faced by Japan and ASEAN with opportunities to conduct research in Japan as Visiting Fellows of the host institutions, and to form and expand networks with people involved in international exchange through participation in workshops and other activities.

Host Institutions	Priority Field/Theme	Fellowship Start Date
Center for Southeast Asian Studies (CSEAS), Kyoto University	Research on common issues between Japan and ASEAN	Between September 1, 2026 to March 31, 2027
Institute of Developing Economies, Japan External Trade Organization (IDE-JETRO)	Social sciences in general (politics, economics, society, etc.) focused on ASEAN countries	Between June 1, 2026 to March 31, 2027
National Graduate Institute for Policy Studies (GRIPS)	Policy oriented research related to Japan-ASEAN cooperation in general	Between June 1, 2026 to March 31, 2027
The Japan Institute of International Affairs (JIIA)	Foreign and security policy related to Japan, including non-traditional fields such as international economy and economic security, and Japan–ASEAN cooperation in the Indo-Pacific	Between June 1, 2026 to March 31, 2027
Keio University Global Research Institute (KGRI)	Sustainable Development, SDGs, Sustainability Investment, Earth System Governance, Future Earth	Between June 1, 2026 to March 31, 2027

2. ELIGIBLE PROJECTS

We are accepting applications for policy-oriented projects related to global common issues that should be jointly addressed by Japan, ASEAN and the international community.

Possible topics include climate change, disaster resilience, energy issues, economic security, maritime cooperation (e.g., maritime law), social and economic disparities, public health, AI, and urbanization; however, projects outside these categories can also be eligible if they meet the goals of the fellowship program.

3. EXPECTED NUMBER OF FELLOWS AND PERIOD OF STAY IN JAPAN

A small number of Fellows will be invited to stay continuously in Japan for over 3 months up to a maximum of 12 months. The proposed start date for a Fellowship must fall between June 1, 2026, and March 31, 2027. However, the start date for applicants to the Center for Southeast Asian Studies (CSEAS), Kyoto University must fall between September 1, 2026, and March 31, 2027.

4. ELIGIBILITY OF APPLICANTS

(1) All of the following criteria must be met:

- a. Applicants must be citizens of ASEAN countries (Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam), or Timor-Leste;
- b. Applicants must hold a Ph.D., the highest academic degree in their field of expertise, or a Master's Degree with five or more years of professional work experience in a field related to their proposed research;
- c. Applicants must be in good health and proficient in either English or Japanese;
- d. In principle, applicants must be able to stay continuously in Japan for the term of the Fellowship.

(2) Individuals meeting any of the following conditions are not eligible to apply:

- a. Applicants in natural sciences, medicine, or engineering;
- b. Those who intend to use the Fellowship program for political or religious purposes;
- c. Those who primarily intend to enhance Japanese-language ability or technical skills;
- d. Those who intend to develop and/or produce Japanese-language teaching materials;
- e. Those who intend to acquire artistic training in the area of Japanese traditional culture (tea ceremony, flower arrangement, etc.);
- f. Those who plan to receive other grants covering expenses for travel to and accommodation in Japan concurrently with the Fellowship;
- g. Those who have been in Japan continuously for more than a year dating back from the fellowship start date.

5. BENEFITS

(1) One-time Benefits

- a. International Air Ticket: Round-trip discount economy-class air ticket (the most direct route.) Fellows already in Japan before the start of the Fellowship will receive only a one-way ticket for their return flight.
- b. Settling-in Allowance: JPY 250,000 (In principle, this allowance will not be provided to Fellows who are already in Japan before the start of the Fellowship.)
- c. Departure Allowance: JPY 50,000 (In principle, this allowance will not be provided to Fellows who will continue to stay in Japan after the termination of the Fellowship.)
- d. Insurance: JF provides overseas travel insurance based on its policy

(2) Monthly Benefits

- a. Monthly Stipend (covering living and research expenses): JPY 400,000
- b. Dependent Allowance (if applicable): JPY 10,000 per certified person
- c. Enrollment Fees (if applicable): Up to JPY 25,000

6. HOST INSTITUTION

- (1) Applicants must review the priority fields and themes of the host institutions listed above, select one institution, and submit their application accordingly. Multiple applications to different host institutions are not permitted.
- (2) Research activities during the applicants' stay in Japan should be carried out using the host institution's facilities and equipment, as well as through collaboration and exchange with the designated host advisor/research associate.
- (3) The host advisor/research associate will be designated as follows:
 - a. The host advisor/research associate will be designated by the host institution after the selection of successful applicants, taking into consideration their field of expertise, research theme, and other factors.
 - b. Applicants to IDE-JETRO must indicate the researcher(s) from IDE-JETRO whom you wish to be assigned as your host advisor/research associate. Please note that your preferred researcher may not necessarily be appointed as your host.
- (4) Upon consultation with the host advisor/research associate at the host institution, Fellows may, when necessary, engage in research activities with other research institution(s) in addition to the host institution. Changing the host institution in Japan, however, is not permitted.

7. SELECTION POLICY

The following points will be emphasized in the selection process.

- The project is about common issues that Japan and ASEAN should jointly address.
- The purpose and goal of the research are clear, the theme of the research is appropriate, and the need to conduct research at the host institution can be recognized.

- In addition to conducting their own research, all Fellows are expected to be willing to actively participate in research exchange projects.
- The results of the research conducted in Japan can be expected to be disseminated during and after the Fellowship period. In addition, each Fellow can be expected to play an important role in interactions between Japan and ASEAN in the future.

8. APPLICATION PROCEDURES

(1) Application deadline: December 2, 2025 (Tue) 13:00 (Japan Standard Time)

(2) How to apply

- a. Download the application documents from the website below:
<https://www.jpf.go.jp/e/program/intel.html>
- b. Complete your application documents, following the Application Guidelines and the Instructions for Completing the Application Forms.
(Form A) Application Form
(Form B) Project Statement Form
(Form C) Curriculum Vitae
- c. Upload your application documents to the Online Application Portal.
* Visit the website to view the manual for this procedure.
Online Application Portal: <https://www.apply.jpf.go.jp>
- d. Please request that your referees upload their files (Confidential Reference Letters) to the dedicated URL, which you can issue via the Online Application Portal.
(Form D) Confidential Reference Letters (Two Required)

(3) Notes

The submitted data and documents will not be returned.

In the event that multiple sets of data or documents are received, only the latest one received by the deadline will be considered.

9. SELECTION PROCEDURES AND RESULTS NOTIFICATION

JF and the host institutions will jointly screen the applicants.

(1) **Preliminary round of selection: document review**

- a. Selections will be made based on the submitted documents.
- b. Applicants who pass this preliminary round of selection will receive an email invitation to the second round of selection by January 16, 2026.

(2) **Second round of selection: online interview**

- a. Online interviews of approximately 20 minutes per applicant will be conducted in late January or February 2026 for those who pass the preliminary round of selection.
- b. The online interview will be conducted based on Japan time. If the interview schedule cannot be set, the interview will be considered declined. Please note that failure to

respond to the interview during the arranged time slot may also be considered as an interview decline.

c. The results of the second round will be notified by email in April 2026.

- (3) Neither the reason for the results, nor the status of any application during the screening process, can be discussed.**

10. POINTS TO BE NOTED

- (1) No extension of the duration of the Fellowship will be allowed for any reason whatsoever.
- (2) In principle, no change in the start date of the Fellowship will be allowed. If Fellows must change their start date due to unavoidable circumstances, they must explain the reason beforehand and obtain the approval of both JF and the host institution. Advancing the start date is not permitted under any circumstances.
- (3) If successful applicants are offered any other grant or fellowship covering expenses for travel to, and accommodation in, Japan whose duration overlaps with that of the JFSEAP Visiting Fellowship, they must decline either the JFSEAP Visiting Fellowship or the other grant/fellowship for the overlapping period. When applicants decide to withdraw their application, they must notify JF promptly by email at jfseap_vf@jpf.go.jp, even if it is before notification of the screening results.

11. OBLIGATIONS OF FELLOWSHIP RECIPIENTS

- (1) In principle, Fellows are expected to devote their full time to their research in Japan.
- (2) In the case Fellows are mentioned in the media during the Fellowship period, the Fellows are, in principle, to specify that they are in Japan on the JFSEAP Visiting Fellowship.
- (3) Fellows are expected to present their achievements during or after the Fellowship period, as well as participate in networking events organized by JF.
- (4) Fellows are required to submit quarterly reports during the Fellowship period and a final project report. In addition, Fellows are to submit a policy recommendation or vision statement (2,000 words in English) based on the research conducted under the Fellowship. The submissions may be published by JF and the host institutions on their websites and/or in print.
- (5) Fellows are expected to share information on the outcome of the project, i.e., deliverables such as books or reports, with JF and the host institutions.

12. CONTACT

Secretariat of JFSEAP Fellowship Program
Global Partnership Department, The Japan Foundation
1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004
Email: jfseap_vf@jpf.go.jp

13. TERMS OF AGREEMENT

By applying to this Fellowship, applicants will be deemed to have agreed to the following statements:

(1) Compliance with law

- a. Applicants must not violate the law or regulations of their own country by receiving a fellowship from JF.
- b. JF is intolerant of any fraudulent activity by applicants during the application process throughout the Fellowship period. Committing any form of fraud with regard to JF subsidies, etc., could result in penalty measures such as a revocation of the decision to provide the Fellowship in whole or in part, the required return of benefits including additional charges, late payment charges, suspension of an applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. “Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.” (Act No. 179 of 1955)).

(2) Disclosure of information on the project

- a. If the project is selected, information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the JF (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on JF's website and in other public relations materials.
- b. When JF receives a request for disclosure of information in accordance with the “Act on Access to Information Held by Incorporated Administrative Agencies” (Act No. 140 of 2001), application forms submitted to JF, except for non-disclosure information stipulated in such act, will be disclosed, in principle.
- c. There may be cases in which project reports, deliverables, and other related publications are released to the public for publicity purposes.

(3) Handling of personal information

- a. Compliance with applicable laws

To the extent applicable, JF and the host institutions will comply with the “Act on the Protection of Personal Information” (Act No. 57 of 2003), related Cabinet Orders and Ministerial Orders, and various guidelines established by the Personal Information Protection Commission and any agencies authorized by the said Commission, the “EU General Data Protection Regulation (the “GDPR”),” the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the “Chinese Laws”), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, JF will properly collect, use and control the same. For more information on JF's efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpfb.go.jp/j/privacy/>

(English) <https://www.jpfb.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpfb.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/

For more information on the host institutions' efforts to protect personal information (privacy

policy), please visit the following websites:

(Center for Southeast Asian Studies (CSEAS), Kyoto University)

<https://www.kyoto-u.ac.jp/en/privacy-policy>

(Institute of Developing Economies, Japan External Trade Organization (IDE-JETRO))

<https://www.ide.go.jp/English/privacy.html>

(National Graduate Institute for Policy Studies (GRIPS))

https://www.grips.ac.jp/en/single/privacy_policy/

(The Japan Institute of International Affairs (JIIA))

<https://www.jiia.or.jp/en/personal-information-protection-policy.html>

(Keio University Global Research Institute (KGRI))

<https://www.keio.ac.jp/en/privacy-policy/>

b. Acquisition of personal information

JF and the host institutions may acquire the following personal information (the “Personal Information”) from applicants through application forms, attachments, project reports, deliverables, etc. (the “Project Materials”). In addition, JF may acquire applicants’ Personal Information through publicly available websites.

[Basic information on applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, email address, ID number, passport number, family structure, names of family members, dates of birth of family members, nationalities of family members, genders of family members, addresses of family members, jobs of family members, photographs taken during or prior to the program, etc.

[Information on applicants’ educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

*JF and the host institutions may acquire the Personal Information of applicants’ family members from applicants. On such occasion, applicants must obtain consent from their family members regarding the content of this “Handling of personal information” section before providing such Personal Information to JF and the host institutions.

c. Purposes of use and period of personal information

- (a) Based on the consent of applicants and their family members, JF and the host institutions will use the Personal Information acquired from applicants for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the

“Purposes of Use”).

- (b) For the proper and smooth operation of JF and host institution projects, any information such as applicants’ names, genders, jobs, titles, affiliations, project periods, project content, etc. will be posted on published materials, such as the Detailed Annual Reports of JF (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and JF’s website; used for the preparation of statistics materials; and used for the formulation of future JF and host institution projects.
 - (c) In addition to the information specified in (b) above, applicants’ contact information (i.e., address, email address and phone number) will be used to request applicants to answer questionnaires as follow-up to the project after completion thereof; provide notices regarding other JF projects; request applicants to provide information for the formulation of future JF and host institution projects, and so on.
 - (d) JF and the host institutions will handle the Personal Information of applicants and their family members for the period necessary to achieve the Purposes of Use stated above.
- d. Provision of personal information
- (a) JF and the host institutions may provide the Personal Information acquired from applicants to the following organizations, to the minimum extent necessary. JF and the host institutions will make sure that the recipients take measures to ensure the security of the Personal Information.
 - i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
 - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
 - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
 - iv. News media and other organizations (for public relations for the project)
 - v. Other organizations and individuals who receive the information as needed for the project
 - (b) Applicants’ medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
 - (c) The Personal Information acquired from applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the “Administrative Organs”) as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information
- (a) JF and the host institutions may handle the Personal Information acquired from applicants by transferring the same to bases located in Japan (including JF headquarters) or other countries

or regions for the Purposes of Use specified above. JF and the host institutions will appropriately control the Personal Information in such countries or regions.

- (b) In addition to the case specified in the preceding paragraph, JF and the host institutions may provide the Personal Information acquired from applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the project, only when the conditions stipulated in laws and regulations are satisfied.

f. Security control of personal information

JF and the host institutions will endeavor to prevent unauthorized access and leakage of the Personal Information of applicants by taking appropriate security control measures and control means.

g. Rights pertaining to personal information of applicants

Applicants have the right to access their Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where applicants are dissatisfied with the handling of the Personal Information by JF and the host institutions, applicants may state their objections to JF to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, applicants may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which they belong.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than applicants, which is submitted by applicants to JF and the host institutions, will also be handled in the same manner as stipulated in a. to h. above, and therefore, applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "12. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. Revocation of consent

Applicants have the right to revoke their consent to any matters specified in this "Handling of personal information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when applicants do not provide their consent or revoke their consent, they may not be able to receive necessary information and/or services from JF and the host institutions.

(4) Response to the spread of infectious diseases

Depending on the spread of infectious diseases appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. Please understand that JF may unavoidably change the substance of its grant or the

conditions attached, or ask Fellows to modify their plan, including their original Fellowship start date, as a result of changes in circumstances that have occurred after the decision to provide the grant.

(5) Ensuring the necessary safety and security of the project

Considering the recent instability in global security, with the increase of terrorist attacks in particular, JF highly recommends Fellows to take the necessary security measures to ensure safety when carrying out the project, including the following:

- a. Check and obtain security information about the area in which the project will be conducted to ensure the safe travel and accommodation.
- b. Share information on security and safety issues with persons concerned with the research project (if any).

Instructions for Completing the Application Forms

* General Instructions

- (1) The applicants must submit the following documents through the Online Application Portal.
 - a. **(Form A) Application Form**
 - b. **(Form B) Project Statement Form**
 - c. **(Form C) Curriculum Vitae**

Follow the detailed instructions provided below to complete each section.
- (2) **Two (Form D) Recommendation Letters:** First, each applicant should fill out the upper box of the letter form. Then each referee should complete all the other required sections, and upload their letter without going through the applicant, to the dedicated URL issued via the Online Application Portal. **Please read the Application Guidelines stated above and the following instructions carefully before submitting the application materials.** If these instructions are not followed properly, the applicant may not be considered for a Fellowship.
- (3) Application forms should be completed in English. Applications submitted in other languages will not be accepted.

* Application Form

(Form A) Application Form

1. Applicant Information

- (1) Applicant Name, Title and Birthday: Applicants should choose their preferred honorific, and give their full name (as you would like it to appear in official documents), Surname/Family name (if applicable), and Given and middle names in the Latin alphabet. Please give your year of birth by the Gregorian calendar.
- (2) Nationality/Citizenship, Legal Permanent Residency: List all nationalities/ citizenship or legal permanent residency you have.
- (3) Current Position: Give the job title and name of the institution with which you are currently affiliated and the position. Also give the full address of your office and other information on your affiliation.
- (4) Specialization: Give your specialization.
- (5) Education: Give the details of your highest academic degree received.
- (6) Language: Write your native language and check the box corresponding to the level of your English-language proficiency and Japanese-language proficiency (if any).
- (7) Previous Stays in Japan: If you have been in Japan on any grant/fellowship from JF, list each period of stay in Japan and the name of the program for all the visits (regardless of the length of each stay). For other visits to Japan, indicate the period and purpose of each stay, and list any grants/fellowships received. (It is not necessary to indicate stopovers or short trips for sightseeing.)
- (8) Mid- to Long-Term Goals in Career: Describe your mid- to long-term goals in career.
- (9) Application for other fellowships: Select the applicable answer. Please provide information on the other fellowships with the same project as this Fellowship that you have applied for or have plans to apply for. Include the fellowship period and notification date of the results.

2. Project Information

- (1) Project Title: Give the title of the proposed project.
- (2) Keywords (up to 5 keywords): Give up to five key words that describe the discipline(s) or area(s) of research of the project in more specific terms.
- (3) Project Summary (250-300 words): Summarize the proposed project in 250-300 words.
- (4) Start Date and Intended Duration of Fellowship: The Start Date of the Fellowship must fall between June 1, 2025, and March 31, 2026; the Fellowship can support 3-12 months of research in total. However, the start date for applicants to the Center for Southeast Asian Studies (CSEAS), Kyoto University must fall between September 1, 2026, and March 31, 2027.
- (5) Accompanying Dependent(s): Indicate the number of dependent family members accompanying you for 3 or more consecutive months during the fellowship period.
- (6) Host Institution: Indicate ONE host institution with which you would like to affiliate during the Fellowship period in Japan and describe the reason. Please provide the name of the host advisor/research associate with whom you would like to cooperate at the host institution, if applicable. Applicants to IDE-JETRO must indicate the researcher(s) from IDE-JETRO whom you wish to be assigned as your host advisor/research associate. Please note that your preferred researcher may not necessarily be appointed as your host.
- (7) References: Give the name, institution, job title, and email of both referees.
 *Confidential Reference Letters (Form D) need to be prepared by the referees and submitted directly by them to be valid. Have them submit the Confidential Reference Letters (Form D) to the dedicated URL, which the applicant can issue via the Online Application Portal, by December 2, 2025, 13:00 (Japan Standard Time).

(Form B) Project Statement Form

"Project Statement Form (3-pages maximum)"

Describe the proposed project; be sure to address all three points to be given full consideration:

- a. Purpose and significance of the project
- b. Methodology and a research plan (including a timeline of activities in Japan)
- c. Expected results, and further prospects in the future, plans for dissemination (e.g. publications, presentations at conferences, etc.)

(Form C) Curriculum Vitae

1. Name and contact information: Give your name in the Latin alphabet and email address.
2. Professional experiences (in reverse chronological order): Give your current position in (1) and past experiences in (2). *Those who do not hold a Ph.D. or the highest academic degree in their field of expertise must highlight the five or more years of professional work experience in a field related to their proposed research.
3. Education (in reverse chronological order): List your education in reverse chronological order.

4. Major Publications (e.g. books, articles, chapters, policy briefs, reports, etc.): List your major books, articles, chapters, policy briefs, reports, etc., organizing the peer-reviewed publications in part (1), and all others in part (2).
5. Conference presentations: List your major conference presentations.
6. Awards and honors: List your history of awards and honors.
7. Grants and fellowship: List your record of awarded grants and fellowships.
8. Professional associations: List the professional associations you belong to.
9. Other activities and qualifications, including media coverage: List your history of professional services and other qualifications. Include any media coverage here.
10. Additional information and comments: Give any additional information relevant to your professional qualifications for the proposed project.

*** Confidential Reference Letter (Form D)**

- a. The applicant should ask two individuals, who are willing and able to judge your ability to carry out your proposal, to submit (Form D) Confidential Reference Letters. Section 1 must be filled out by the applicant before the form is sent to each referee for completion and submission.
- b. Each referee should assess the applicant's ability to carry out the proposal, as well as the importance and impact of the project, and describe the relationship between themselves and the applicant in the specialized field. Comprehensive assessment of the proposed project and comments should be given. Each referee should complete (Form D) Confidential Reference Letter in English and upload their letter without going through the applicant, to the dedicated URL issued via the Online Application Portal by December 2, 2025, 13:00 (Japan Standard Time).