

JFIPP Research Fellowship

Application Documents Completion Guide For FY 2025-26

1. List of Documents to be Submitted by Applicant

<input checked="" type="checkbox"/>	Document	Specified/Free-Form (Format)	Required/ Optional
	(Form A) Executive Summary	Specified (Word)	Required
	(Form B) Project Statement Form	Specified (Word)	Required
	(Form C) Information on Applicant and Project Proposal	Specified (Word)	Required
	(Form D) Curriculum Vitae	Specified (Word)	Required

List of Documents to be Submitted by Others

<input checked="" type="checkbox"/>	Document	Specified/Free-Form (Format)	Required/ Optional
	(Form E) Confidential Reference Letters **	Specified (Word)	Required

***Please complete all the documents in English**

****Two letters from two individuals. Reference letters should be submitted by one individual with expertise in the applicant's research area, and by another who is qualified to provide an evaluation of the project's feasibility.**

(Form A) Executive Summary

*Please complete this form using a 12-point font, Times New Roman.

"1. Applicant's information"

- a. Family Name, First Name, Middle Name
Give your name as shown on their passport, using the Latin alphabet.
- b. Job Title, Department, Institution
Give the information of the institution with which you are currently affiliated and your job title there.

"2. Project"

- c. Project Title
Give the title of the proposed project.
- d. Research Question
Provide one research question you intend to address in the proposed project.
- e. Project Summary

Summarize the proposed project in 250-300 words.

f. Policy Relevance to the Indo-Pacific Region

Explain the policy relevance and possible policy implications of the project to the Indo-Pacific region in 100-150 words.

g. Discipline, Area of Research

Select and check (up to three) applicable discipline(s) or area(s) of research of the project in the table.

h. Key words

Give up to five key words that describe the discipline(s) or area(s) of research of the project in more specific terms.

(Form B) Project Statement Form

*Please complete this form using a 12-point font, Times New Roman.

"Project Statement (5-pages maximum) "

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

- a) Purpose and significance of the project;
- b) Originality of the project, compared with existing research/work;
- c) Detailed research methodology, indicators, plan, and name of partners/collaborators, possible interviewees etc.;
- d) Expected results from the project, and further prospects in the future, in particular, the potential impact on the field;
- e) Plans for dissemination (e.g. publications, presentations at conferences, etc.).

(Form C) Information on Applicant and Project Proposal

"1. Personal Information"

a. Prefix, Family Name, First Name, Middle Name

Give your name as shown on your passport, using the Latin alphabet.

b. Date of Birth

Give your date of birth in the mm/dd/yyyy format.

c. Nationality/Citizenship, Legal Permanent Residency

List all Citizenships and Residencies you have.

d. Current Address

Give your residential address at the time of application.

"2. Current Position"

Give the information (office address, work email address, office phone number) of the institution with which you are currently affiliated and your job title there.

"3. Fields of Expertise"

a. Discipline(s)

Give your field(s) of expertise.

b. Research/Professional Activity base

Select the applicable answer based on whether you have five or more years research/professional experience in Japan, the U.S., Australia, or India. Please also highlight the relevant corresponding section(s) in Form D (Curriculum Vitae).

"4. Education"

Indicate the Highest Academic Degree Received; include the institution, discipline, type of degree and year and month it was received.

"5. Fellowship Period "

In principle, the "Start Date" of the Fellowship is the arrival date in the first destination city/country and the "End Date" of the Fellowship is the departure date from the final destination city/country. If the Fellowship period is not divided into two blocks, fill out "Period A" only.

If you plan to divide the Fellowship into two blocks, fill out both "Period A" and "Period B."

a. From (mm/dd/yyyy)

The Start Date of the fellowship must fall between February 1, 2026 and December 31, 2026.

b. To(mm/dd/yyyy)

The End Date must be within 15 months of the start of the fellowship.

c. Number of days:

Give the total number of days, including the Start date and the End date."6. Project Schedule "

At least half of the fellowship tenure period must be in Japan for non-Japan-based fellows or in one of the other three countries (India, Australia, or the U.S.) for Japan-based fellows. The fellowship only covers the period when a fellow conducts research outside the applicant's base country when submitting the application. Proposals must include at least two countries for research activities other than the applicant's base country (Proposals carried out in only one country are not eligible for this program).

If the Fellowship period is not divided into two blocks, fill out "Fellowship Period A" only.

If you plan to divide the Fellowship into two blocks, fill out both "Fellowship Period A" and "Fellowship Period B".

● Fellowship Period A/B Block

a. City/Country

Give the destination Cities and Countries. Please use one cell per country; if you plan to go to multiple cities/destinations in one country, please list all of the cities/destinations of a country in one cell.

b. From/To (Use mm/dd/yyyy format.)

Use the mm/dd/yyyy format to show the duration of your stay in each country; the start date is the arrival in the country and the end date is the departure from the country.

c. Outline of Research Activities, Justification for Requested Duration and Research Site

Give an outline of Research Activities. Details and specifics should be provided in (Form B) Project Statement Form.

"7. Research Collaborators "

If the Fellowship period is not divided into two blocks, please fill out "Fellowship Period A" only. If you plan to divide the Fellowship into two blocks, fill out both "Fellowship Period A" and

"Fellowship Period B".

Please give the Collaborator's name, institution, and Email address. For "Status of Request", select an applicable answer (Confirmed/ In Negotiation/ Not Contacted) to indicate the status of the collaboration. At least one collaborator must be designated as 'Confirmed' or 'In Negotiation' for each Fellowship Period.

"8. References "

Give the name, institution, job title, and Email, for both referees. Reference letters should be submitted by one individual with expertise in the applicant's research area, and by another who is qualified to provide an evaluation of the project's feasibility. *The confidential reference letters (Form E) need to be prepared by the referee and submitted directly by them directly to be valid. Have them submit the reference letter (Form E) to JFIPP_research@jpf.go.jp by June 16, 2025 noon (JST).

"9. Accompanying Dependent(s) "

Select the applicable answer depending on whether any dependent family member(s) will be accompanying you for 3 or more continuous months.

"10. Application for Other Fellowships with the same project as this Fellowship"

Select the applicable answer. Please provide information on the other fellowships with the same project as this Fellowship that you have applied to or have plans to apply for. Include the fellowship period and notification date of results.

"11. Previous JF Fellowships/Grants"

If you have received fellowships or grants from the Japan Foundation in the past, list the program, project name, and year.

(Form D) Curriculum Vitae

*Please complete this form using a 12-point font, Times New Roman.

"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 give professional experiences in reverse chronological order in (2). Highlight research/professional experiences in Japan, the U.S., Australia, or India.

"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, organizing the Peer-reviewed ones 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 grant(s) and fellowship(s).

"8. Professional associations"

List the professional associations you belong to.

"9. Language and skills"

List your language(s) and your proficiency in them.

"10. Other activities and qualifications, including media coverage"

List your history of professional services and other qualifications. Include any media coverage here.

"11. Additional information and comments"

Give any additional information relevant to your professional qualifications for the proposed project.

(Form E) Confidential Reference Letter

" Confidential Reference Letter" (specified format, two forms by two individuals)

*Reference letters should be submitted by one individual with expertise in the applicant's research area, and by another who is qualified to provide an evaluation of the project's feasibility.

a. You should ask two individuals who are willing and able to judge your ability to carry out their proposal, to submit (Form E) Confidential Reference Letters. Section 1 must be filled by the applicant before the form is sent to the 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. Referees should complete (Form E) Confidential Reference Letter in English and send the form to JFIPP_research@jpf.go.jp by June 16, 2025, noon (JST)