MEMORANDUM

TO : All Officials and Employees

SUBJECT : RESEARCH SCHOLARSHIP OPPORTUNITY IN JAPAN

DATE : 04 November 2004

We are pleased to announce that the Japan Institute of Labor and Policy and Training (JILTP) is now inviting applicants for Foreign Researcher Program for FY 2005.

The program aims to provide foreign researchers with opportunities for conducting research on labor policy and labor issues in Japan, with the goal of improving the quality of labor policy research.

There are two (2) types of the program: a) Long-term invitation program with a duration of 1-12 months; and b) Short-term invitation program which is less than 1 month.

This program covers travel, living and other expenses.

To qualify for the program, target participants must possessed the following requirements:

1. Affiliated with a labor research institute or university (excluding graduate students);
2. Have adequate command of Japanese or English language;
3. Is in good health to carry out and complete the intended studies;
4. Not older than 50 yrs. old;
5. Have not been previously invited to Japan under the long term/short term research program;
6. Have more than five years of research experience in the field of labor issues;
7. Must be able to remain in Japan and conduct research at the Institute throughout the term of invitation; and
8. Must not seek other sources of financial support such as fellowships during the term of the invitation.
Under the invitation program, selected participants are obliged to observe the following conditions:

1. To remain in Japan and conduct research on a specified theme at the Japan Institute for Labour Policy and Training throughout the term of the invitation;
2. To conduct research on a specified theme during the term of the invitation, submit a research report and present the report before the end of the stay; and
3. To participate in future joint research activities with the Institute after returning to their home countries.

For further details on the program, please find the attached relevant information and application forms. Applications must be submitted to the HRDD on or before Monday, 06 December 2004.

For your information.

CARMELITA S. DIMZON
Deputy Administrator
The Japan Institute for Labour Policy and Training
FY 2005 Foreign Researchers Invitation Program Application Form

1. For the Institute use only
☐ Long-term Invitation Program
   (1-12 months)
☐ Short-term Invitation Program
   (less than 1 month)

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<tr>
<th>Country</th>
<th>Japan</th>
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<td>Re. number</td>
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2. Proposed term of invitation
   From: Day / Month / Year
   To: Day / Month / Year

3. Name
   ☐ Prof.
   ☐ Dr.
   ☐ Mr.
   ☐ Ms.
   ☐ Other
   ☐ (Chinese characters)

   Roman alphabet
   Family
   First, Middle

4. Sex
   ☐ Male
   ☐ Female
   Date of Birth / / 19
   Day Month Year

   Nationality
   Permanent residency

5. Present Position
   Institution
   Country
   City
   Department / Position
   Specialization

6. Institutional address
   Tel.
   Fax.
   Email

   Home address
   Tel.
   Fax.
   Email

   Mailing address ☐ Institution ☐ Home
   ☐ Institution ☐ Home
Theme of research in Japan

Field of the theme of research

- a. General labor policy
- b. Labor relations and labor law
- c. Working conditions and environment
- d. Analysis of labor economics
- e. Employment strategies
- f. Corporations and employment
- g. Development of human resources
- h. Working life and private life
- i. Vocational guidance and job-search support
- j. Job and career analysis
- k. Other research themes deemed appropriate by the Institute

Goal and significance of the research

Research plan during stay in Japan
Japanese-Language Proficiency

<table>
<thead>
<tr>
<th>Speaking</th>
<th>Reading</th>
<th>Writing</th>
<th>Hearing</th>
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<tbody>
<tr>
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* If applicants have any documents verifying their proficiency in Japanese, they should list the documents below (if none, state "none") and attach the documents to the application.

English-Language Proficiency

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<th>Speaking</th>
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* If applicants have any documents verifying their proficiency in English, they should list the documents below (if none, state "none") and attach the documents to the application.

Previous stay in Japan (period, purpose, grants received if any)

Educational record

Employment (Including day/year when appointment at current research institution commenced, position/title held at research institution, research activities since the appointment)

Major works and publications; and of occasion at which you have presented your works, if any
11. Recommendation Form (in Applicant's institution)

The person named below wishes to apply for the Foreign Researchers Invitation Program of the Japan Institute for Labour Policy and Training. The applicant would like you to write a letter of recommendation in English or Japanese. Please assess the applicant's competence to carry out the proposal as described, as well as the importance and impact of the theme of research. Please hand your comments to the applicant or send them directly to the Institute whose address appears below in the box. The result of the screening will be inform to the applicant.

International Affairs Department (Invitation), The Japan Institute for Labour Policy and Training
4-8-23 Kamishakujii, Nerima-ku, Tokyo 177-8502, Japan
Tel +81-3-5903-6311 Fax +81-3-3594-1113 Email: inviting@jil.go.jp

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Nationality</th>
<th>Institution</th>
<th>Theme of research</th>
<th>Proposed term</th>
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<td>Institution</td>
<td>Position</td>
<td>Specialization</td>
<td>Address ( □Institution □home)</td>
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Comments (You May either use this space or attach a signed letter of one single-spaced page.)

Date | Signature
The person named below wishes to apply for the Foreign Researchers Invitation Program of the Japan Institute for Labour Policy and Training. The applicant would like you to write a letter of recommendation in English or Japanese. Please assess the applicant's competence to carry out the proposal as described, as well as the importance and impact of the theme of research. Please hand your comments to the applicant or send them directly to the Institute whose address appears below in the box. The result of the screening will be inform to the applicant.

International Affairs Department (Invitation), The Japan Institute for Labour Policy and Training
4-8-23 Kamishakujii, Nerima-ku, Tokyo 177-8502, Japan
Tel: +81-3-3593-6311 Fax: +81-3-3594-1113 Email: invtng@jil.go.jp

* If applicants do not personally know any Japanese scholar who can provide a letter of recommendation, they should indicate as such on their application and instead name a Japanese scholar they are familiar with (through papers, books, international conferences etc.) and provide the name and institutional affiliation of the scholar and how they have come to know the scholar in the "Comments" section on the application form.

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Comments (You may either use this space or attach a signed letter of one single-spaced page.)

Date    Signature
1. Conditions
(1) Term of invitation: 1-12 months
(2) Obligations under invitation program: As a rule, foreign researchers invited under the long-term invitation program (hereafter referred to as “long-term visiting researchers”) are expected to remain in Japan and conduct research on a specified theme at the Japan Institute for Labour Policy and Training (hereafter referred to as the “Institute”) throughout the term of invitation.
(3) Research report and presentation: Long-term visiting researchers are required to conduct research on a specified theme during the term of invitation, submit a research report and present the report to a research report seminar at the Institute before the end of their stay.
(4) Follow-up activities: It is expected that long-term visiting researchers will participate in future joint research activities with the Institute after returning to their home countries.

2. Eligibility
(1) Long-term visiting researchers must satisfy all of the following conditions:
   a. Must be a foreign researcher who is currently appointed by a labor-related research institute or overseas university (excluding graduate students).
   b. Must have more than five years of research experience in the field of labor issues.
   c. Must possess sufficient command of Japanese or English to conduct research in Japan.
   d. Must be able to remain in Japan and conduct research at the Institute throughout the term of invitation.
   e. Must be no older than 50.
   f. Must be in good enough health to carry out and complete intended studies in Japan as a long-term visiting researcher for the Institute.
   g. Must not have previously been invited to Japan under the long-term research program.
   h. Must not seek other sources of financial support such as fellowships during the term of invitation.

(2) Long-term visiting researchers must submit a research plan, and carry out and complete the research plan during the term of invitation. The theme of the research plan should fall into one of the following categories:
   a. General labor policy
   b. Labor relations and labor law
   c. Working conditions and environment
d. Analysis of labor economics  
e. Employment strategies  
f. Corporations and employment  
g. Development of human resources  
h. Working life and private life  
i. Vocational guidance and job-search support  
j. Job and career analysis  
k. Other research themes deemed appropriate by the Institute

3. Application process
   (1) Information required on the (attached) application form: Applicants must submit the application by scheduled date.
   a. Name, date of birth, sex, current address, education history, day/year when appointment at current research institution commenced, position/title held at research institution, research activities since the appointment.
   b. Desired schedule of research in Japan: Applicants must indicate the dates on which they wish to start and complete their term of invitation (a period of between one and 12 months)
   c. Intended research theme and plan during stay in Japan  
d. Documents supporting proficiency in Japanese or English  
   (2) Letters of recommendation:
   a. Applicants for the long-term visiting researcher invitation program must attach two letters of recommendation (using the attached form): One letter should be from the research institute or university the applicant is currently affiliated with, and one letter should come from a Japanese scholar.
   b. If applicants do not personally know a Japanese scholar who can provide a letter of recommendation, they must indicate this in their application and instead name a Japanese scholar they are familiar with (through papers, books, international conferences, etc.), provide the name and institutional affiliation of the scholar and how they have come to know the scholar.

4. Selection process
   The Institute will select candidates and notify them based on the information provided in the application documents and upon examination of the following aspects:
   a. Eligibility: Whether applicants satisfy the conditions specified in 2.(1) above.  
b. Proposed research theme and plan.  
c. Language proficiency: Whether applicants’ language ability is sufficient to conduct research and stay in Japan.

5. Procedures for visiting Japan
In principle, long-term visiting researchers should take care of the necessary procedures for visiting Japan (such as applying for a visa) on their own, but the Institute will provide as much support as possible.

6. Responsibilities of long-term visiting researchers

(1) Carrying out the proposed research: Long-term visiting researchers must carry out their research as proposed. This must be done within the term of invitation and in accordance with the submitted research plan.
(2) Reporting to the Institute during the term of invitation: Long-term visiting researchers are required to submit a research progress report using a specified form each month during the term of invitation.
(3) Upon request by the Institute, long-term visiting researchers are expected to report on the following in research seminars:
   a. Research trends at the researchers' affiliated institutions
   b. Labor issues in researchers’ home countries
(4) Observance of regulations: Long-term visiting researchers must sincerely observe all the regulations established by the Institute.
(5) Approval process for changing the research plan: In principle, long-term visiting researchers are not expected to change their proposed research theme or shorten or extend the agreed term of invitation. However, if they have appropriate reasons for doing so, they must notify the Institute in advance and seek its approval.
(6) Research report:
   a. Long-term visiting researchers must submit a research report on their proposed theme and present it at a research report seminar before the end of their stay. In the event that they are unable to complete their research report, long-term visiting researchers are required to submit an abstract of their research findings and explain in writing why they have not been able to complete their research on time. They must give a presentation based on the abstract before the end of their stay, and complete and submit their report within two months of returning to their home country.
   b. The Institute will examine the submitted research reports and, if necessary, recommend revisions. In such cases, long-term visiting researchers must submit a revised report within one month of such recommended revisions.

(7) Activities after the conclusion of the invitation program:
   a. When publishing results of research conducted during the term of invitation, long-term foreign researchers must acknowledge that the research was made possible by the Institute’s foreign researcher invitation program. Moreover, it is expected that a copy of the journal in which the report has appeared will be submitted to the Institute.
b. It is expected that long-term visiting researchers will continue to maintain contact and exchange information with the Institute after returning to their home countries and cultivate networks for future joint international research between the Institute and the institutions they are affiliated with.
1. Conditions

(1) Term of invitation: Less than 1 month

(2) Obligations under invitation program: As a rule, foreign researchers invited under the short-term invitation program (hereafter referred to as “short-term visiting researchers”) are expected to remain in Japan and conduct research on a specified theme at the Japan Institute for Labour Policy and Training (hereafter referred to as the “Institute”) throughout the term of invitation.

(3) Research report and presentation: Short-term visiting researchers are required to conduct research on a specified theme during the term of invitation, submit a research report and present the report to a research report seminar at the Institute before the end of their stay.

(4) Follow-up activities: It is expected that short-term visiting researchers will participate in future joint research activities with the Institute after returning to their home countries.

2. Eligibility

(1) Short-term visiting researchers must satisfy all of the following conditions:

a. Must be a foreign researcher who is currently appointed by a labor-related research institute or overseas university (excluding graduate students).

b. Must have more than five years of research experience in the field of labor issues.

c. Must possess sufficient command of Japanese or English to conduct research in Japan.

Must be able to remain in Japan and conduct research at the Institute throughout the term of invitation.

d. Must be in good enough health to carry out and complete intended studies in Japan as a short-term visiting researcher for the Institute.

f. Must not have previously been invited to Japan under the short-term research program.

Must not seek other sources of financial support such as fellowships during the term of invitation.

g. 

(2) Short-term visiting researchers must submit a research plan, and carry out and complete the research plan during the term of invitation. The theme of the research plan should fall into one of the following categories:

a.b. General labor policy

c. Labor relations and labor law

Working conditions and environment
d. Analysis of labor economics
f. Employment strategies
g. Corporations and employment
h. Development of human resources
i. Working life and private life
j. Vocational guidance and job-search support
k. Job and career analysis

Other research themes deemed appropriate by the Institute

3. Application process

(1) Information required on the (attached) application form: Applicants must submit the application by scheduled date.

a. Name, date of birth, sex, current address, education history, day/year when appointment at current research institution commenced, position/title held at research institution, research activities since the appointment.

b. Desired schedule of research in Japan: Applicants must indicate the dates on which they wish to start and complete their term of invitation (a period of between one and 12 months) Intended research theme and plan during stay in Japan

c. Documents supporting proficiency in Japanese or English

d.

(2) Letters of recommendation:

a. Applicants for the short-term visiting researcher invitation program must attach two letters of recommendation (using the attached form): One letter should be from the research institute or university the applicant is currently affiliated with, and one letter should come from a Japanese scholar.

b. If applicants do not personally know a Japanese scholar who can provide a letter of recommendation, they must indicate this in their application and instead name a Japanese scholar they are familiar with (through papers, books, international conferences, etc.), provide the name and institutional affiliation of the scholar and how they have come to know the scholar.

4. Selection process

The Institute will select candidates and notify them based on the information provided in the application documents and upon examination of the following aspects:

a. Eligibility: Whether applicants satisfy the conditions specified in 2.(1) above.

b. Proposed research theme and plan.

c. Language proficiency: Whether applicants' language ability is sufficient to conduct research and stay in Japan.

5. Procedures for visiting Japan

In principle, short-term visiting researchers should take care of the necessary procedures for visiting Japan (such as applying for a visa) on their own, but the Institute will provide as much assistance as possible to indicate required documents and process.
support as possible.

6. Responsibilities of short-term visiting researchers

(1) Carrying out the proposed research: Short-term visiting researchers must carry out their research as proposed. This must be done within the term of invitation and in accordance with the submitted research plan.

(2) Upon request by the Institute, short-term visiting researchers are expected to report on the following in research seminars:
   a. Research trends at the researchers’ affiliated institutions
   b. Labor issues in researchers’ home countries

(3) Observance of regulations: Short-term visiting researchers must sincerely observe all the regulations established by the Institute.

(4) Approval process for changing the research plan: In principle, short-term visiting researchers are not expected to change their proposed research theme or shorten or extend the agreed term of invitation. However, if they have appropriate reasons for doing so, they must notify the Institute in advance and seek its approval.

(5) Research report:
   a. Short-term visiting researchers must submit a research report on their proposed theme and present it at a research report seminar before the end of their stay.
   b. The Institute will examine the submitted research reports and, if necessary, recommend revisions. In such cases, short-term visiting researchers must submit a revised report within one month of such recommended revisions.

(6) Activities after the conclusion of the invitation program:
   a. When publishing results of research conducted during the term of invitation, short-term foreign researchers must acknowledge that the research was made possible by the Institute’s foreign researcher invitation program. Moreover, it is expected that a copy of the journal in which the report has appeared will be submitted to the Institute.
      It is expected that short-term visiting researchers will continue to maintain contact and exchange information with the Institute after returning to their home countries and cultivate networks for future joint international research between the Institute and the institutions they are affiliated with.

7. Expenses

(1) The Institute covers the following expenses for conducting proposed research:
   a. Travel expenses (economy-class airfare), moving allowance, living expenses (rent and daily allowances) and overseas travel insurance fees.
   b. Other expenses deemed necessary for conducting research.

(2) The Institute will advise each candidate individually of the total amount of expenses to be covered.
(3) In principle, the items listed below are not allowed for short-term visiting researchers. However, if they have genuine reasons, short-term visiting researchers may report such circumstances using a specified form and seek the Institute’s approval.

   a. Shortening or extending the term of invitation.
   b. Changing travel routes to and from Japan.
   c. Being accompanied by family
   d. Departing Japan before the end of the term of invitation

8. Support for research activities, etc.

   The Institute will provide short-term visiting researchers with the following support for conducting research:

   (1) Provision of an office and stationery, and access to facilities necessary for conducting research
   (2) Advice on their research, as necessary
   (3) Use of the title “Visiting Researcher” during the term of invitation
   (4) Other forms of support deemed necessary by the Institute

9. Cases in which the Institute might take action

   Should any of the following cases apply to short-term visiting researchers, the Institute might take action that it deems necessary in accordance with the original purpose of this project:

   (1) Failure to conduct the proposed research without any justifiable reason.
   (2) Changing the research theme, or shortening or extending the term of invitation without obtaining approval as specified in 6.(4).
   (3) Failing to submit the research report as specified in 6.(5) without any justifiable reason.
   (4) Violating regulations established by the Institute, developing a serious health problem or encountering any other condition that makes continuation of the research very difficult.

Attached: Foreign Researchers Invitation Program Application Form