

**Japan Asia Youth Exchange Program in Science  
(Sakura Science Plan)  
[General Public Application Project]**

**2016 2nd Application Guideline**

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## **1. Basic Framework of the Project**

### **1.1 Purpose of the Program**

Promoting science and technology is a key engine to materialize a bright future of Asia and it is vitally important to enhance the exchange of Japanese and Asian youths who will play a crucial role in the field of science and technology.

Based on this concept, “Japan-Asia Youth Exchange Program in Science” (SAKURA Exchange Program in Science) is the program for enhancing exchanges between Asia and Japan of the youths who will play a crucial role in the future field of science and technology through the close collaboration of industry-academia-government by facilitating short-term visits of competent Asian youths to Japan. This program aims at raising the interest of Asian youths toward the leading Japanese science and technologies at Japanese universities, research institutions and private companies.

### **1.2 Countries and Regions Eligible for Invitation**

The following 35 countries and regions are expected to be eligible for invitation for the SAKURA Exchange Program in Science for the year of 2016. (Alphabetical order)

People's Republic of Bangladesh, Kingdom of Bhutan, Brunei Darussalam, Kingdom of Cambodia, People's Republic of China, Republic of Fiji, Republic of India, Republic of Indonesia, Republic of Kazakhstan, Republic of Korea, Kyrgyz Republic, Lao People's Democratic Republic, Malaysia, Republic of Maldives, Republic of the Marshall Islands, Federated States of Micronesia, Mongolia, the Republic of the Union of Myanmar, Federal Democratic Republic of Nepal, Islamic Republic of Pakistan, Republic of Palau, Independent State of Papua New Guinea, Republic of the Philippines, Independent State of Samoa, Republic of Singapore, Solomon Islands, Democratic Socialist Republic of Sri Lanka, Taiwan, Republic of Tajikistan, Kingdom of Thailand, Democratic Republic of Timor-Leste, Kingdom of Tonga, Turkmenistan, Republic of Uzbekistan, and Socialist Republic of Viet Nam.

### **1.3 Qualifications of the Youth to be Invited**

Eligible youths for this Project must be a student of high school, university or graduate school, or a postdoctoral researcher, who is 40 years old or younger, and in principle has never stayed in Japan before.

## **2. Structures of Exchange Plan**

### **2.1 Exchange Plan Courses**

There are 3 courses of the exchange plan. “Length of stay” indicated below means the day they enter Japan until they depart from Japan.

All courses are science and technology interaction that enhance the interest of the most advanced science and technology of Japan, and it also enhances the interest of the youth who experience these exchange plans to do research in Japan in the future.

#### **(1) “Science and Technology Experience Course” (Course A)**

##### **① Purpose/Contents**

The Asian youths coming to Japan participate in science and technology exchange activities prepared and arranged by the receiving organization.

- a) In the event the receiving organization is educational establishment, research institute and private company that personally conduct education or research and development activities, more than half of the exchange plan shall be spent on attending special lectures, visiting laboratory and participating in other activities conducted by the receiving organization. These activities may include those conducted by other organizations.
- b) Exchange plan by other receiving organization (independent administrative agency, local government, incorporated foundation or incorporated association that doesn't personally conduct education or research and development activities) will include visiting laboratories of university or private company, schools and science museums, and participating in science activities such as chemistry experiments that are planned and arranged by the receiving organization. In order to make this course just an observation trip, they must clarify the objective of the plan and it must include contents that can achieve the objective.

##### **② Length of Stay**

One week is regarded as the standard length of stay (Maximum of 10 days).

##### **③ Number of People Invited**

In the case of a), there is a limit of 10 people as a general rule (Excluding the guardian).

In the case of b), there is a limit of 15 people as a general rule (Excluding the guardian).

(2) “Collaborative Research Activity Course” (Course B)

① Purpose/Contents

Graduate school students and postdoctoral researchers from Asia conduct short-term collaborative research activities at with Japanese researchers on a clearly defined subject based on the arrangements made by the receiving organization (including educational establishment, research institution and private company that personally conduct education or research and development activities related to science and technology). This course may also include joint seminar (or symposium) on a specific theme conducted by the receiving organization in cooperation with the sending organization.

② Length of Stay

Three week is regarded as the standard length of stay.

③ Number of People Invited

There is a limit of 10 people as a general rule (Excluding the guardian).

(3) “Science and Technology Training Course” (Course C)

① Purpose/Contents

The Asian youths who visit Japan participate in training based on the arrangements made by the receiving organization (including educational establishment, research institution and private company that personally conduct education or research and development activities related to science and technology) to intensively learn technology and capability concerning science and technology implemented for youths in Asian counties/regions by the receiving organization.

② Length of Stay

One week is regarded as the standard length of stay (Maximum of 10 days).

③ Number of People Invited

There is a limit of 25 people as a general rule (Excluding the guardian).

(When inviting from multiple counties/regions)

\*In the case of inviting youths from one country/region, there is a limit of 15 people.

## 2.2 Single-year Plan and Multiple-year Plan

There are two types of exchange plans, namely, single-year plan and multiple-year plan.

#### (1) Single-year Plan

This type of plan complete as the implementation of the exchange plan of the applicable year.

#### (2) Multiple-year Plan

This type of plan is expected to generate significant result by implementing over multiple years. The maximum duration of implementation shall be 3 fiscal year starting from fiscal 2016. This means there are 2 fiscal-year or 3 fiscal-year plans. Please note the following directions for exchange plan that covers multiple fiscal years.

- ① There should be a significance for implementing the entire plan for multiple fiscal years.
- ② The purpose and theme of the exchange plan should be common and consistent throughout the implementation period.

### **3. FY 2016 2<sup>nd</sup> Public Application for Opportunity**

#### **3.1 Public Application Period**

The first accepting period of public application for FY 2016 is from June 1, Wednesday, 2016 to July 14, Thursday, 2016. The deadline is noon (twelve o'clock) of July 14, Thursday.

#### **3.2 Preparation of an Exchange Plan**

(1) Receiving organizations in Japan who accept youth from Asian countries and regions must discuss with the sending organization(s), who sends youth from the Asian countries, and select the course of exchange plan, single-year or multiple-year plan, content of the exchange plan, implementation period, scale of the exchange group, and budget, and prepare/compose an exchange plan. The exchange plan should be reasonably prepared and made in consideration of the actual condition of the countries and regions eligible for invitation.

Also, if the organization is accepting youth sent from a sending organization in China, please be aware that the sending organization must contact the Chinese government and verify before the application is submitted. (Please contact JST for any questions.)

When selecting visiting sites, you may refer to the information on the contents of science and technology exchange that has been uploaded to the platform of science and technology exchange contents that JST implements along with

exchange projects. (This doesn't mean that visiting National Museum of Emerging Science and Innovation in Tokyo is required. The most convenient and nearest science museum to the receiving organization or other visiting sites can be selected.)

• Web-site of the platform of science and technology exchange contents :

<http://ssp.ist.go.jp/EN/resource/index.html>

(2) Implementation of single-year exchange plan shall be completed by March 15, 2017. As for multiple-year plan, implementation of exchange plan of each fiscal year shall be completed by March 15 of respective fiscal year.

(3) For the expenses of exchange plan, please refer to the attached Appendix "Covered Expenses of Public Application Project".

### **3.3 Application of an Exchange Plan**

(1) When applying for a multiple-year plan, it is not possible to separate a certain year's plan and apply it as a single-year plan along with the aforementioned multiple-year plan for this Project.

(2) The receiving organization shall download the application format for General Public Application Project (single-year/multiple-year plan) from the following web-page for the application, and after filling in necessary items, submit the information to the following e-mail address:

①Application website : <http://ssp.ist.go.jp/form/index.html>

②Email address for application : [ssp@ist.go.jp](mailto:ssp@ist.go.jp)

③Subject line for the email for application:

Submission of the 2nd application opportunity for the year of 2016

(Single-year/multiple year plan)

(Name of the accepting organization, Course name, and time period)

(3) Accepting facilities and sending facilities that are indicated in the exchange plan application submitted by accepting organization will be registered to JST as cooperating facilities of "Sakura Science Plan".

## 4. Screening

### 4.1 Evaluation Structure

(1) Submitted application plan is screened by the “Japan-Asia Youth Exchange Program in Science Committee” (henceforth referred to as the “Committee”). Based on the result of that screening, JST select the exchange plan.

(2) Multiple-year plan that has been submitted shall be evaluated as multiple-year plan and determined whether to approve it. It is not possible to separate single year (such as the initial year) from multiple-year plan and approve as a single-year plan.

### 4.2 Evaluation Criteria

(1) For the evaluation of single-year plan, the following 5 items are evaluated comprehensively. For evaluation, item 1 and 2 are emphasized heavily among the 5 items so if these 2 items are insufficient, it will not be selected. Also, if one of the 5 items are significantly insufficient, it will not be accepted either.

- ① They are to accept outstanding youths from Asia.
  - Whether outstanding youths are selected for the purpose of this exchange plan.
- ② The exchange plan involves appropriate science and technology field.
  - Whether the plan include the content in outstanding science and technology field in Japan.
  - Whether the plan introduce the most advanced technology in science and technology in Japan for the visiting students, promote their understanding and interest, and promote hope for studying in Japan, research exchange, and employment in Japan in the future.
  - Whether the activities will structure or strengthen the cooperative relation based on agreement on collaboration between universities.
- ③ The schedule of the exchange plan is appropriate and executable.
  - Whether the exchange plan has a schedule that is implementable without being too intense.
  - Whether the whole schedule is appropriate based on the objective of the science and technology exchange.
- ④ The exchange plan is not for profit, and the cost plan is appropriate.
  - Whether the necessary cost for implanting the project is calculated appropriately.
- ⑤ The accepting facility has an appropriate system.
  - Whether the accepting organization has a system (a person in charge,

emergence contact, etc.).

(2) For the evaluation of multiple-year plan, the 6 items including the preceding 5 items and the following item are evaluated comprehensively. For evaluation, item 1, 2 and 6 are emphasized heavily among the 6 items so if these 3 items are insufficient, it will not be selected. Also, if one of the 6 items are significantly insufficient, it will not be accepted either.

⑥ It clearly sets out the significance of implementing the plan over multiple consecutive years.

- Whether the activities will undertake extensive approach to the key areas of science and technology.
- Whether the activities will structure or strengthen the cooperative relation based on agreement on collaboration between universities by implementing the plan for multiple years.
- Whether implementing the plan for multiple consecutive years will contribute to keeping the contents of the exchange plan high level.
- Whether implementing the plan for multiple consecutive years will generate concrete effect for attracting gifted youths.
- Whether implementing the plan for multiple consecutive years will generate concrete effect for those who are invited to come back to Japan in the future.

(3) Also, we consider avoiding the unbalance of invited countries and areas, unbalance of the course, and concentration of specific accepting or sending facilities in a certain country or area. After the screening of Sakura Committee, the exchange plan is selected by JST.

#### **4.3 Notification of Adoption Result**

The screening results shall be notified in writing for all applicants who submitted the exchange plan. Also after the selection, we will conclude “implementation agreement” after consultation so please consider in those time when making exchange plan and plan enough time for the implementation. (A little over a month after the deadline of public application.)

### **5. Implementation of Exchange Plan**

#### **5.1 Execution of Implementation Agreement**

(1) For the selected exchange plan, accepting organization and JST will discuss



about the “implementation agreement” in order to implement the applicable plan.

(2) For the exchange plan that has been consulted as indicated in (1) above, “implementation agreement” is made between the accepting organization and JST.

(3) As for multiple-year plan, the receiving organization shall submit Implementation Plan Proposal Document of the applicable fiscal year in March of the previous fiscal year prior to the second and third fiscal year (in case of two-year plan, submit only the second fiscal year) to JST. JST will check the submitted Implementation Plan Proposal Document to confirm no variance is found between the entire multiple-year plan submitted at the application and the applicable Document and expense planning is appropriate. If any variance or other matter in question is found, JST will consult with the receiving organization on the Implementation Plan Proposal Document, and when both parties reach an agreement on the Implementation Plan Document, Agreement of Implementation will be executed for the applicable fiscal year.

## **5.2 Fund support**

Cost necessary to implement the exchange plan is submitted to JST from the accepting organization with the appropriate limit determined by JST.

The receiving organization is expected to make an effort for cost reduction to the utmost extent.

## **5.3 Report of the Activity during the Implementation of Exchange Plan**

While the exchange plan is implemented (or after), there are some information that need to be on the website so please come to JST at least once in order to report about the activity. Please contact immediately especially if you were interviewed by mass communication about the project.

Also, we may upload personal information, such as pictures and names, so please get their consent and report the matter to the concerned person.

## **5.4 Submission of the Report of General Application Project Implementation**

(1) Accepted organization will compose in Japanese and submit “final report” and “report of cost that are subject of support” within 30 days after the exchange plan is completed and submitted to JST.

(2) If there is fund left after the exchange plan is completed, report it to JST and

return the fund to JST immediately.

### **5.5 Submission of the Opinion Report from the Chief of the Operation and Invited People**

Receiving organization must submit the following implementation reports of the applicable fiscal year to JST along with the “final report indicated”.

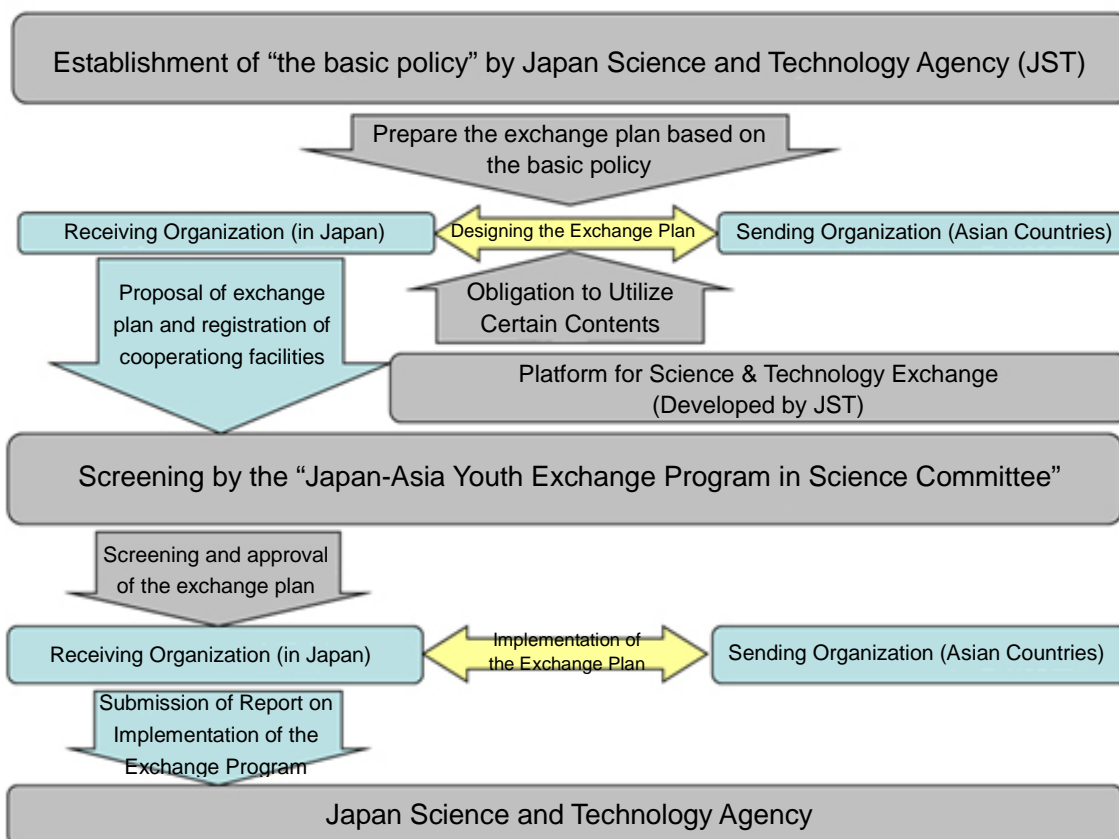
- ① “Final report from the chief of operation” recorded by the chief of operation.
- ② “Final report from the invited people” recorded by each invited people.

Also, please cooperate with the follow up activities conducted by JST after the implementation of the exchange plan.

### **5.6 Joining the Sakura Science Club**

As a general rule, students who completed the Sakura Science Plan will be members of Sakura Science Club. As a member of the club, they will receive information related to science and technology in Japan and related educational facilities, and cooperate to the survey and network activity if necessary.

【Reference:Flow chart for the general application project】



## 6. Others

### 6.1 Correspondence to Accidents

(1) Accepting organization should have correspondence system for accidents such as to determine a person in charge when the invited students get sick or involved in an accident and determine the communication method within school, to related facility, and JST. If there is sickness or accident among the invited students, do your best to correspond to it responsively based on the correspondence system.

(2) Contact JST immediately if there is an inevitable accident to implement the plan for either accepting organization or sending organization such as abnormal weather or natural disaster and the plan is cancelled or postponed. In this case, JST will pay the actual cost of the applicable exchange plan within the range that JST approves.

Also, if the cancellation or postponing of the exchange plan is determined because of the Establishment of “the basic policy” by Japan Science and Technology Agency (JST) Screening by the “Japan-Asia Youth Exchange Program

in Science Committee” convenience of the sending organization or accepting organization, the cost of the exchange plan will be paid for the period in which the applicable exchange plan is implemented. However, cost that occurred for not implementing the plan such as cancellation fee will not be paid.

## 6.2 Visa

We ask the receiving organization to take the responsibility to get visas for the visitors in cooperation with the sending organization. Due to the cooperation with related government office, if you submit the original copy of “SSP Certificate for individuals who JST invited”, related document such as passport when the invited people apply for the visa, they may be able to receive assistance in visa acquisition and their processing fee may be exempt. In order to receive this issuance support, it is necessary to report the relevant information to JST by 6 weeks before coming to Japan.

### ○Contact

〒102-8666 5-3 Yonbancho Chiyoda-ku Tokyo

Japan Science and Technology

Office of Japan Asia Youth Exchange Program in Science

Person in charge: Fujii, Cho, Shin, Kitamura

Tel : 03-5214-0095

Fax : 03-5214-8445

E-mail : [ssp@jst.go.jp](mailto:ssp@jst.go.jp)

Website for Sakura Science Plan : <http://ssp.jst.go.jp/EN/index.html>

Note ) Q&A concerning Japan-Asia Youth Exchange Program in Science are published on the SAKURA Exchange Program in Science Web Site <http://ssp.jst.go.jp/EN/index.html>

. We recommend that you refer to the website along with this Guideline for Application.

○Appendix: Cost for the exchange plan

Fund support that is subject for this project is the cost that is directly necessary for implementing and completing the project, and the following is the specific costs.

Cost Item		Content	
I. Travel cost		Overseas travel expenses between the country/region where the sending organization is located and Japan. You are requested to work on cost reduction. Domestic travel expenses within the country/region where the sending organization is located are not covered.	
II. Domestic travel cost	Domestic travel cost of invited youths	Domestic travel cost (Railroad fare, boat fare, airfare, carfare)	The type of travel expenses include railroad fare, boat fare, airfare, carfare, daily allowance, accommodation allowance and meal allowance that correspond to what are specified by the regulations of Japanese National Civil Service Law concerning travel expenses and calculated based on the regulations (such as travel expense regulations) of the receiving organization. In the case of chartering a bus instead of providing railroad fare, boat fare, airfare or carfare, the expenses shall be allocated in this item.
		Domestic lodging (Daily allowance, accommodation allowance, meal allowance)	Standard total amount of money for daily allowance, accommodation allowance and meal allowance shall be 13,000 yen or less per person.
	Domestic travel expenses of responsible person for implementation	Domestic travel cost (Railroad fare, boat fare, airfare, carfare)	These will be calculated based on the regulations (such as travel expense regulations) of the receiving organization as is the case with domestic travel expenses of invited youths.
		Domestic lodging (Daily allowance, accommodation allowance, meal allowance)	

		allowance)	
III. Program cost	Observation fee	The only the observation department that is a part of the exchange plan such as science museums are subjected.	
	Homestay related fee		
	Others	Consumption articles for experiments and others (Purchasing expenses of facilities/equipment that are considered assets cannot be allocated. )	
IV. Fee	Translator	Calculate it based on the rules of the accepting organization. (If there is no particular rules, the limit is ¥10,000 for half a day per person and ¥20,000 for a day per person) Translators are admitted only if the invited youths are high school students or from Russian-speaking world.	
	Coordinator		
	Others (TA, student temporary worker)	The number of those who cooperate with or assist the responsible person for implementation such as teaching assistants (TA) and student temporary workers shall be up to one fifth (1/5) of the invited youths. Wages/reward shall be allocated based on the regulations (such as travel expense regulations) of the receiving organization.	
V. Other business cost	Items that are necessary for implementing the exchange plan and is not indicated above.	The equivalent amount of consumption tax imposed on non-taxed transaction such as international air ticket or reward.	

(Cautionary points when calculating cost)

(1) Overseas travel insurance

JST join the overseas travel insurance with invited students as insured person from the time when they completed the immigration process to leave the country to Japan until they complete the immigration process in their country after staying in Japan.

(2) If a private company is included in the exchange plan.

In the event a private company becomes a receiving organization, provision of expenses from JST will be in principle limited to the overseas travel expenses of invited youths, and other expenses shall be borne by the receiving organization.

If private companies are included as visiting sites, the expenses related to the visit (such as transportation expense and food expenses) will be in principle covered in cooperation with the applicable private companies, and JST will not give the provision of expenses.

(3) Cost that cannot be calculated

- Cost related to building and facility
- Device and fixture that should be prepared for implementing the exchange plan (such as chairs, desks, shelves such as book shelf, and office supply).
- Cost for business travel, office work, and labor cost that occurred during the application of the exchange plan.
- Cost for taking care of accidents and disaster that happened during the exchange plan.
- Other cost that is not related to the exchange plan.

(4) General management cost

Based on the standard of JST, general management cost up to 10% of the indicated cost can be calculated.

(5) Regarding responsible person for implementation

Other than responsible person for implementation (person who is mainly responsible for implementation of Program Plan (activities) at executing agency), assistants who cooperate with the responsible person for implementation (including those who assist operation of activities such as computer operations, distributing handouts, load carriage and attendance at a venue for lecture meeting, those who assist science-related experience of participants such as experiments, craft construction and observation, and promotion of science-related conversation and discussion, and translator) may be placed.