JAPAN
2012 HANDBOOK

National Science Foundation
East Asia & Pacific Summer Institutes
For U.S. Graduate Students Pursuing Science & Engineering

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I. INTRODUCTION

The Summer Program in Japan for 2012 will be held during June 12 (Arrival) - August 22 (Departure), 2012. The Summer Program in Japan is derived from the merger of two previous programs: *"Summer Institute*" established in 1990 by the Science and Technology Agency and *"Research Experience Fellowships for Young Foreign Researchers,"* established in 1995 by the Ministry of Education, and is part of NSF's East Asia and Pacific Summer Institutes (EAPSI) for U.S. Graduate Students in Science and Engineering.

The Summer Program in Japan provides U.S. graduate students (U.S. Citizens or permanent residents) in science and engineering first-hand research experience in Japan, an introduction to the science and science policy infrastructure of Japan, and orientation to the Japanese culture and language. The primary goals of the program are to introduce students to Japanese science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future.

The program is administered by the U.S. National Science Foundation (NSF: http://www.nsf.gov, http://www.nsf.gov/div/index.jsp?org=OISE) and the Japan Society for the Promotion of Science (JSPS: http://www.jsps.go.jp/english/index.html). The Graduate University of Advanced Studies (Sokendai: http://www.soken.ac.jp/en/) coordinates the orientation and Japanese language courses, and also helps participants move to host institutions. The NSF Tokyo Regional Office is a contact point for questions on various issues such as visas, host institutions, travels in Japan, and emergencies while participants are in Japan.

NSF EAPSI Program
National Science Foundation
Office of International Science and Engineering
East Asia and Pacific Summer Institutes Program
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Arlington, VA 22230 USA
Tel: 1-703-292-2993
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NSF Tokyo Regional Office
Ms. Akiko Chiba
National Science Foundation
Tokyo Regional Office
American Embassy, Tokyo
Unit 9800, Box 562, APO AP 96303-0562 (for mail from within the U.S.)
(Local address: 1-10-5 Akasaka, Minato-ku, Tokyo 107-8420, Japan)
http://www.nsftokyo.org/
Email: achiba@nsf.gov
Tel: (03) 3224-5502 (within Japan), 011-81-3-3224-5502 (from U.S.)
Fax: (03) 3224-5507 (within Japan), 011-81-3-3224-5507 (from U.S.)

JSPS
Overseas Fellowship Division
International Program Department
Japan Society for the Promotion of Science
6 Ichibancho
Chiyoda-ku, Tokyo 102-8471
Phone: 03-3263-4098
Fax: 03-3263-1854
E-mail: summer@jsps.go.jp
URL: http://www.jsps.go.jp/english/index.html

The Graduate University for Advanced Studies (Sokendai)
International Affairs Section
The Graduate University for Advanced Studies
Shonan Village
Hayama, Kanagawa-ken 240-0193
Phone: 0468-58-1519
Fax: 0468-58-1542
URL: http://www.soken.ac.jp/en/

II. PREPARATION

Host Institution and Researcher in Japan

Host researchers and institutions are not paid to host you; therefore, your technical contributions to their program will be most appreciated. Many former Summer Program participants became highly recognized professionals after graduation and continue their relationship with host researchers in many productive ways. A few tips regarding host institutions and research plans are provided below.

Two months pass very quickly, and every year participants tell us that they wish they had another week or two to finish their research projects. They expressed that they "wasted" the first part of their stay discussing potential projects and not working on the actual project itself. Therefore you are encouraged to make an effort both to create a research plan and to discuss its feasibility with your host scientist **before** you depart to Japan. It is well worth the time and effort.

Research Plan

With your host researcher's agreement, you may choose to continue your on-going research work, or you may choose to work on their on-going or new research project. If you choose to work on a new research topic, it may be difficult for you to achieve tangible results by the end of the two-month period. To ensure a productive research experience, you may want to do the following:

- Read their publications to understand their methods and approaches.
- Decide on the scope and weekly schedule of your work, consulting with your host researcher before you arrive in Japan.
- Join one of the on-going projects in your host researcher's laboratory.
- Team up with one of the graduate students in their research group.

Facilities

After your research plan is formulated, you should check with the host researcher to confirm that equipment, facilities, and materials required for your research will be available to you during your visit. The month of August is usually summer vacation in Japan. Many students and faculty will be out of the office and some laboratories may close down equipment and facilities for renovation or cleaning during this period. Plan accordingly.

Other information

You should ask your host researcher for information about **possible professional visits** during your stay (see section **How to Set Up Other professional Visits**) **and housing arrangements (**see section **Housing Arrangements**).

You may get useful information about how to survive in the host institution from other U.S. students, research staff, or visiting faculty who are currently there or have been there. Therefore, you may want to ask your host researcher to send you contact information about current or previous U.S. researchers in the host institution, if any. Please refer to the program awardee lists (2005-Present) located at: http://www.nsfsi.org/awardee_list_

How to Set Up Other Professional Visits

NSF encourages participants to visit laboratories outside of their host laboratory both to gain a broader understanding of the Japanese scientific community in their fields and to make contacts for future research collaboration. You should be aware that cultural differences between the United States and Japan become extremely important when it comes to setting up visits to other laboratories. In Japan, introductions are essential prior to visits, and these introductions are typically made by a mutually known third party. Four main resources for developing contacts in Japan are:

Your advisor, professors, and colleagues in the United States

Make sure you consult with your graduate advisor and other appropriate individuals **before** you leave home and develop a list of researchers you would like to meet while in Japan. Letters of introduction provided by primary advisors to the Japanese researchers are extremely useful in setting up research visits as this further solidifies potential research relationships.

Your Japanese host scientist

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in Japan and ask them if they have suggestions as to which researchers would be beneficial to meet. If the host responds to this request, you can then politely ask if they would be willing to make necessary introductions. A junior scientist may not always be able to introduce you to a scientist who is senior to him/her. You should be sensitive to such limitations and the signals your host sends in this regard. Do not push too hard.

Former EAPSI Japan alumni

You may also get information for professional visits from former Summer Program participants who are in the areas of your interests - http://www.nsfsi.org/awardee_list_.

Publication search

A publication search can help identify Japanese researchers within your field. In this case, you might send or fax a polite letter that introduces yourself, explains your research, and requests a visit while you are in Japan. Note, however, that this is not the normal way of doing business in Japan, so you should expect no response from some of the people you contact.

Passport and Visa

You will need a valid passport for travel to Japan. If you do not have a valid U.S. passport, application instructions and forms are available at the State Department Web site: http://travel.state.gov/. You should apply early (2-3 months before travel). You can request expedited processing with an additional fee.

Visas are not required for travel to Japan by an American citizen on a regular personal passport for stays of less than 90 days. Please note that if you plan on staying longer than 90 days, or if you do not hold a valid US personal passport, you may need a visa. You should check with the Japanese Consulate nearest you to make sure all your documentation is in order. (http://www.mofa.go.jp/about/emb_cons/over/index.html)

If you need to apply for a visa, please contact NSF Tokyo Office for a letter to the Consul General that you can submit with your visa application. Upon your request, NSF will send you the JSPS's financial support letter as soon as your host institution is confirmed by JSPS.

Air Ticket

JSPS will provide you with a round-trip discount economy fare ticket between the major airport nearest to your present address and the Tokyo International (Narita) Airport. Travel dates are set for June 12 arrival in Japan and August 22 departure from Japan. You can only request travel on different dates for research purposes (extend your research at the host institution, visit other laboratories, field trip, etc.) Such travel arrangement must have your host researcher's approval, and all travel must be completed within 90 days. However, if you request different travel dates, you must pay for any difference in fare. If your travel is more than 90 days, JSPS will provide you with the one-way ticket only and you are required to purchase another one-way ticket on your own. As for any other changes of airline ticket, we will provide case by case consultations for you.

JSPS's official travel agency, KNT (Kintetsu International), will open a special webpage for students on this program sometime in April so that you can make arrangements for your travel to Japan. Additional information on reserving airline travel will be provided by NSF at the EAPSI orientation meeting.

Please do not make separate, independent travel arrangements. There is no mechanism to reimburse you for independently purchased tickets.
Note that all participants are expected to arrive at Narita International Airport on June 12, 2012 and move to International Garden Hotel Narita. (See section **Arrival on June 12, 2012**)

KNT (Kintetsu International)
Global Business Management Branch
Tokyo Kintetsu Bldg. 6F
19-2, Kanda-Matsunaga-cho, Chiyoda-ku, Tokyo 101-8641
Phone : +81-3-6891-9600
Fax : +81-3-6891-9599
E-mail: jsps2012-gbm@or.knt.co.jp (available from April in 2012)
URL: http://www.knt.co.jp/kokusai/index.html
Attn: TBD

Stipend

NSF's $5,000 Stipend

An official EAPSI award will be issued by NSF's Division of Grants and Agreements. The award notification will include instructions about how to request electronic transfer of the $5,000 stipend. Questions concerning tax liabilities **cannot** be answered by NSF and should be directed to the Internal Revenue Service.

As a recipient of the $5,000, you must make sure you will not be "double-funded" from NSF or other federal sources. This restriction applies to ANY Federal source. Consult with your advisor and your fellowship coordinator or contact NSF to verify. For example, if you are a recipient of a NSF-sponsored Graduate Research Fellowship (GRF) Award, you should consult with your university's Coordinating Official (CO) for the Graduate Research Fellowship and your advisor about whether or not to accept the GRF stipend or the EAPSI stipend. If you decide to continue to receive a non-EAPSI federal stipend during the Summer Institute period (the typical case), then you will be issued a zero dollar NSF Summer Institute award (i.e., you will not receive the EAPSI stipend). However, you will receive the airline ticket through the Summer Institute program and in-country living expenses from JSPS.

Living Allowance in Japan

A living allowance and a domestic research travel allowance (for transportation between Tokyo and your host institute, and for professional visits) will be provided by JSPS. Usually, these funds will be remitted to your host researcher's bank account. You can expect an amount of about 592,500 yen*, which includes a living allowance of 534,000yen and a research travel allowance of 58,500yen. After receiving your allowances from your host researcher (or upon confirming the remittance of allowances to your own bank account), please fill in the receipt and send it to JSPS.

The forms are downloadable from http://www.jsps.go.jp/english/e-summer/pro2012/main.html (available from April in 2012). The following expenses will be paid directly by JSPS: room charges for hotels in Narita (12 June) and Tokyo (21 August); and meals and accommodations in Sokendai (13th June to 18th June.) Using the allowances to be provided by JSPS, you are responsible for all other

expenses such as lodging and meals in your host institution, transportation from your housing to your host institute and elsewhere, and incidental expenses. NSF, JSPS or Sokendai will not offer safe deposit boxes and you will be responsible for handling this large amount of cash by yourself.

* Please note that the amount is subject to change.

Research-related Expenses at the Host Institution

A research support allowance of up to 100,000yen is available to the host researcher for the purpose of covering research-related expenses incurred at the host laboratory. This allowance is deposited into the bank account of the host researcher, when he/she requests it with receipts to JSPS, and is to be managed by the host researcher, when he/she requests the funds with the receipts to JSPS.

You must bring at least U.S. $500 (cash) to cover incidental (and any unexpected) expenses until you receive JSPS's allowances. You are advised to exchange at least U.S. $500 to Japanese yen at the Narita Airport or International Garden Hotel Narita. Money exchange is not available at Sokendai during the orientation. Typical ATM cards issued by US banks can be used at most post offices and Seven Eleven store, however we suggest you check your card status before your departure, however, just in case, we suggest you check your card status before your departure.

Housing Arrangements

EAPSI Japan students use a variety of different housing arrangements, but host institution dormitories, international houses, and private short-term apartment rentals (sometimes called “monthly mansions” in Japanese) are the most common. You should ask your host scientist in advance for detailed information about housing facilities and arrangements in the host institution or nearby **as soon as you receive a tentative acceptance from NSF in February**. While JSPS will ask your host researcher (or host administration office) to arrange your housing at the host institution, it is ultimately your responsibility. You might want to ask early in your housing discussion if your host prefers to receive your housing questions directly, or if he/she would like you to contact someone else at the institution about it instead.
Some specific items you might want to ask about might include access to high speed internet, private bath, private or shared kitchen, distance to the lab, and availability of public transportation.

Please be aware that when your host institution does not have housing facilities available, your may find housing in a private apartment. Such private facilities typically require a non-refundable deposit or cancellation fees. Your host typically pays this in advance on your behalf, meaning that any change in your plans will create a financial obligation to your host for the deposit/cancellation fees. Correspond with your host or his/her designated representative often and make sure there is no misunderstanding about your housing arrangements. You must make payment for the lodging at your host institution or other arranged locations according to their rules and procedures, which may be different from what you are used to in the U.S.

If you plan to make your own housing arrangements without going through your host, you need to notify your host as soon as possible.

Past EAPSI-Japan participants who stayed at your host institution will be a good source of information about housing.

Note that international houses, university dormitories and private apartments are not hotels. It is expected that you will leave the apartment as clean as when you moved in—or cleaning fees will be assessed. Please make sure the room is clean at checkout time, lest your host be saddled the fees after your departure.

During the orientation period, you will stay at the dormitory of Sokendai, except on the nights of the Home-Stay (June 15-16).

Insurance

You will be provided insurance arranged by JSPS. The insurance will cover residual disability medical expenses, death, personal liability, and rescue. Details of the insurance coverage and claims procedure will be provided during the orientation period. The Insurance is effective for stays in Japan of up to 90 days. If you plan to stay in Japan more than 90 days and want the insurance coverage, you must pay and additional premium to extend it.

Intellectual Property Rights (IPR)

According to the Bayh-Dole Act 35 U.S.C.A. Sec 212, NSF will not retain any rights to inventions made by the students while participating in the Summer Institute Program. Based on the U.S.-Japan Agreement on Cooperation in Research and Development in Science and Technology of 1988, the participating student will be required to protect any business-confidential information obtained while at the receiving hosting institute. It is possible that the receiving institution may request a mutual written agreement to protect business-confidential information. However, the final determination of the need for contracting such a written agreement is left with the individual parties concerned. If you wish to negotiate IPR provisions, you and appropriate officials at your home institution should contact your host scientist and appropriate individuals at your host institution PRIOR to arrival in Japan.

Business Cards (meishi)

It is a customary and important practice in Japan to offer your meishi, or business card when meeting someone for the first time. As a Summer Program participant, it will be useful for you to have your own meishi. Your business card should include your name, title, university address, phone/fax number, and email address in U.S., as well as contact information in Japan.

Cell Phone

Most U.S. cell phones either do not work in Japan without a special SIM card, or work but are expensive to use because of roaming charges. It is difficult to get a regular cell phone contract in Japan when you are here for a short-term stay because vendors require that you present an alien registration card (available only to longer-term visa holders) and typically, sign a contract for two years.

JSPS's travel service provider, KNT, has made an arrangement with vendor Telecom Square to make cell phone rentals available to EAPSI students. Details about features, cost, pick-up and drop-off, etc. will be available on the JSPS Summer Program 2012 website in spring. More information will also be

available at the pre-departure orientation in Washington, DC. If you prefer to make cell phone or SIM card rental arrangements on your own, you can do so at Narita Airport or around your host institution.

E-mail Access in Japan

Please consult your host researcher about whether you can use your own laptop computer at the host institution or if you can use one of the host institution's computers. If you bring your laptop computer with you, you can plug it into the Internet line or use wireless connection at Sokendai during the orientation period from 15-20 June.

Health and Safety

For your health, generally, consider the following, as appropriate:

If you wear eyeglasses or contact lenses, bring a second pair of glasses or a spare set of contact lenses with you for backup. You may also wish to bring a copy of your corrective lens prescription in the event you must have glasses made. Please don't count on finding your specific brands of eye care products overseas - take them with you.

Advise your personal physician of your trip (both destination and time abroad). Ask your health provider to review your vaccination record and any other medical needs you might have. You should do this at least 4-6 weeks prior to departure. The U.S. Government's Centers for Disease Control and Prevention (CDC) maintain a traveler's Web site with Health Information for Travelers to Japan; the URL is http://wwwn.cdc.gov/travel/destinationJapan.aspx.

If you take prescription medications regularly, and will be traveling with prescription drugs, please bring a signed script or letter from your physician indicating your medical need(s) for the drug and identifying the drugs you will possess in-country. If you are diabetic (with insulin and syringes), or allergic (with epinephrine pens for anaphylaxis) you should look into the requirements for international travel with these items.

Various travel safety information and guidelines can be accessed at:
http://www.firstgov.gov/Topics/Usgresponse/Travel_Safely.shtml.

You are also encouraged to register with the U.S. Embassy in Tokyo at
https://travelregistration.state.gov/ibrs/ui/

III. TRAVEL AND LOGISTICS

Luggage

You should divide your luggage into two groups; the first luggage group should include things you will need during the orientation period, and the second should include things you will not use until you reach your host institution. The second group of luggage can be delivered directly to your host institution. KNT will facilitate the transport of luggage to host institutions from the International Garden Hotel Narita on June 12 and 13.

For participants who will travel in Japan prior to the start of the Summer Program, you may wish to use ABC Inc. or other delivery service to deliver luggage directly from Narita Airport to your host institute. ABC's desk is located in the reception area just outside of customs clearance at the airport. In either case, a suitcase delivered from Narita to various locations throughout Japan would cost about 2,000-4,000 yen, including insurance coverage of up to 300,000 yen in total value. For an additional small fee, ABC will also store luggage for delivery on a specified date. The phone number for ABC Inc. is as follows:

ABC Inc.
Narita (0476) 34-8484
Tokyo (03) 3545-2800
Toll free within Japan (0120) 919-120
ABC Inc.: http://www.jalabc.com/english/index.html

Arrival on June 12, 2012

All participants in the Summer Program are expected to arrive at Narita International Airport and move to the International Garden Hotel Narita on your own on June 12, 2012. The hotel is 15 minutes via a free multi-hotel shuttle bus from bus stop # 16 (Terminal 1) and bus stop #26 (Terminal 2) at the Narita International Airport, or 10 minutes by taxi. You are required to stay at the designated hotel on June 12.

International Garden Hotel Narita
241-1 Yoshikura, Narita-shi, Chiba 286-0133
Phone: (0476) 23-5522 (from within Japan)
011-81-476-23-5522 (from outside Japan)
Fax: (0476) 23-5533 (from within Japan)
011-81-476-23-5533 (from outside Japan)
Web homepage: http://www.ishinhotels.com/garden-narita/en/

Early Arrival

Students who arrive in Japan before June 12 are required to join the program on June 12 at the International Garden Hotel Narita. You can access the hotel via the shuttle bus from the airport, or alternatively, there is a free multi-hotel shuttle bus from Keisei Railway's Narita train station.

Orientation

On June 13, you will move by bus from the International Garden Hotel to the Shonan Village Center in Hayama for the Opening Ceremony, where you will stay for the one-week Orientation Program.

Sokendai will provide day-to-day logistics support during the Orientation. The Orientation Program will be held in a conference room at the Graduate University for Advanced Studies (Sokendai), which is located adjacent to the Shonan Village Center. The orientation will include Japanese language instruction, a poster session, cultural activities, etc.

The Graduate University for Advanced Studies (Sokendai)
Shonan Village
Hayama, Kanagawa-ken 240-0193
Phone: 0468-58-1519
Fax: 0468-58-1541
http://www.soken.ac.jp/en/

Shonan Village Center
Shonan International Village
Hayama, Kanagawa-ken 240-0198
Phone: 0468-55-1800
Fax: 0468-55-1816
http://www.shonan-village.co.jp/svc

Daily Schedule

2012 Japan Summer Program (Tentative)

Dates	Location	Activities	Housing
6/12(Tue)	Narita, Japan	Arrival Hotel Registration	International Garden Hotel Narita
6/13(Wed)	SOKENDAI, Hayama	Move from Narita to Hayama by bus Opening ceremony Reception	Shonan Village Center
6/14(Thur)	SOKENDAI, Hayama	Special lecture Japanese language Japanese culture	Shonan Village Center
6/15(Fri)	SOKENDAI, Hayama	Japanese language Poster presentations Home-Stay orientation	House of host family
6/16(Sat)	SOKENDAI, Hayama	Home-Stay	House of host family
6/17(Sun)	SOKENDAI, Hayama	Home-Stay	Shonan Village Center
6/18(Mon)	SOKENDAI, Hayama	Special lecture Japanese language	Shonan Village Center
6/19(Tue)	Host Institution	Move to host institutions	Housing facilities of the host institution
6/20(Wed) -8/20(Mon)	Host Institution	Research experience at host institutions	Housing facilities of the host institution
8/21(Tue)	Tokyo	Move to Tokyo from host institutions (a.m.) Report presentations Farewell Party	TBD
8/22(Wed)	Narita	Departure	

V. REPORTS

JSPS Report

All participants are required to submit a report on research work carried out during the program. It should be written on A4 size paper before **August 20, 2012**. You will receive the form at Sokendai during the orientation week and also be able to download from http://www.jsps.go.jp/english/e-summer/pro2012/main.html (available from April in 2012).

NSF Final Report

Participants are required to submit a Final Report to NSF electronically via the NSF FastLane System no later than **December 1, 2012**.

Project Outcomes Report

Participants are required to submit a Project Outcomes Report for the general public via www.research.gov no later than **December 1, 2012**. Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project.

VI. OTHER INFORMATION

Other useful information can be obtained from the following web sites:

- HYPERDIA-Digital timetable: http://www.hyperdia.com/en/
- Narita airport: http://www.narita-airport.jp/en/index.html
- Life in Japan, Etiquette: http://www.japan-guide.com/e/e622.html
- Japan thru Young Eyes: http://www.shejapan.com/jtyeholder/jtye/001/index.html
- Life in Kyoto: http://www.kcif.or.jp/en/newsletter/lik/index.htm
- Japan Weather Information: http://www.japantimes.co.jp/weather.html
- Kids Web Japan: http://web-jpn.org/kidsweb/index.html
- Maps for Summer Program in Japan: http://www.nsftokyo.org/si-map.htm

• A few sample starting points for online resources for Japanese language study:

http://www.gonihongo.com/
http://www.manythings.org/japanese/
http://www.japaneseteaching.org/projects/textbook/list.html

For a list of Japanese institutions eligible to participate in the EAPSI program, please visit http://www.jsps.go.jp/english/e-summer/index7.html