

Guidelines for the Call for Application
for ArCS II International Early Career Researchers Program
(Scheduled to start in FY2023-2024)

1. Purpose

As a priority program of the Arctic Challenge for Sustainability II (ArCS II) project, this call for applications invites a wide range of International Early Career Researchers from the Arctic and non-Arctic countries who are engaged in Arctic research and supports their research, by providing financial support for mid-to-long-term travel and stay at universities and research institutions in Japan. At the same time, this project aims to revitalize mutual exchange between Arctic researchers in Japan and early career researchers overseas and strengthen the cooperative system for international joint research.

< Arctic Challenge for Sustainability II project (ArCS II) www.nipr.ac.jp/arcs2/e/>

The Arctic Challenge for Sustainability II (ArCS II) is a national flagship project for Arctic research. The project will take place over approximately four and a half years, from June 2020 to March 2025, primarily through the collaboration of three institutions: the National Institute of Polar Research (NIPR), the Japan Agency for Marine-Earth Science and Technology (JAMSTEC), and Hokkaido University.

<Project Goals>

“Towards the realization of a sustainable society, we promote advanced research to understand the current status and process of environmental changes in the Arctic and to improve meteorological and climate prediction in order to assess the impact of rapid environmental changes in the Arctic on human society, including Japan, as well as to implement the results of this research into society. We also provide domestic and international stakeholders with our scientific knowledge that will be a basis for legal and policy for the formation of international rules in the Arctic.

<Four Strategic Goals>

Strategic Goal 1: Advanced Observation of Arctic Environmental Change

Strategic Goal 2: Improvement of Weather and Climate Prediction

Strategic Goal 3: Impact of Arctic Environmental Change on Society

Strategic Goal 4: Legal/Policy Response and Research Implementation for a Sustainable Arctic

2. Description of call for applications

In this call for applications, the International Early Career Researchers are referred to as “Candidates,” the researchers who will supervise and collaborate with the Candidates in Japan as “Host Researchers,” and the organizations to which the Candidates will belong in Japan and to which the Host Researchers belong as “Host Institutions.”

1) Eligible research field

All research fields related to the Arctic region (such as natural sciences, humanities, social sciences, engineering, and medical sciences) However, this project does not support research that may be used for military purposes.

2) Who should submit applications?

In this call, the application must be filed by the Host Researcher. The Host Researcher should thoroughly discuss the details of the application with the Candidate and reach an agreement before submitting the application.

3) Host institutions

Universities and research institutes that are national, public, or independent administrative institutions in Japan.

4) Requirements for application

The Host Researcher must confirm that the Candidate meets the following requirements before applying.

Requirements for Candidates

- (1) Nationals of countries that have diplomatic relations with Japan (Taiwanese and Palestinian researchers shall be treated as equally eligible.) Japanese nationals and foreigners with permanent resident status in Japan are not eligible.
 - (2) Those who hold a doctoral degree and who earned their doctoral degree less than 10 years ago at the time of application or, in the case of those who have taken maternity leave after earning a doctorate degree, those who have been in possession of their doctorate degree for less than 10 years, with the period of maternity and child-care leave deducted. Or those who expect to obtain a doctoral degree before the applied program starts.
 - (3) This call is, in principle, for early career researchers who will be newly coming from overseas, not for those who are already employed or accepted at domestic institutions at the time of application.
- * If a Candidate who was in the process of obtaining a doctoral degree at the time of application is selected for the program, he/she will need to submit a transcript of the doctoral or the certificate of the degree (Copy) before the start of the applied program. Failure to do so may result in cancellation of selection.

Requirements for Host Researchers

A Host Researcher must be a full-time researcher at the Host Institution who can accept the Candidate continuously and responsibly for the duration of the Candidate's stay. In addition, in the execution of

expenses, the Host Researcher must be the person in charge of various procedures with the National Institute of Polar Research, except in cases where the National Institute of Polar Research and the Host Institution conclude a consignment agreement (see "Points of attention for Host Institution" below).

*The coordinator of the ArCS II International Research Exchange Program is not eligible to apply for this call as a Host Researcher.

Points of attention for the Host Institutions

After the selection is made, the Host Institution should follow the necessary procedures following the administrative procedures of each institution. If the application meets any of the following criteria, the National Institute of Polar Research and the Host Institution will conclude a consignment agreement.

- The total amount of support exceeds 3 million yen.
- In case a "Certificate of Eligibility" is required
- When the Candidate is employed by the Host Institution.

If none of the above applies, the expenses will be executed by the National Institute of Polar Research in accordance with the regulations of the National Institute of Polar Research.

5) Implementation period

At least one month between November 1, 2023, and March 31, 2025.

*The deadline for application differs depending on the implementation period. For details, please refer to "3. Application Procedure".

*If the National Institute of Polar Research and the Host Institution do not conclude a consignment agreement, the National Institute of Polar Research will issue the necessary documents (invitation letter, etc.) to obtain a visa required for entry into Japan. After the acceptance decision, it will take about 2-3 weeks to issue/send the necessary documents for visa application and to complete the procedures related to travel expenses. In addition to the time required for visa application to the Japanese Embassy/Consulate, the above period should be taken into consideration to determine the implementation period.

6) Number of Candidates to be accepted

Few people

7) Implementation details

The Candidate shall be engaged in the research on the Arctic region in collaboration with the Host Researcher.

8) Amount of support

The total amount of support per project is limited to 8 million yen per fiscal year.

*In this program, only when the National Institute of Polar Research and the Host Institution conclude a consignment contract, the Host Institute's overhead may be included. Please note that the total amount of up to 8 million yen includes the Host Institute's overhead.

* If the implementation period extends over two fiscal years, an evaluation will be conducted at the end of each fiscal year through reports and other documents. The amount of support may be reduced depending on the results of the evaluation.

9) Scope of the expenses covered by the support

The following expenses necessary for the implementation of the Program will be covered.

- (i) Supplies expenses: Equipment and consumables expenses
- (ii) Personnel expenses and honorarium: Personnel expenses and honorarium
- (iii) Travel expenses: Travel expenses (foreign/domestic/invited)
- (iv) Other expenses: Outsourcing expenses, printing and binding expenses, meeting expenses, communication and transportation expenses, and other (miscellaneous) expenses

3. Application procedure

1) Application documents

The applying Host Researcher is requested to prepare the following application documents in the designated format. Changes to the application form or submission of documents other than those specified will not be accepted.

- Application form
 - Letter of consent (from the Candidate)
 - Letter of consent (from the supervisor of the Host Researcher)
 - One of the following documents.
 - Transcript of the doctoral
 - The certificate of the degree (Copy)
 - Certificate of enrollment*
 - Documentation that clarifies when the degree of doctor is expected to be obtained*
- *If the Candidate is a prospective Ph.D. at the time of application.

2) Application deadline

This call for applications will have three deadlines within FY2023. However, please note that the call for applications may be terminated when the total amount of support for the selected programs reaches the budget limit.

	Deadline (All times are in JST)	Start month	End month
1 st Deadline	By noon on Thursday, August 31, 2023	From November 2023 to February 2024	Until March 2025 (Can be closed within FY2023)
2 nd Deadline	By noon on Tuesday, October 31, 2023	From January 2024 to February 2024	Until March 2025 (Can be closed within FY2023)
3 rd Deadline	By noon on Wednesday, January 31, 2024	From April 2024 to September 2024	Until March 2025

*If the Candidate's country/region requires a visa for entry to Japan, please consider the time required for the visa procedure before setting the implementation period.

3) Application method and confirmation of receipt

The applying Host Researcher is requested to email the complete set of application documents in PDF format to the below email address. After receiving the email, the ArCS II secretariat will send an email confirming the receipt of the documents to the Host Researcher. If the Host Researcher does not receive the receipt confirmation email by 17:00 on the day of the deadline, he/she should contact the secretariat.

Addressee: ArCS II Secretariat, Officer in Charge of the Call for Application for ArCS II International Early Career Researchers Program

Email address: arcs2_iecr@nipr.ac.jp

Email subject: ArCS II International Early Career Researcher Program Application

4. Review and selection

1) Reviewer

The review will be conducted in a closed session by the Review Committee for the Call for International Early Career Researchers Program (hereinafter referred to as the "Review Committee") established by the ArCS II project.

2) Review process

The review will be conducted in accordance with the separately set Review Guidelines (Attachment 1). For details, please refer to the Review Guidelines.

<Basic flow of the review process>

(1) Document review

The document review will be conducted based on the submitted application documents.

(2) Consensus review

Based on the evaluation scores given by the document review, a consensus review will be conducted to make selections. When necessary, an interview-based review may be conducted, too.

3) Perspectives of the review

- Is the project expected to help the research of both the Candidate and the Host Researcher to grow?
- Will it contribute to the advancement of Arctic studies in Japan and internationally?
- Has a close prior consultation been conducted between the Candidate and the Host Researcher to formulate a concrete plan?
- Is the Host Institution adequately prepared to accept the Candidate?

The review committee will make a comprehensive judgment based on the significance and necessity of the research and the feasibility of the research plan including preparation status.

4) Notification of acceptance or rejection

The result of the selection process will be sent by the ArCS II Secretariat to the e-mail address of the Host Researcher.

5) Procedure after the decision to accept the Candidate

Necessary procedures for the implementation of the program will be notified to the Host Researcher, and forms for the implementation plan, etc. will be sent to the Host Researcher. The Host Researcher is required to submit the forms by the designated date. The details of the forms and deadline will be notified separately after the decision of acceptance. In addition, if the application meets any of the criteria (see “Points of attention for the Host Institutions”), the National Institute of Polar Research and the Host Institution will conclude a consignment agreement.

5. Budget Implementation

- The National Institute of Polar Research will execute the amount of support, except in cases where the National Institute of Polar Research and the Host Institution conclude a consignment agreement.
- If there is a consignment agreement, the Host Institution shall manage and execute the support fund. In this case, Host Institution’s overhead is allowed. The Host Institution’s overhead is expenses necessary to implement this program, but they are other than those listed in the scope of support (supplies, personnel and honorarium, travel, and other expenses).
- The support fund shall be executed and paid out on a fiscal year basis.
- A clear distinction must be made between the research funded by other budgets and the research to be conducted under this program. No overlap is allowed between the research under this program and the research supported with other funds.

6. Program Schedule

First deadline (planned to start after November 2023 through February 2024)

Noon on Thursday, 31 August 2023 (Japan Standard Time)	Application deadline
Early September	Document review
Mid- September	Consensus review and interview*
Late September	Notification of acceptance or rejection
Early October	Submission of FY2023 implementation plan etc. Consignment agreement procedures (only if necessary)
From November to February 2024	Program starts
Early February 2024 (Only plans to continue in FY2024)	Submission of FY2024 implementation plan etc. Consignment agreement procedures for FY2024
Early February and/or at the end of the program	Submission of the report

* The interview review will be conducted if necessary.

Further applications may be terminated once the amount of support reaches the budget limit.

Second deadline (planned to start after January 2024 through February)

Noon on Tuesday, 31 October 2023 (Japan Standard Time)	Application deadline
Early November	Document review
Mid- November	Consensus review and interview*
Late November	Notification of acceptance or rejection
Early December	Submission of FY2023 implementation plan etc. Consignment agreement procedures (only if necessary)
From January 2024 to February	Program starts
Early February 2024 (Only plans to continue in FY2024)	Submission of FY2024 implementation plan etc. Consignment agreement procedures for FY2024
Early February and/or at the end of the program	Submission of the report

* The interview review will be conducted if necessary.

Third deadline (planned to start after April 2024 through September)

Noon on Wednesday, 31 January 2024	Application deadline
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(Japan Standard Time)	
Early February	Document review
Mid- February	Consensus review and interview*
Late February	Notification of acceptance or rejection
Early March	Submission of FY2024 implementation plan etc. Consignment agreement procedures (only if necessary)
From April to September	Program starts
At the end of the program	Submission of the report

* The interview review will be conducted if necessary.

7. Presentation and reporting of research results

- The selected International Early Career Researchers are strongly expected to present the results of their research at international conferences. They are also expected to publish their activities and results on various occasions including at symposia or the meetings organized by ArCS II and on the ArCS II's website.
- Please refer to "Reference Materials 1" for information on the disclosure of acquired data and handling of results.
- The Host Researcher will be required to submit a report each fiscal year and at the end of the program. The details will be communicated separately after the decision of selection.

8. Handling of personal information etc.

The personal information contained in the application documents will be strictly controlled and will not be used for any purpose other than those listed below, except when required by law and ordinances.

- 1) Review by the Review Committee based on application documents, and notification of acceptance or rejection
- 2) If selected, the names of the Candidates listed in the application and the names, positions, and institutions of the Host researchers will be published on the ArCS II's website and in publications such as the public relations bulletins.

9. Other

- Each Host Institution and the Candidates shall be responsible for dealing with any accidents, illnesses, disasters, etc. that may occur during the program. In the case of an overseas business trip, please be sure to take sufficient precautions for crisis management, such as purchasing overseas travel accident insurance and checking the Ministry of Foreign Affairs' website for safety situations in other countries (<https://www.anzen.mofa.go.jp/>).

10. Contact information for inquiry

Officer in charge of the Call for Application for ArCS II International Early Career Researchers Program,
ArCS II Secretariat
National Institute of Polar Research,
10-3 Midori-cho, Tachikawa-shi, Tokyo 190-8518, Japan
Email: arcs2_iecr@nipr.ac.jp

© Points of attention to be observed

1. Observance of research ethics, compliance, and confirmation of education attendance

After the decision of selection, observance of research ethics and compliance must be ensured. In principle, the International Early Career Researcher and the Host Researcher must receive the following education.

- 1) Research ethics education to prevent misconduct in research activities, as required by the “Guidelines for Responding to Misconduct in Research”
- 2) Compliance education as required by the “Guidelines for Supervision and Auditing of Public Research Funds at Research Institutions”

After the decision of selection, the Host Researcher will be required to submit a letter of confirmation stating that the International Early Career Researcher has attended the above two education programs and understands the contents. The deadline for submission and other details will be notified separately after the decision of selection.

2. Obligations of the Candidate, the Host Researcher, and the Host Institution (appropriate use of research funds, etc.)

The Candidate, the Host Researcher, and the Host Institution are requested to take note of the following items from (1) through (9) when applying as well as when implementing the post-selection procedure. After the decision of selection, please follow the procedures described in the “Guide to Procedures for the Call for Application for ArCS II International Early Career Researchers Program.” Failure to do so will result in designated measures including the cancellation of the decision of selection, suspension of the grant, and the return of all grant funds, including research expenses.

- (1) The Host Researcher shall fully communicate his/her and the Host Institution’s readiness to accept the Candidate prior to filing the application in order to enable the Candidate (International Early Career Researcher) to carry out his/her research smoothly after his/her arrival in Japan.
- (2) The Host Researcher shall, with the cooperation of the administrative staff of the Host Institution, ensure their readiness to accept the Candidate so that the Candidate can carry out joint research and other research activities at the Host Institution without delay. The Host Researcher shall also advise the Candidate on necessary procedures (including visa application procedures), securing accommodation, * and other matters necessary for staying in Japan prior to the Candidate's arrival.
- (3) The Host Researcher must not violate the Candidate’s individual rights in any form (e.g., racial discrimination, gender discrimination, sexual harassment, academic harassment, power harassment, abuse of authority, neglect, etc.) during the program, and also must refrain from making statements or behaviors that could be perceived as such violations.

- (4) The Candidate must not violate anyone's individual rights in any form (e.g., racial discrimination, gender discrimination, sexual harassment, academic harassment, power harassment, abuse of authority, neglect, etc.) either inside or outside the Host Institution during the program.
- (5) The Candidate shall, in principle, stay in Japan continuously during the program, not engage in any other work with or without remuneration, and devote himself/herself to research activities related to this program at the Host Institution.
- (6) The candidate and the Host researcher must conduct research activities in accordance with the rules set by the ArCS II project and the Host Institution to prevent misconduct in research activities (i.e., fabrication or falsification of research results, etc.) and misuse of research funds (i.e., personal use of research funds, use of research funds for other purposes than those defined for this program, etc.).
- (7) The Host Researcher must submit a report in the form provided separately by the designated date.
- (8) During the program, the Host Institution shall actively work to prevent human rights violations, misconduct in research activities, and misuse of research funds, and shall strive to resolve any problems that may arise.
- (9) Japan, as a peace-loving country, implements export control based on the Foreign Exchange and Foreign Trade Act under international cooperation with regard to the export of goods and provision of technology related to weapons of mass destruction. Therefore, when applying to the program non-residents as researchers, etc., export control must be thoroughly implemented to prevent inadvertent export of goods or provision of technology. For details on points of attention regarding export control, please refer to "Reference Materials 2" on page 12 of the Guidelines (this document).

◎ Reference Materials

1. Handling of deliverable etc.

1) Handling of research results, data, etc.

Research results and data obtained through the research conducted in collaboration between the Candidate and the Host Researcher will be handled in accordance with the rules set by the ArCS II project. Please refer to the attached document for details.

2. Security trade control

For points of attention regarding export control based on the Foreign Exchange and Foreign Trade Act, the following websites of the Ministry of Economy, Trade and Industry, and other organizations provide detailed information on security trade control. Please refer to and fully take note of the following information while adhering to the relevant laws and regulations.

- Ministry of Economy, Trade and Industry: Security Trade Control (General)
<https://www.meti.go.jp/policy/anpo/>
- Ministry of Economy, Trade and Industry: Security Export Control Handbook
<https://www.meti.go.jp/policy/anpo/seminer/shiryo/handbook.pdf>
- Center for Information on Security Trade Control
<https://www.cistec.or.jp/english/index.html>
- Guidance for the Control of Sensitive Technologies for Security Export for Academic and Research Institutions
https://www.meti.go.jp/policy/anpo/law_document/tutatu/t07sonota/t07sonota_jishukanri03.pdf

3. Procedures for consignment agreements

Please refer to the Guidelines (Japanese version) of the program for details.