

SOKENDAI Special Researcher (General Category and Special Category (BOOST))

Guide on Compliance and Procedures

[Notes]

When this Compliance is updated, its contents will apply to all SOKENDAI Special Researcher (general category and special category (BOOST)) unless otherwise stated.

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1. Objectives and Compliance of the SOKENDAI Special Researcher Program

1-1. Objectives of the Program

The SOKENDAI Special Researcher Program is designed to develop future leaders who will contribute to science, technology and innovation in Japan by appointing SOKENDAI students as ‘SOKENDAI Special Researchers’ and providing financial support as well as various opportunities for developing a wider scope of researches and carrier paths to them.

There are two categories of this program as follows.

Category	Outline
General Category	Students in all research areas enrolled in the equivalent of 3-year doctoral course at SOKENDAI are eligible to apply.
Special Category (BOOST)	This category is designed to develop leading scientists in the field of Artificial Intelligence (AI).

General Category is subsidized by Japan Science and Technology Agency (JST) under “SPRING: Support for Pioneering Research Initiated by the Next Generation” and Special Category (BOOST) is subsidized by JST under “BOOST: Broadening Opportunities for Outstanding young researchers and doctoral students in Strategic areas.”

1-2. Compliance

Special researchers must comply with the following:

- (1) Special researchers must be enrolled in a doctoral program of SOKENDAI during their period of appointment.
- (2) Special researchers must concentrate on their research based on the research plan described in the application during their period of appointment.
- (3) Special researchers must submit a research progress report at a designated time each year, a research report at the end of the appointment period, and cooperate in tracking career information for 10 years after leaving.
- (4) Special researchers must participate in various activities (inter-field seminars, overview lectures on social problems, lectures on AI/data science, regular interviews by an academic mentor in a different research field, career seminars, etc.) designated by SOKENDAI to improve their research ability and expand the scope of their carrier paths.
- (5) Special researchers must participate in "SOKENDAI Student Dispatch Program", "International Collaborative Degree Program", or "Internal Joint Advising Program" in principle. Note that this requirement can be exempted for the case that they already conducted one of the programs or have essential difficulty to participate in any of the programs.
- (6) Special researchers cannot receive a salary, executive compensation etc., which can be considered as stable income sufficient to cover living expenses (more than 2.4 million yen per year (before taxes)) from SOKENDAI, parent institutes, or companies*.
- (7) Special researchers must attend research ethics and compliance training provided by SOKENDAI or parent institutes.
- (8) Special researchers must register for “Research Internship Program” account.
- (9) Special Researchers in Special Category (BOOST) must conduct their research in collaboration with the AI specialist in SOKENDAI, if their chief supervisor is not an expert of AI.
- (10) International students are required to take Japanese Language courses, but those with sufficient Japanese language skills are excluded.

*Special researchers may take jobs intended for temporary income (part-time jobs, research assistantships, corporate internships, etc.).

1-3. Tax Processing, Social Insurance, and Pension

The fellowship is treated as miscellaneous income under Tax law and is subject to income tax and resident tax*. Please file an income tax return every year and pay taxes appropriately. If it is found that you have not properly processed your tax matters, your appointment and scholarships may be revoked.

If you are currently a dependent of a person who is responsible for supporting you (parent, etc.), you may need to go through the procedure at the workplace of the person responsible for supporting you, so please inquire at their workplace. Please contact your local municipalities for information on enrollment procedures for National Health Insurance, National Pension Insurance, etc.

A "Certificate of Fellowship" for the previous year will be issued around January or February of each year.

*For students from China, income tax exemption is available by submitting an "APPLICATION FORM FOR INCOME TAX CONVENTION" to the local tax office. The Promotion Office will inform those who are eligible at the time of appointment procedures.

1-4. Submission of Reports

Special researchers are required to submit reports at the following times.

- (1) "Research Progress Report (Form 1)" must be submitted from January 1 to 31 each year.
- (2) "Research Report (Form 2)" must be submitted at the end of the appointment period.
- (3) "Questionnaire for SOKENDAI New Graduates" must be submitted at the time of degree acquisition or withdrawal from school.

1-5. Research Misconduct

Special researchers must comply with the "Regulations Concerning the Handling of Misconduct in Research Activities at SOKENDAI (<http://kitei.soken.ac.jp/doc/gakugai/rule/340.html>)" and participate in lectures and workshops on the prevention of research misconduct designated by the Promotion Office or parent institutes.

1-6. Unauthorized use of Research Funds

Special researchers must not commit to improper use of research funds. Major examples of unauthorized use of research funds are as follows.

- (1) Deposits
Disbursement of research expenses from the institution by instructing vendors to conduct fictitious transactions, prepare false invoices, etc., and having the vendor manage the money.
- (2) Pool Money (fake business trip, fake gratuity)
Illegally requesting travel expenses or gratuities by falsifying business trip applications or attendance records, etc., and having the money managed by a laboratory or individual.
- (3) Rewriting Documents (substitution, change of goods, change of location)
Having a vendor prepare a false invoice, etc., so that the research expenses are paid by the organization to which the researcher belongs, and having the vendor deliver different goods than those actually contracted.

In addition to the above, collusion in the misuse of research expenses received by other researchers will also be considered as misuse.

1-7. Termination or cancellation of appointment and request for refund

In the event that the performance of the obligations listed in 1-2. is found to be inadequate, or if the president determines that the special researcher meets any of the disqualifying conditions mentioned below, the appointment of the special researcher may be terminated or cancelled. Additionally, the payment of scholarship may be stopped or a request may be made for the return the scholarship amount that has been already disbursed. The disqualifying conditions are:

- (1) If the special researcher completes the doctoral course and receives a degree.
- (2) If the special researcher receives a scholarship under the government-sponsored international student system, a research funds from the Japan Society for the Promotion of Science (JSPS) for research fellowship, any foreign government-financed scholarship or a scholarship from the Japan International Cooperation Agency (JICA).
- (3) If it is clear that the research cannot continue due to illness, etc.
- (4) In case of the special researcher taking a leave of absence from SOKENDAI.*
- (5) In case of the special researcher's withdrawal from SOKENDAI (including expulsion).
- (6) In case of disciplinary action against the special researcher.
- (7) In the case of poor academic performance or conduct.
- (8) If there is a significant problem with the progress of the research and it is judged that the desired research results cannot be achieved
- (9) If the documents required for post-application procedures are not submitted on time.
- (10) If any falsehoods are found in the documents submitted for the post-application procedures.
- (11) If research misconduct is discovered.

- (12) If research funds are misused.
- (13) If the special researcher declines the appointment.
- (14) In the event of other clearly inappropriate behaviors as a special researcher.

*However, if the leave of absence is due to childbirth, child-care or family-care with the permission of SOKENDAI, the scholarship may be suspended for up to two years and resumed upon the student's return to the university after the prior review.

※Resignation during the appointment period

The special researcher who wishes to resign during his/her appointment period must submit a "Letter of Resignation (Form 3)" to the Promotion Office.

※In the event of appointment, resignation, or termination in the middle of the month, the amount of the fellowship for that month will be reduced as follows:

Conditions	Reduction or not
If the appointment period begins between 1st and 15th of a given month.	No reduction for the month.
If the appointment period begins on or after 16th of a given month.	The fellowship for the month will be reduced by half.
Resignation/Cancellation between 1st and 15th of a given month	No payment is made for the month.
Resignation/Cancellation after 16th day of month	The fellowship for the month will be reduced by half.
Resignation /Cancellation on the last day of month	No reduction for the month.
In case of death	No reduction for the month.

1-8. Follow-up survey for 10 years after leaving

Special researchers are required to cooperate in career tracking surveys of their employment status and other information after leaving school.

Details will be announced by the Promotion Office.

1-9. Obligation of indication for publication of research results

When you publish your research results, please indicate that you have received a grant from JST.

[For General Category]

Please include "JST SPRING, Japan Grant Number JPMJSP2104" in the Acknowledgment of your paper to indicate that you received a grant. The same applies to the paper submission.

The example of Acknowledgment you have to indicate in a paper is as bellow.

This work was supported by JST SPRING, Japan Grant Number JPMJSP2104.

[For Special Category (BOOST)]

Please include "JST BOOST, Japan Grant Number JPMJBS2412" in the Acknowledgment of your paper to indicate that you received a grant. The same applies to the paper submission.

The example of Acknowledgment you have to indicate in a paper is as bellow.

This work was supported by JST BOOST, Japan Grant Number JPMJBS2412.

2. Scholarships

2-1. Fellowship (for living expenses)

(1) Grant Amount

General Category	JPY 190,000 per month
Special Category (BOOST)	JPY 300,000 per month

(2) Payment Date

In principle, fellowship for two months will be paid together on the 20th of even-numbered months (or the

immediately preceding business day if it falls on a Saturday, Sunday, or national holiday), but there may be delays due to various reasons.

(3) Bank transfer address

Payment will be made to an account in the name of the special researcher at a bank or credit union in Japan. Special researcher who wish to change the bank account (including the name of the bank account), must notify the Promotion Office.

(4) Temporary return of international students

When an international student returns to home country temporarily, the fellowship will not be paid for the month during which the student is completely absent from Japan. For example, if the period of return home is from April 15 to June 15, May will not be paid. If the return period is from April 15 to May 15, both April and May will be paid.

(5) Other

Research expenses are subject to taxation as miscellaneous income.

2-2. Research Funds (for research expenses)

(1) Available amount

General Category	JPY 320,000 per year
Special Category (BOOST)	JPY 300,000 per year

*Please note that the available amount for each fiscal year varies depending on the period of appointment. For example, if the special researcher (general category) is scheduled to complete the program in October, the available amount for that year will be JPY 160,000.

(2) Procedures for use of research funds

The research funds are managed by SOKENEDAI or parent institutes. Please refer to the "Guidelines for the Use of Research Funds" for details on how to use them.

*The amount of scholarships may be revised.

3. Receiving Other Scholarships and Research Grants

(1) Special researchers are not eligible to receive the following scholarships concurrently with this scholarship.

- a) JSPS Doctoral Course (DC) Research Fellowships
- b) Scholarships under the Japanese Government Scholarship Program for Foreign Students
- c) Scholarships from the government of the student's home country or related organizations (for international students)
- d) Scholarships from JICA

(2) Special researchers may receive the following financial aid concurrently with this scholarship.

- a) Scholarships from the Japan Student Services Organization (JASSO)
- b) Scholarships and research grants from private companies and organizations (limited to those that do not conflict with the obligation to devote to research listed in 1-2. (2) and income limit listed in 1-2. (6))
- c) Tuition waivers from SOKENDAI

4. Disclosure of information on special researchers

The names, affiliations, fields of study, research titles, names and titles of the supervisor, and research reports of the special researcher will be published on the SOKENDAI website.

5. Provision of personal information to JST [for Special category (BOOST) only]

In response to a request of JST, personal information such as the names, affiliations, research titles, appointed periods, amounts of scholarships, contact information (email address), desired career paths, names and titles of the supervisor and research reports of the special researchers may be provided.

Contact:

Promotion Office for Pioneering Research Initiated by the Next Generation

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