Guide for ISS Visiting Research Fellows Application
Based on the University of Tokyo’s “Emergency Relief Program for Scholars and Students at Risk”

Institute of Social Science
The University of Tokyo

The Institute of Social Science (ISS) will accept researchers and doctoral students from abroad as Visiting Research Fellows, as part of the University of Tokyo’s “Emergency Relief Program for Scholars and Students at Risk.” If you intend to apply for affiliation with ISS in this category, please refer to the following requirements before application.

Please note that our ability to accept your application is conditional on the availability of resources and office space during your desired timing of affiliation.

1. Eligibility
You must be serving as:
(1) A researcher of Japanese society at a research institute, university, or an equivalent organization
(2) A doctoral student or an equivalent status at a university or an equivalent organization

2. Period of Acceptance
In principle, the affiliation with ISS will be terminated on March 31, 2023 at the latest when this program will be complete by the University of Tokyo.

3. Host Professor
It is required a Visiting Research Fellow is supervised by a host professor. We will choose a host professor for an applicant according to her/is research field.

4. Application Procedure
(Step 1) You should register your information to the University’s website.
https://forms.office.com/r/thdFHpdy5r

(Step 2) After ISS Director’s Office contacts you, you must submit all application materials to Director’s Office by email as soon as possible.
The application materials include:
  a) CV in English
  b) Research Proposal (approximately 300 words)
  c) Letter of confirmation from your institution (if possible)
  d) Identification Photograph (jpeg or PDF)

(Step 3) Your application will be discussed at the ISS Faculty Meeting held every month except August.

5. Research Facilities
(1) You share one office room with other Visiting Research Fellows. A desk is provided for each person.
(2) You are provided with part of a locker in your room, and an individual mailbox.
(3) We recommend that you bring your own computer if you need to use one.
6. Libraries
Access to the ISS library (as well as all other libraries within the University of Tokyo) is available upon application according to the rules of each library. ISS librarians welcome any questions as to the use of the ISS library and other libraries within the university.

7. Participation in the Institute’s Activities
(1) You can attend all seminars held at and sponsored by ISS. If you are interested in participating in any other events held at ISS, you can attend them with the consent of your host professor.
   For further information on ISS seminars, please visit the following website or contact the organizer, whose contact information you can find at the webpage of each seminar.
   ISS seminars: [http://jww.iss.u-tokyo.ac.jp/research/monthly/index.html](http://jww.iss.u-tokyo.ac.jp/research/monthly/index.html)
(2) You are eligible to submit a paper for publication in our English-language journal *Social Science Japan Journal*, our Japanese journal *Shakai Kagaku Kenkyu*, or our Discussion Paper series (in English or Japanese). All manuscripts submitted for the first two are refereed. It is also necessary to follow the procedure for publication in the Discussion Paper series.
   1) *Social Science Japan Journal*: [http://ssjj.iss.u-tokyo.ac.jp/](http://ssjj.iss.u-tokyo.ac.jp/)
   You may directly submit your paper to 1) above.
   If you wish to submit your paper to 2) and 3) above, please consult your host professor.

8. Wi-Fi Access
As for the internet access, your own PC is able to be connected with wireless LAN which works only inside the research room.
Though the University provides the Wi-Fi service (UTokyo Wi-Fi), unfortunately you are not allowed to access it according to the University's policy. Therefore we would like to ask you to make use of Eduroam network inside the campus if your university participates the network and you have the account.

9. Research Grants, Scholarships, etc.
The Institute does not offer any research grants or scholarships.

10. Insurance
We recommend that you arrange for any insurance by yourself which can cover medical expenses at least. Travel insurance might be one option.

11. Research Report
Before completing the affiliation with us, we will ask you to submit a brief research report. The form will be emailed to you until a week before your final day.
12. Contact Person
1) General inquiry on “Emergency Relief Program for Scholars and Students at Risk”
   https://www.u-tokyo.ac.jp/contact/news_mail_e.php?dir=z-1311&sd=1
2) Inquiry on ISS Visiting Research Fellows
   secretary@iss.u-tokyo.ac.jp
   Please start the subject line with “Emergency Relief Program _ your name.”