Guidelines for the Call for Application
for ArCS II International Early Career Researchers Program
(Scheduled to start in FY2022)

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 hiring or accepting them 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.
Specifically, the host institution of International Early Career Researchers and the Inter-university Research Institute Corporation, Research Organization of Information and Systems, the National Institute of Polar Research (ROIS/NIPR) will conclude a consignment agreement to support the expenses for hiring or accepting the International Early Career Researchers and their 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 the 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 the application?

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.

* Referral to Host Researchers
The ArCS II project will introduce this program to the international Arctic research community in order to promote applications to this call. Candidates who wish to be referred to a Host Researcher and a Host Institution are requested to file a separate application for the referral, referring to the attached "Referral to Host Researchers" (deadline for application: by noon on Friday, May 13 (Japan standard time.), 2022).

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.

<u>Requirements for Candidates</u>

The applicant must satisfy the following requirements (1) and (2) as of April 1, 2022, and throughout his/her assignment period.

(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 as of April 1, 2022, and who have earned their doctoral degree less than 10 years ago as of April 2022; 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.

* Those who are participating in the ArCS II project as a collaborator are also eligible to apply.
* This call is, in principle, for early career researchers who will be newly appointed from overseas, not for those who are already employed or accepted at domestic institutions at the time of application.

Requirements for Host Researchers

A Host Researcher must be a full-time researcher at the Host Institution. However, a non-full-time researcher may be eligible to become a Host Researcher if the Host Institution deems that he /she will be able to supervise the Candidate in the same manner as a full-time researcher, including the maintenance of the research environment (such as laboratory, equipment, and personnel), and will continue to do so during his/her assignment period.

The Host Researcher must understand the items listed in “Points of Attention to be Observed” on page 9 of the Guidelines and must be responsible for supervising the Candidate in Japan. In addition, the Host Researcher must obtain the Candidate's agreement on the contents of his/her application before submission. Please obtain the approval of your department head before applying for this call.

* If the Host Researcher must be changed during the Candidate’s assignment period due to the Host Researcher’s retirement or other reasons, please appoint a succeeding Host Researcher and submit a statement of reasons for the change.

Points of attention for the Host Institutions

This program is designed to help International Early Career Researchers develop their careers as researchers specializing in Arctic studies and expects them, in the future, to act as a liaison with their Host Institution by having them participate in working-level meetings and research meetings. To this end, the Host Institution should hire or accept the selected Candidate in accordance with its own administrative procedures.

5) Implementation period

From September 1, 2022 - March 31, 2025

*Please have the selected Candidate start his/her assignment as soon as possible on or after September 1, 2022, and before the end of FY2022.

*The start and end of the appointment in this call must be within the implementation period (at least 24 months between September 1, 2022 and March 31, 2025).

6) Number of Candidates to be accepted

Approx. 2 Candidates

7) Implementation details

The Candidate shall be engaged in collaborative research on the Arctic region under the guidance of the Host Researcher.

8) Amount of support

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

* The amount of support for the first year will be determined within the above range, according to the application documents and the time of the start of the assignment.
* For the second and subsequent years, research expenses (supplies, honorarium, travel expenses, and other expenses) other than personnel or accommodation expenses will be determined after confirming the research plan for each fiscal year. The amount of support may be reduced.
* This program allows general administrative expenses to be claimed. Please note that the total amount of up to 8 million yen includes general administrative expenses
* At the end of the second year, an evaluation will be conducted based on the project report, etc., and based on the results of the evaluation, a decision will be made on whether or not to continue the support.

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
- Two letters of consent (from the Candidate and the supervisor of the Host Researcher)
- Letter of recommendation (any format)
- Transcript of the doctoral or the certificate of the degree (Copy)

2) Application deadline

The application documents must arrive by noon, Monday, June 20, 2022 (Japan standard time)

3) Application method and confirmation of receipt

The applying Host Researcher is requested to email the complete set of application documents in PDF formats 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, June 20, 2022, 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 research 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 international joint researches 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, the Inter-university Research Institute Corporation, Research Organization of Information and Systems, the National Institute of Polar Research (ROIS/NIPR) on the one hand and the organization to which the Host Researcher belongs on the other shall conclude a consignment agreement.

5. Budget implementation

- The Host Institution shall manage and execute the support fund according to the consignment agreement.
- The support fund shall be executed and paid out on a fiscal year basis.
- This program calling for applications allows general administrative expenses to be claimed. The general administrative expenses are 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).
- 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. Schedule towards the start of the assignment

FY2022

Friday, April 15, 2022	Start of the call for applications
Noon on Monday, June 20, 2022 (Japan standard time)	Application deadline
Late June to early July	Document review
Mid- July	Consensus review and interview*
Late July	Notification of acceptance or rejection
Early August	Submission of FY2022 implementation plan etc.
On and after September 1	Start of assignment

* The interview review will be conducted if necessary.

FY2023: The second year of the program

Mid-February 2024	Evaluation to be conducted based on project reports etc.
Early March 2024	The decision to be made on whether or not to continue support based on evaluation results, etc.

FY2024

March 2025	End of assignment period

7. Presentation and reporting of research results

- The selected International Early Career Researchers are strongly expected to present the results of their joint research with the Host Researcher at international conferences. They are also expected to publish their activities and results on various occasions including at symposia 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. 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

- The matters described in the Guidelines (this document) might be adjusted flexibly depending on the COVID-19 situation.
- The Inter-university Research Institute Corporation, Research Organization of Information and Systems, the National Institute of Polar Research (ROIS/NIPR) will not be responsible for any accidents that may occur during the period of the assignment. Each Host Institution shall be responsible for dealing with any accidents, illnesses, disasters, etc. that may occur during the period of the assignment. In the case of an overseas business trip, please be sure to take sufficient precautions for crisis management, such as purchasing an 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
Arctic Environment Research Center
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. 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 (i.e., terms of assignment at the laboratory, employment or acceptance status, etc.) 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.

* The Candidate and Host Researcher must secure accommodation or housing for the Candidate in Japan before his/her assignment period starts. When negotiating the lease, the Host Researcher or

the administrative staff of the Host Institution shall accompany the Candidate and, if necessary, act as his/her guarantor.

(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 period of assignment, 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 period of assignment.

(5) The Candidate shall, in principle, stay in Japan continuously during the period of assignment, 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. However, this does not apply if the assignment period is interrupted due to childbirth or childcare.

(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) The Host Institution has the primary responsibility for hiring or accepting the Candidate, and 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 employing or accepting non-residents as researchers, etc. in this program, 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 the "Reference Materials 2" on page 11 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 joint research 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