

APPLICATION GUIDELINES
RESEARCHER INVITATION PROGRAM 2017/2018
Foundation for Intellectual Property, Institute of Intellectual Property

Applicants are requested to register in advance of preparing the applications

Deadline for Advance Registration: Wednesday, November 30, 2016

Deadline for submission of draft application: Wednesday, December 7, 2016

Deadline for Application: must arrive by December 21, 2016

These deadlines may be extended under circumstances.

The Foundation for Intellectual Property, Institute of Intellectual Property (IIP), since its establishment in 1989 as a nonprofit organization approved by Ministry of Economy, Trade and Industry, has carried out researches and studies on various issues concerning intellectual property and has been providing information related to this field by holding international symposia and by publishing research reports. Amongst its international activities, IIP has been entrusted by the Japan Patent Office (JPO) to invite foreign researchers to Japan for promoting studies on industrial property systems in Japan and other countries by means of literature researches and interviews from Japanese researchers or practitioners on industrial property field in Japan.

1. Purpose of the Researcher Invitation Program

In order to promote design and establishment of appropriate industrial property right system in Japan, it is necessary to work with many researchers who are well acquainted with the industrial property right system in Japan and other countries. This is accomplished by encouraging those who will lead the world in the future to carry out extensive research on subjects concerning the international harmonization or improvement of the industrial property right system necessary for the medium term. With this aim and as part of the Industrial Property Research Promotion Project entrusted by the Japan Patent Office, our institute will conduct the Researchers Invitation Program, in which we invite foreign researchers in the field of industrial property rights to engage in research on a subject necessary for international harmonization of the industrial property right system.

2. Overview

(1) Invitation Periods

There are two types of programs corresponding to the period of invited researchers' stay in Japan, namely a short term program and a medium term program. The short term shall be 1 - 3 months and the medium term shall be 4 - 7 months. There is no restriction in nationality of applicants or country where applicants are based. The beginning of both periods shall be the middle of April 2017, at the earliest, and the end of the periods shall be the middle of March, 2018 at the latest.

(2) Number of Researchers

A few invited researchers for both programs will be chosen fairly by the dedicated IIP Selection Committee.

(3) Activities

Based on their research proposal, the invited researchers shall set a research subject related to the industrial property rights system of which international harmonization would be needed in the medium term, and set a research plan for carrying out the research. Then, the invited researchers shall implement the research activities faithfully in accordance with the research plan. The proposed research subject and research plan shall fit to the selected period whether the short term program or the medium term program.

The research under the program may not be merely collecting information on Japanese system, or constituting simply a part of other research or study currently conducted in other framework, but shall be a pro forma independent and completed research. IIP may request to revise the research plan. The research may include literature research, interview with Japanese researcher or practitioner, visit to relevant organization or attending a seminar or symposium in Japan.

3. Requirements for Applicants

(1) Applicants shall have interest in Japanese industrial property right system and its analysis, and can conduct research in Japan on such a subject related to the industrial property rights system of which international harmonization or improvement would be needed in the medium term.

*Japanese industrial property right system means patent, utility model, design, and trademark under the jurisdiction of the Japan Patent Office (for more details, see the webpage of the JPO website of the following URL

< http://www.jpo.go.jp/seido_e/s_gaiyou_e/4houe.htm >

(2) Applicants shall be a professor class researcher, a postdoctoral researcher or a doctoral or Ph.D. student as of April 1, 2017, or be supposed to be either equaling or surpassing the above in research capability and achievement.

(3) Applicants shall be willing to conduct active discussions with Japanese researchers.

(4) Applicants shall or will have a valid Passport from the home country.

(5) Applicants shall be able to obtain an appropriate “Certificate of Eligibility” from the Immigration Bureau of Japan and a corresponding visa from a Japanese diplomatic office.

(6) Applicants may not receive any other financial support for the research to be carried out under this Program.

(7) Applicants may not conduct any other business, such as giving a lecture in a seminar in no relation to the research at IIP, which is not permitted under the given Status of Residence in Japan.

(8) Applicants may not combine the roundtrip between the domicile and IIP with any private or other business trip or any other business.

(9) Applicants must have recommendations or approval from their superior if they are working as full-time employees in companies and organizations.

(10) Applicants shall fulfill the obligations of an Invited Researchers shown in section 5(1).

(11) Applicants shall be mentally and physically sound enough to conduct the research at IIP.

(12) Applicants shall comply with Japanese laws and regulations as well as IIP’s rules.

(13) Applicants shall have a suitable language skill in either English or Japanese to make daily communication with other researchers and staff in IIP.

(14) Applicants shall be adjustable to and fit into Japanese life and community at IIP.

(15) Applicants shall be encouraged to go around alone in Tokyo without the others’ help.

(16) Applicants shall not do any research misconduct (fabrication, falsification or plagiarism) in the past.

4. Procedure for Application and Selection

(1) Advance Registration

Applicants are requested to register in advance of preparing the applications by Wednesday, November 30, 2016. Please use the Registration Form for advance registration by entering the necessary information in the following URL for the Advance Registration under the IIP website:

URL for the Advance Registration: < <http://www.iip.or.jp/application-RIP17.html> >

Applicants may apply for both of the short term program and the medium term program in the same

time. In that case, the Research Proposals should be described distinguishingly to fit with respective programs and your first choice should be clearly indicated, either the short term program or the medium term program.

(2) Confirmation of Advance Registration

IIP shall confirm the registered information and advise the applicants whether he/she is eligible to apply for the program.

(3) Submit a draft application

The applicants, who have been advised as eligible to apply for the program, shall fill out the Application Form and send it at first in an electronic file, preferably in Word file, via e-mail to the e-mail address of IIP as indicated below by Wednesday, December 7, 2016.

If the applicants want to apply for both programs, two different Research Proposals should be submitted as mentioned in the above.

Applicants may download the Application Form from URL for the Advance Registration: <
<http://www.iip.or.jp/application-RIP17.html> >

In case of any ambiguity in the draft application, IIP may contact with the applicants by e-mail, phone call or any other means to request to supplement or revise the draft application, by setting a due date. If no reply, supplementation, and revision are made by the due date, it may be regarded that the applicant has no will to do so.

(4) Submit the final set of application documents

If IIP consider that the draft application is acceptable, the applicants shall be requested to send a set of application documents described below to IIP via regular air mail, which must be arrived by Wednesday, December 21, 2016. Those documents are not returned to the applicants and may be submitted to the JPO in advance of the selection.

IIP may not regard the application is valid, if no advance registration has been made, if the information registered in advance coincide with the information written in the application documents, or if it is found that the application documents contain any false statement.

(5) The Set of Application Documents to be Submitted

The applicants, who have been invited to submit the set of application documents, should send the following documents to IIP:

- The final version of completed Application Form:

(The completed Application Form must contain the Application, C.V., both of Research Proposals (S) and (M) even if either one is blank, List of Recommendations, and Contact Information)

- Two copies of ID photos (3 cm x 4cm, one should be attached the completed Application Form)

- A copy of applicant's representative literature indicated in the C.V.

- A Certified Recommendation Letter (Preferably 2 Letters) : Applicants must have recommendations or approval from their superior if they are working as full-time employees in companies and organizations.

The applicants must use the designated Form, if available, and cannot change the Form. Please carefully read the notes indicated in the Form before filling out it. If the applicants have a question in filling out, please ask us in advance.

The applicants should describe the Research Proposal at an easier level for laymen being not in the specific field, by adding explanation of terminology, if necessary.

The Certified Recommendation Letter(s) should be sealed by the respective recommenders and enclosed together with the other application documents in the same envelope to be sent to IIP, or the recommender may send the letter directly to IIP separately from the other application documents.

(6) Telephone Interview

IIP will make a telephone interview with each applicant to confirm the description of the application documents. The language for the interview shall be English (and Japanese, if applicable) without interpreter.

(7) Selection

The dedicated IIP Selection Committee shall examine the application documents in consideration of the information obtained during the telephone interviews and will decide a few of researchers to be invited among the applicants.

[Major Criteria for the Selection]

- The applicant is found to have knowledge and demonstrate research ability enough to conduct the research described in the Research Proposal.
- The research subject should be related to the industrial property right system of which international harmonization or improvement would be needed in the medium term, and the Research Proposal is found to be specifically and concretely detailed and feasible under the desired program (the short term or the medium term).
- The other requirements are fulfilled.

(8) Delivery of Notices of Results

The Notice of results of the Selection Committee will be delivered to each applicant via e-mail by the beginning of March 2017.

5. Other Important Reminder

(1) Obligations of Invited Researchers

1. The invited researchers shall carry out the research in accordance with the research plan agreed between the researcher and IIP.
2. The invited researchers shall make a research diary during their stay.
3. The invited researchers shall engage in research work at IIP office (Tokyo, Japan) during their stay in principle.
4. The invited researchers shall make a presentation on the research results at the presentation session designated by IIP during their stay.
5. The invited researchers shall submit a report on the research results by the due date designated by IIP (at the earlier of within one month of leaving Japan or by the end of March, 2018). The report

shall include a main part between 10,000 and 25,000 words including foot notes and the summary around 3,500 words in English (or the corresponding volume in a reasonable native language).

6. The invited researchers shall cooperate with IIP to correct/edit and translate the report and prepare the final version of the report until it is submitted to the JPO (by the end of June, 2018).

7. The invited researchers shall assign IIP the copyrights of the presentation materials for the presentation in the above 4. and the report in the above 5. and 6. without compensation, and shall not exercise author's moral rights thereon. The invited researchers may exploit their report in the above 5. and 6. for other paper by means of copy, translation, or adaptation thereof on condition of such an acknowledgment of the source that the other paper is based on the report of the research under this program.

8. More details shall be set out in a written agreement and a handbook.

(2) Payment of Expenses

IIP shall pay invited researchers expenses including a round-trip air fare, daily allowance and lodging fee, insurance as well as visa fee, entry and departure taxes, and airport tax, etc. The amount of daily allowance and lodging fee shall be decided in consideration of the invited researcher's career and period of stay (Daily allowance and lodging fee cover all the necessary cost for carrying out research activities and living satisfactory in Tokyo.). The invitation program does not constitute employment nor is the allowance considered to be remuneration. However, income tax is likely being imposed on the payment of expenses according to the Japanese tax-law.

(3) Preparation

In consideration of generally few availability of literatures on Japanese system written in foreign languages, the invited researchers are highly requested to well prepare how and what to study in Japan. Especially if the invited researchers will conduct comparative study, the invited researchers are required to collect necessary information on other countries than Japan as much as possible before coming to Japan, and to concentrate on studying about Japanese system during the research period in Japan.

(4) Others

The invited researchers are given the loan of dedicated booth within the IIP office with a desk and a desktop PC (OS Windows 7, Microsoft Office (Word, Excel and PowerPoint), Windows Live Mail) with the Internet connection, a book cabinet and a locker, and able to use IIP's library and other facilities. The invited researchers may not connect their notebook PC with IIP network. The research activities will be supported, upon their requests, in providing relevant materials which may be translated within the limits of time and budget as well as arrangement of interviews. They will be assisted in entry formalities and arrangement of living condition in Japan.

Inquiry and Mailing Addresses

If you wish to apply for the program, please register in advance of preparing your application to make sure if you are entitled to apply. If you have any question regarding the programs, please contact us.

Please send your final set of application documents (including letters of recommendation) to the following post addresses:

Post address: Attention to International Collaboration
The Institute of Intellectual Property
The Foundation for Intellectual Property
Seiko-Takebashi-Kyodo Building 5F, 3-11 Kanda-Nishikicho, Chiyoda-ku,
Tokyo 101-0054 JAPAN

IIP English Homepage URL: <http://www.iip.or.jp/e/index.html>

E-mail address: fellow17@fdn-ip.or.jp

Tel: +81-3-5281-5674 Fax: +81-3-5281-5676