

Pre-Submission Self-Checklist for ICYS Application

Applicant Name:

Note: Applications that do not meet the requirements listed in this checklist will not be accepted.

Submission of this checklist is not required.

Please confirm that all of the following materials are included in your submission and review the notes for each item.

1. CV

2. Application Form

3. PhD Certificate

4. PDF files of three significant publications

5. List of DOI of journal publications (for the three significant publications only)

1. CV

The format appropriate for the application category (PI / RF) is used.

The latest format for this call is used (**NOT a format from any previous call**).

A photograph is attached.

All required information is provided, including nationality, years and months of education and employment.

The (expected) PhD completion year and month are clearly stated.

The NIMS research center that best matches the proposed research has been selected.

Accurate contact information for two referees is provided, and the referees have agreed to submit a reference letter if the applicant proceeds to the interview stage. **Reference letters are not required at the time of application.**

The file to be submitted is in **Word format** (not converted to PDF).

2. Application Form

The format appropriate for the application category (PI / RF) is used.

The latest format for this call is used (**NOT a format from any previous call**).

“Research Accomplishments” and “Research Plan” are within the page limits, including references.

The “Research Plan” has a title, and only one research plan is included.

All instructions (blue text) are deleted, and the file is **converted to PDF** for submission.

3. PhD Certificate

The certificate is to be submitted in **A4 paper size**.

If you are expected to obtain a PhD: An official certificate of expected PhD completion is to be submitted.

If an official certificate of expected PhD completion cannot be submitted: A letter signed by the supervisor stating the expected date of PhD completion is to be submitted.

4. PDF files of three significant publications

File names are **50 characters or fewer**.

No more than three papers are to be submitted (four or more will not be accepted).

The files to be submitted include all pages, not only the cover or first page.

5. List of DOI of journal publications (for the three significant publications only)

Only the three significant publications submitted as PDF files with this application are listed.

For papers on which you are the first or corresponding author, “*” is selected in the “first_author” cell.

Each DOI starts with “10.”

The file to be submitted is in **Excel format** (not converted to PDF).