

## **Guideline for FY 2022 JPI Researcher Exchange Program**

### **1. INTRODUCTION**

The Japan Petroleum Institute (JPI) invites a researcher on JPI Researcher Exchange Program in Fiscal Year 2022 based on the following conditions.

This fiscal year, participants must cover the researcher's daily allowance in addition to the air tickets. Participants should submit proof of payment for air tickets and the daily allowance to allow JPI to certify the counterpart contribution costs.

### **2. PROGRAM**

The Researcher Exchange Program offers selection of one of two courses as follows.

Course1. Acquisition of advanced knowledge and skills through training in a laboratory

Course2. Preparatory research for a Joint Development or a Joint Project

Course1 is mainly practical training. JPI will try to identify appropriate organizations according to the researcher's requests. Course2 is mainly information exchange. JPI tries to identify appropriate Universities or Research Institutes according to the researcher's requests. In the order of descending priorities, JPI provides visiting researchers with opportunities for discussions with professors and leading researchers in Japanese Universities or Research Institutes. Both Course 1 and Course 2 cover the following items.

1. Catalyst development related to petroleum refining or petrochemical technology

Specific examples

1) Hydrotreating, catalytic cracking, catalytic reforming, etc.

2) Heavy oil treatment, etc.

3) Oxidation, dehydrogenation, polymerization, etc.

4) Hydrogen production, etc.

2. Processes related to petroleum refining or petrochemical technology and the development of simulation technologies for these processes

Specific examples

1) Hydrotreating, catalytic cracking, catalytic reforming, etc.

2) Heavy oil treatment, etc.

3) Oxidation, dehydrogenation, polymerization, etc.

4) Carbon materials, etc.

3. Separation technology developments related to petroleum refining or petrochemical technology

Specific examples.

- 1) Distillation, refining, etc.
- 2) Separation membranes
4. Hydrogen production from hydrocarbons or biomass and related technological developments
  - Specific examples
  - 1) Hydrogen production by reforming reactions, etc.
  - 2) Biomass conversion, etc.
5. Technology developments related to corrosion and equipment maintenance
  - Specific examples
  - 1) Corrosion monitoring
  - 2) Electrochemical evaluation methods
6. Technology developments related to environmental impact reduction, including carbon recycling or carbon neutrality
  - Specific examples.
  - 1) Recycling of waste and recovery of useful materials
  - 2) Carbon dioxide recycling
  - 3) Detoxification through wastewater treatment

### **3. DURATION**

The program period is usually 1 to 2 months, depending on the program contents. The duration is in a reasonable period of time from the beginning of July to the end of February.

JPI requires at least 1.5 months for our preparations before starting the program in Japan. In order to increase the efficiency of short-term domestic acceptance, online pre-interviews will be held once a month for a period of about two months between the supervisor of the Japanese host and your researcher. We plan to share information such as literature on research topics, set goals for practical research, and provide research guidance by the supervisor.

Depending on the situation of the corona disaster, it is possible to continue the online interview and research guidance by the supervisor.

In this case, as an online research study, a research report will be given on the last day of the study as well as an on-site research study.

### **4. ACCEPTANCE**

Based on attached APPLICATION FORM submitted by researchers, JPI Secretariat prepares a list of candidates. JPI's International Cooperation Committee will deliberate and

recommend candidates for the program to JCCP. JCCP decides the final invitees and have JPI in charge of caretaker.

## **5. FINANCIAL ARRANGEMENT**

JPI bears following expenses:

### **(1) Expenses necessary for stay**

JPI books researcher's accommodations in Japan to satisfy the requirements for obtaining the necessary visa for the researcher. The standard allowance per day is 7,000-12,000 yen for the hotel room, 2,000-3,000 yen for meals, and 2,000-3,000 yen for miscellaneous expenses. Please note that JPI will only pay the actual hotel room charges, and will not refund any excess to the researcher. Consequently, JPI will pay actual hotel room charges within the upper limit, but the researcher must submit receipts for the hotel room charges to JPI. The upper limit for hotel room charges is 13,500 Japanese yen per day. This fiscal year, JPI cannot provide any funds to cover the costs of food and miscellaneous expenses. Please cover the researcher's daily allowance and submit proof of payment for the daily allowance to allow JPI to certify the counterpart contribution costs.

### **(2) Air Ticket**

This fiscal year, JPI can't bear round trip Airplane tickets fare from/to researcher's nearest airport in the researcher's country and Japanese territorial airport for the researcher. The researcher should get researcher's air ticket (e-ticket) through his/her own country's travel agent. Please submit a copy of the receipt for the air ticket to allow JPI to certify the counterpart contribution costs. Flight schedule will be finally settled by researcher's request and JPI's recommended suggestion.

### **(3) Official transportation Fee**

JPI bears all of official transportation fee (Train, Bus, Airplane and so on) for the researcher in Japan, but excluding private transportation fee in Japan and land transportation fee in the researcher's country.

### **(4) Overseas Travel Accident Insurance**

According to JPI's policy that the researcher shall be covered by comprehensive insurance policies during stay in Japan, JPI takes out "Overseas Travel Accident Insurance" for the researcher. The period is covered for the researcher from arrival to departure at Japan's territorial international airport.

Risk and coverage are as follows;

- |                                   |             |
|-----------------------------------|-------------|
| (a) Death by Injury               | ¥50,000,000 |
| (b) Residual Disability by Injury | ¥50,000,000 |

(c) Medical Expense by Injury	¥5,000,000
(d) Death by Sickness	¥30,000,000
(e) Medical Expense by Sickness	¥3,000,000

However, please note that the researcher's subjective symptoms, chronic disease and allergies on Medical Certificate attached APPLICATION FORM submitted by the researcher are not covered to this insurance in accordance with Insurance Company's regulation. At the date the researcher will arrive in Japan, JPI asks the researcher to sign on Insurance Company's application form, "Letter of Consent to the Designation of Beneficiary".

### **(5) Personnel Cost**

In the case of the online research study, the time spent by the person in charge of the researcher's organization in coordinating with the person in charge of JPI and within the researcher's organization, as well as the time spent in preparing documents, multiplied by the unit price, can be regarded as the personnel cost, and this can be regarded as the contribution cost. Based on this contribution cost, JPI may cover the research expenses of the Japanese host institution.

## **6. SUPPORT and SERVICE**

JPI supports RESEARCHER during stay in Japan.

### **(1) Entry VISA**

JPI submits the researcher JPI Invitation Letter in order to issue the researcher's single entry VISA at Japanese Embassy in researcher's country prior to one month before leaving researcher's country.

### **(2) Selection of Japanese organizations that the researcher performs**

JPI selects the best and most effective Japanese organizations based on the researcher's desired research theme that researchers describe in APPLICATION FORM. JPI, as a matter of course, preferentially contacts the organization if the researcher described a specified and desired organization in APPLICATION FORM.

### **(3) Arrival date**

JPI or Japanese travel agent will guide and support the researcher's disembarkation procedures and domestic transit at the exit of the customs clearance of Japan's territorial International Airport and check-in at accommodation for the researcher.

### **(4) Under Research in Japan**

JPI completely supports your researcher during stay in Japan. JPI accompanies the researcher to Japanese organization at first and final day. And JPI visits the organization at the researcher's suitable requests

**(5) Research Report**

The researcher prepares Research Report as the result of achievement of the research investigation performed at Japanese Organizations and submits them to both Japanese Organizations and JPI at the final day of research.

**(6) Conference attendance**

JPI arranges for the researcher to attend the Conference at JPI's expenses if a researcher will be interested in the Conference and the researcher's research area is related to the theme of the Conference during the stay in Japan.

**(7) Related organizations' visit**

JPI may arrange with the related universities, national institutes, private companies such as refining and petrochemical companies for a researcher to visit in case a researcher would like to visit the related organizations for researcher's research activities during the stay in Japan.

**7. GENERAL RULES**

JPI guarantees the researcher's fidelity to execute his academic research during stay in Japan. The researcher must keep following items:

**(1)** Pay serious attention to keep researcher's health condition

**(2)** Before starting the research program, sign any Non Disclosure Agreement or another contract such as Non Disclosure Framework between your organization and JPI, if necessary.

Maintain confidential information, which the researcher has obtained during the stay in Japan unless it is a public knowledge.

**(3)** Refrain from engaging in political activities, religious campaigns, sales activities or in any form of employment

**(4)** Stay at the designated accommodation

# 1. Researcher Exchange Program with oil Producing Countries

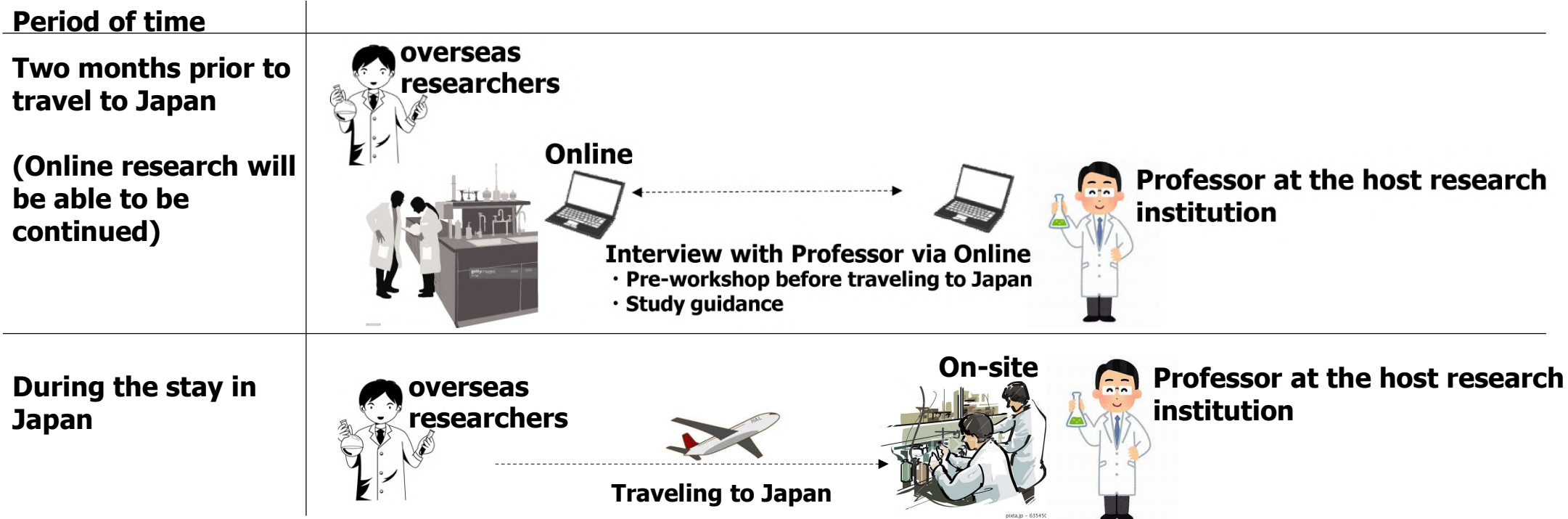
## Online and Onsite Researcher Exchange Program

Item	month	Aug.	Sep.	Oct.	Nov.	Dec.	Jan. ,2023	Feb.
1 <sup>st</sup> Interview with Professor <ul style="list-style-type: none"> <li>Confirmation of the research challenges faced by researchers</li> <li>Introduction of research activities related to research theme</li> <li>Assignment of research topic (literature review)</li> <li>Laboratory tour</li> </ul>		★1 <sup>st</sup>						
2 <sup>nd</sup> Interview with Professor <ul style="list-style-type: none"> <li>Pre-workshop before traveling to Japan</li> <li>Study guidance</li> </ul>			★2 <sup>nd</sup>					
<b>Research training by hosting researchers</b>			← Plan A →					
<i>In case of the corona disaster situation, Online Research will be continued until December. (Plan A') If possible, we will host the researcher in Japan from Jan. to Feb.,2023.(Plan B)</i>								
3 <sup>rd</sup> Interview with Professor <ul style="list-style-type: none"> <li>Progress check, Study guidance</li> </ul>								
4 <sup>th</sup> Interview with Professor <ul style="list-style-type: none"> <li>Progress check, Study guidance</li> <li>Research report</li> <li>Study guidance for the next fiscal year</li> </ul>								
<b>Research report meeting</b>								
<i>Research training by hosting researchers</i>							← Plan B →	
<i>Research report meeting</i>								Meeting★
<b>Research guidance through e-mail communication</b> between Prof. and Researcher (cc to Mr.Tanaka)			← Plan A, A' →					
						← Plan B →		

# 1. Researcher Exchange Program with oil Producing Countries

## Online and Onsite Researcher Exchange Program(2)

### Acceptance of overseas researchers



	Online	On-site
Requirements for program execution(Counterpart contribution)	Personnel expenses for counterparts who prepared to host the researcher (no cash required, only proof)	• Air ticket • Daily allowance
Place of practice	Researcher's own country	Japan
Length of time the researcher is hosted in Japan	2 months (Around 4months, if the researcher wishes)	Around 1 month

Personnel expenses for counterparts who prepared to host the researcher

**Proof of labor cost**

Project Year: 2022

Project No:

Project Title: Researcher Exchange Program

Name of the Organization: \_\_\_\_\_

**Estimation for Annual Personnel Expense of CP**

Changeable

NAME		WORK DAY												RATE (USD/DAY)	DAYS	AMOUNT (USD)	
		4	5	6	7	8	9	10	11	12	1	2	3				
NAME	Regular		1	1	1	1	1	1							370	0.0	0
	Ramadan	List the number of days worked															
	Regular														370	0.0	0
	Ramadan																
	Regular														370	0.0	0
	Ramadan																
TOTAL																	0

(Name of Organization) NAME

(Name: in block letters) SIGNATURE

(Job Title)

Date :