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FAKULTAS KEDOKTERAN

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NOTA DINAS

Nomor : ND- 7450 /UN2.F1.D1.4/PPM.00.00/2023

Yth. : Para Peneliti FKUI
Dari : Manajer Riset dan Pengabdian Masyarakat
Perihal : Informasi Beasiswa *Takeda Science Foundation*

Berdasarkan surat dari Komite Seleksi *Takeda Science Foundation*, bersama ini kami informasikan bahwa untuk tahun 2024-2025, *Takeda Science Foundation* menyediakan beasiswa bagi 6 (enam) peserta untuk training di Jepang, masing-masing 1 (satu) orang untuk periode 1 – <2 tahun, 2 (dua) orang untuk periode 6 bulan, dan 3 (tiga) orang untuk periode 3 bulan. Peserta yang diutamakan adalah dokter dengan status staf pengajar berusia <45 tahun dan telah mempunyai *host scientist* di Jepang yang bersedia membimbingnya. Keberangkatan ke Jepang paling cepat adalah pada bulan Juni 2024 setelah lolos penilaian oleh Komite Seleksi.

Bagi bapak/ibu peneliti yang berminat mengikuti beasiswa ini dimohon untuk memenuhi persyaratan dan mengisi form terlampir untuk kemudian diserahkan ke sekretariat *Takeda Science Foundation* paling lambat tanggal **31 Desember 2023**. Diharapkan agar dilampirkan rencana studinya dengan rinci pada lembar terpisah.

Untuk informasi lebih lanjut dapat menghubungi sdri. Rifka melalui wa. 087720615017 atau email ke manajer.riset.fkui1@gmail.com.

Demikian informasi ini kami sampaikan, Atas perhatian dan kerjasama yang baik, kami ucapkan terima kasih.

27 SEP 2023



Manajer Riset dan Pengabdian Masyarakat,

Dr. dr. Rahyussalim, Sp.OT(K)
NUP 0108050351

Takeda Science Foundation

Indonesian Selection Committee

Chairman : Prof. Dr. Farid Anfasa Moeloek, dr, SpOG(K)

Secretary : Prof. Dr. Agus Sjahrurachman, Ph.D, SpMK

Members : Prof. Dr. dr. Sarwono Waspadji, SpPD-KEMD; Prof. Dr. dr. Rianto Setiabudy, SpFK; Prof. Dr. Faisal Yunus, Ph.D, SpP(K)

Address : Bagian Mikrobiologi FKUI, Jl. Pegangsaan Timur 16, Jakarta 10320, Indonesia

Email : agussjchrurachman@yahoo.co.id, Telp : 62-21-3160491; 3160492; 31922850; 3100806, Fax : 62-21-3100810

Jakarta, 21 Agustus 2023

Kepada Yth,
Manager Riset & Pengabdian Masyarakat FKUI
Universitas Indonesia
Jakarta
di Tempat



Bersama ini kami sampaikan bahwa untuk tahun 2024-2025, *Takeda Science Foundation* menyediakan beasiswa bagi 6 (enam) peserta untuk training di Jepang, masing-masing 1 (satu) orang untuk periode 1- <2 tahun; 2 (dua) orang untuk periode 6 bulan dan 3 (tiga) orang untuk periode 3 bulan. Peserta yang diutamakan adalah dokter dengan status staf pengajar berusia kurang dari 45 tahun dan telah mempunyai *host scientist* di Jepang yang bersedia membimbingnya. Keberangkatan ke Jepang paling cepat pada bulan Juni 2024 setelah lolos penilaian oleh Komite Seleksi.

Jika ada staf dilingkungan saudara yang berminat, dipersilahkan mengisi form terlampir dan dikembalikan kepada kami paling lambat bulan 31 Desember 2023 rangkap dua dengan dilengkapi : rekomendasi pimpinan unit dan pernyataan penerimaan *host scientist*. Diharapkan agar dilampirkan rencana studinya dengan rinci pada lembar terpisah.

Demikian agar maklum.

Komite Seleksi
Sekretaris

(Prof. Agus Sjahrurachman, dr. Ph.D, SpMK)

Tembusan : Dekan Fakultas Kedokteran Universitas Indonesia
Ketua Komite Seleksi, sebagai laporan
Arsip

Syarat - syarat pengajuan Beasiswa

Takeda Science Foundation

Durasi 3,6, dan ≤ 24 Bulan

1. Isi formulir Application Letter di URL https://schol.takeda-sci.or.jp/fmi/webd/TK_SCI dengan terlebih dahulu mengirimkan email permintaan username dan password ke Medical Affairs Department PT Takeda Indonesia (email : nurlaela.nurlaela@takeda.com atau siti.khoerunnisa@takeda.com) ✓
2. Setiap form harus diisi dengan lengkap dari form 1-4 dan jelas, Joint sureties dan keterangan sehat harap di beri stempel.
3. Rencana study dituliskan pada kertas terpisah ukuran A4 dan dalam bahasa Inggris (hanya boleh dalam 1 lembar saja).
4. Bagi yang ragu-ragu untuk menyelesaikan training sesuai dengan periode study yang diajukan agar tidak melamar.
5. Ada Invitation / Acceptance Letter dari Institusi di Jepang yang mengundang Dokter tersebut.
6. Ada sponsorship / Recommendation Letter dari Dekan Fakultas dan Kepala Departemen yang bersangkutan dalam bahasa Inggris dan diberi stempel.
7. Untuk yang bekerja di Rumah Sakit harus ada surat persetujuan dari Direktur Utama Rumah Sakit Pendidikan terkait.
8. Photo copy passport yang masih berlaku sampai saat pembuatan Application (Jika belum memiliki / belum perpanjang, harap untuk menginformasikan, tetapi jika sudah diterima sebagai peserta harus sudah memiliki).
9. Copy Ijazah Diploma yang telah ditranslate kedalam bahasa Inggris dan dilegalisir.
10. Pasphoto terbaru ukuran 40mm x 30mm (4 lembar).
11. Setelah point diatas dilengkapi, form aplikasi (rangkap 2; asli dan copy-nya) serta berkas lainnya bisa dikirimkan ke sekretariat TSF atau langsung ke :
Medical Affairs Department
PT. Takeda Indonesia
RDTX Place, Level 18-02,
Jl. Prof. Dr. Satrio Kav. 3, Jakarta, 12940, Indonesia
Phone: +62 21 8665 9400 Fax: +62 21 8665 9402
12. Setelah TSF Jepang menyetujui maka akan dikirimkan Acceptance Letter ke Dokter tersebut beserta Guidebook.
13. Certificate of Eligibility akan dikirim (±) 2 bulan masa proses, setelah Eligibility diterima maka dokter bisa langsung proses visa.
14. Setelah visa selesai, dokter bisa menginformasikan kepada Person Incharge Takeda untuk pemesanan tiket (Tolong jangan mendadak, 1 bulan sebelum keberangkatan sudah diberitahukan).
15. Dokter memberikan informasi berapa hari beliau dapat tinggal di Jepang sehingga memudahkan Person Incharge dalam mengurus tiket pesawat, dan dokter menginformasikan mengenai penjemputan dan akomodasi apakah sudah siap atau belum.

APPLICATION FOR FELLOWSHIP

To Chairman of the Board of Trustees
Takeda Science Foundation

1. Data on Applicant

Age/Sex: _____ / _____

Name: _____
(Family Name) (First Name) (Middle Name)

Date and Place (city) of Birth: _____

Permanent Address: _____

Home Address: _____
(Postal Code)

Name of Hosp., Univ. etc.: _____

Section & Position: _____

Office Address
(Postal Code): _____

Phone No.: _____ Fax No.: _____

E-mail: _____

Signature: _____

2. Outline of the Study in Japan: _____

3. Period of Study: _____ months from (M) (Y) to (M) (Y)

4. Research Institute in Japan:

Name: _____

Place/Tel/Fax: _____

Mentor's Name & E-mail: _____

JOINT SURETIES:

Name/Date of Birth: _____

Occupation : _____

Present Address: _____

Relationship with Applicant: _____

Signature: _____

Name/Date of Birth: _____

Occupation: _____

Present Address: _____

Relationship with Applicant: _____

Signature: _____

Additional Information for APPLICATION

I) Followings are Supplemental Information, in case the space of Page 1 is not enough.

II. Questions from Takeda Science Foundation (TSF)

(These answers do not affect the selection judgement. They are just for information to be used in the Application for Certificate of Eligibility, if required.)

1. Marital Status: Married / Single

2. Passport: I have (please attach copy) / I don't have (at the moment)

Number: _____

Date of Issue: _____

Date of Expiration: _____

Issuing Authority: _____

3. Past Entry into/Stay in Japan: Yes / No Time(s): _____

Last Entry: From (Y/M/D) to (Y/M/D)

4. Accompanying Person: Yes / No (If any, please submit by separate paper the following information: Relationship, Name, Date of birth, Nationality, Residing with applicant or not, Place of employment, Status of residence.)

5. Family, Relatives or Co-residents in Japan: Yes / No (If any, please submit the same information requested in above 4.)

6. Criminal Record (in Japan or overseas): Yes / No

Yes (Details: _____)

7. Place (city) to apply for Visa: _____

8. Int'l Airport where to depart from: _____

Date: _____

Signature: _____

DATE: _____

To Chairman of the Board of Trustees
Takeda Science Foundation

Statement of the Physician who examined the Applicant:

Physician's Name: _____

Physician's Address: _____

Physical conditions of the patient are diagnosed as follow:

Name of Patient: _____, Sex: Male or Female

Date of Birth: _____, Age: _____

Medical History:

Family's Health: Father: _____, Mother: _____, Brother: _____

Sister: _____, Wife (Husband): _____, Children: _____

Height: _____ cm., Visual Acuity: Left: _____, Right: _____

Weight: _____ Kg., Hearing Acuity: Left: _____, Right: _____

Chest Measurement: _____ cm., Color Sense: _____

Blood Pressure: _____ Blood Test: RBC: _____, WBC: _____, Hct: _____

Systolic _____ mmHg. Hb: _____, Platelet: _____

Diastolic _____ mmHg. GOT: _____, GPT: _____, γ -GPT: _____

X-Ray filming of the Chest: Done on (Date): _____, Film No.: _____

Findings: _____

Physical Diagnosis: Done on (Date): _____, Temperature: _____ C

Physique: _____, Nutrition: _____

Findings: _____

Other Tests: _____

Examination of Urine: Albumin: _____, Sugar: _____, Urobilinogen: _____

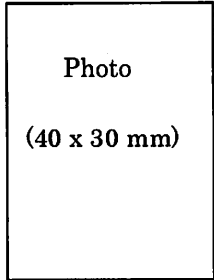
Evaluation(General): _____

Evaluation (SARS): _____

Signature of Physician: _____

(For use by the Foundation)

Decision on Acceptability:



CURRICULUM VITAE

Name: _____

Home Address: _____

Phone/Fax Nos. _____

E-mail: _____

1. Educational History (From High School)

<u>Period (Month/Year)</u>	<u>School's Name</u>	<u>Place (City)</u>
From: _____ To: _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Occupational History (including Research Activity)

<u>Period (Month/Year)</u>	<u>Institution's Name & Position</u>	<u>Place (City)</u>
From _____ To: _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Conferred Degree:

<u>Degree</u>	<u>Year</u>	<u>Conferred by</u>
_____	_____	_____
_____	_____	_____

4: Visit to Japan in the Past:

<u>Date (Day/Month/Year)</u>	<u>Main City Visited</u>	<u>Main Purpose</u>
From: _____ To: _____	_____	_____
_____	_____	_____

Date of Signature: _____ Signature: _____

WRITTEN PLEDGE

To Chairman of the Board of Trustees
Takeda Science Foundation

Having received a Research Grant from your Foundation in compliance with the Regulations on the Fellowship Programs for the Foreign Researchers, I hereby pledge to do my utmost in my scientific pursuits, fully aware of the significance of the grant, and to observe the laws and regulations of Japan as well as rules and regulations of the research institute concerned in Japan, during my stay in Japan.

I also pledge to

- 1) submit to the Foundation a research report at the conclusion of my grant period;
- 2) visit the Foundation before the conclusion of my grant period, to present an oral report, and, if such a visit cannot be made, provide notification of the reason in advance;
- 3) inform the Foundation of my plans for a trip back to my country of residence using the prescribed form; and
- 4) inform the Foundation of any unavoidable temporary return trip.

Moreover, I shall notify the Foundation without delay of any of the following:

- 1) My intention to reduce the grant period stipulated by the Foundation and return to my home country earlier than indicated;
- 2) My intention to extend my period of stay in Japan beyond the expiration of the grant period as stipulated by the Foundation;
- 3) My intention to change my research institute, place of research or residence.

Done on this _____ day of _____ in the year _____
under the joint signature of the Guarantors.

Awardee:

Name: _____

Signature: _____

Guarantor for Awardee:

Name: _____

Occupation: _____

Address: _____

Relationship: _____

Signature: _____

Name: _____

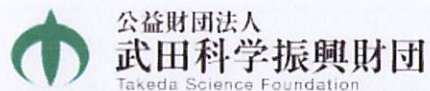
Occupation: _____

Address: _____

Relationship: _____

Signature: _____

Website Application System for TSF Fellowship Operating Manual for Applicant



Takeda Science Foundation Fellowship Program



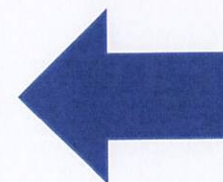
ID

Password

 Applicant

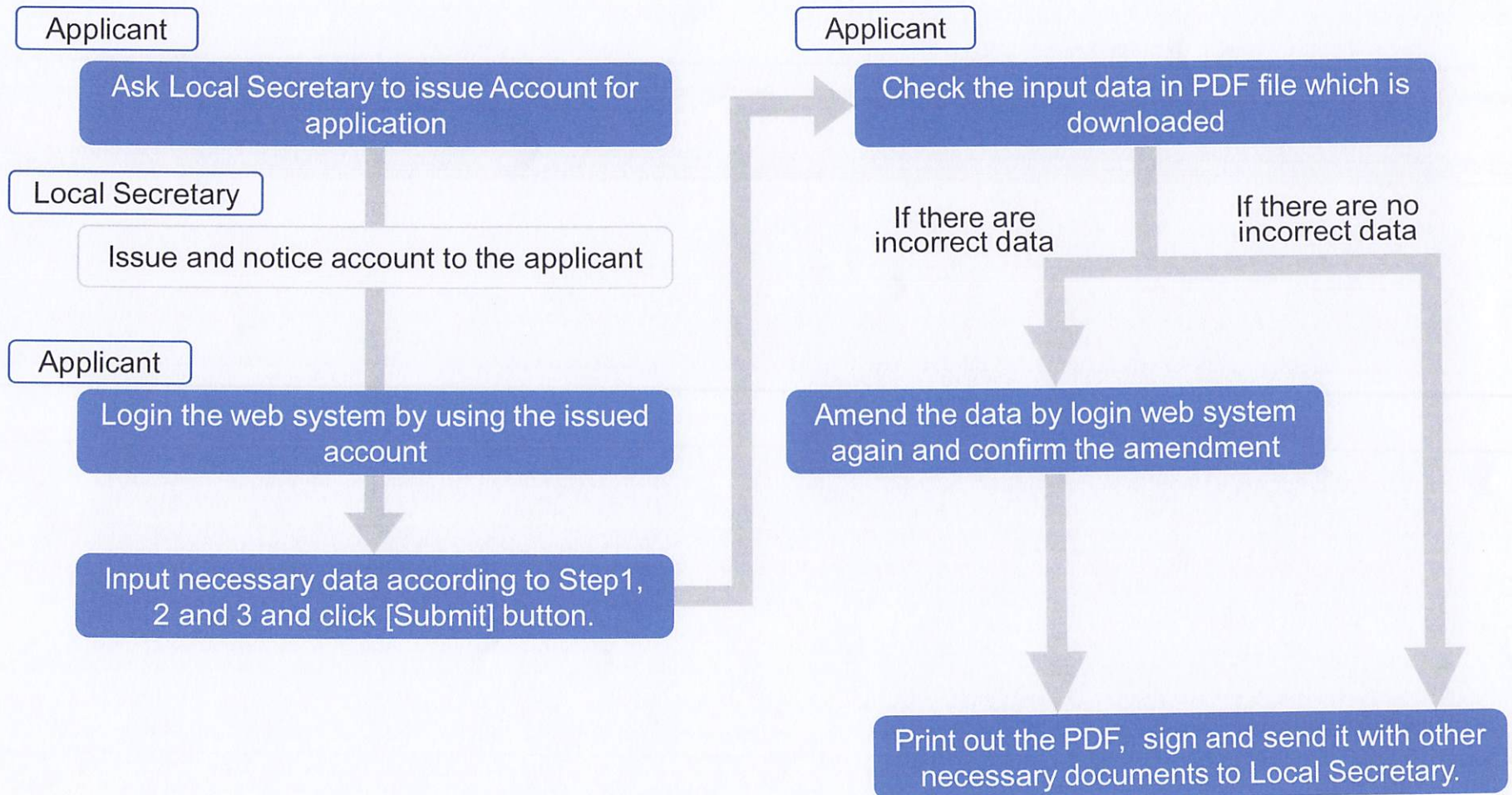
 Mentor

 Secretary



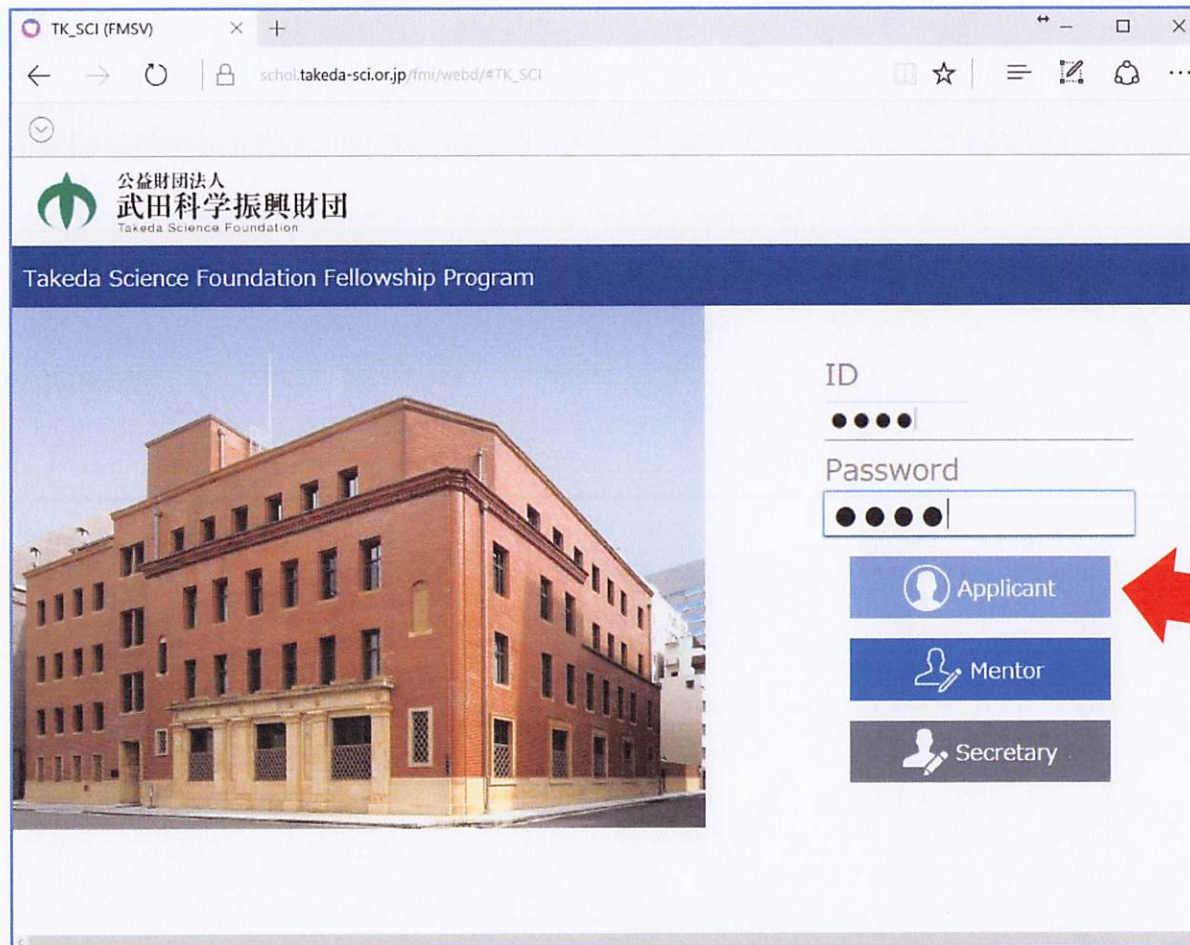
■ Applicant

1. Operation Flow



Applicant

2. Log in Website Application System



Available Browser:

Chrome 48 or higher
Internet Explorer 11.x
Microsoft Edge 25 or higher
Safari 9.x



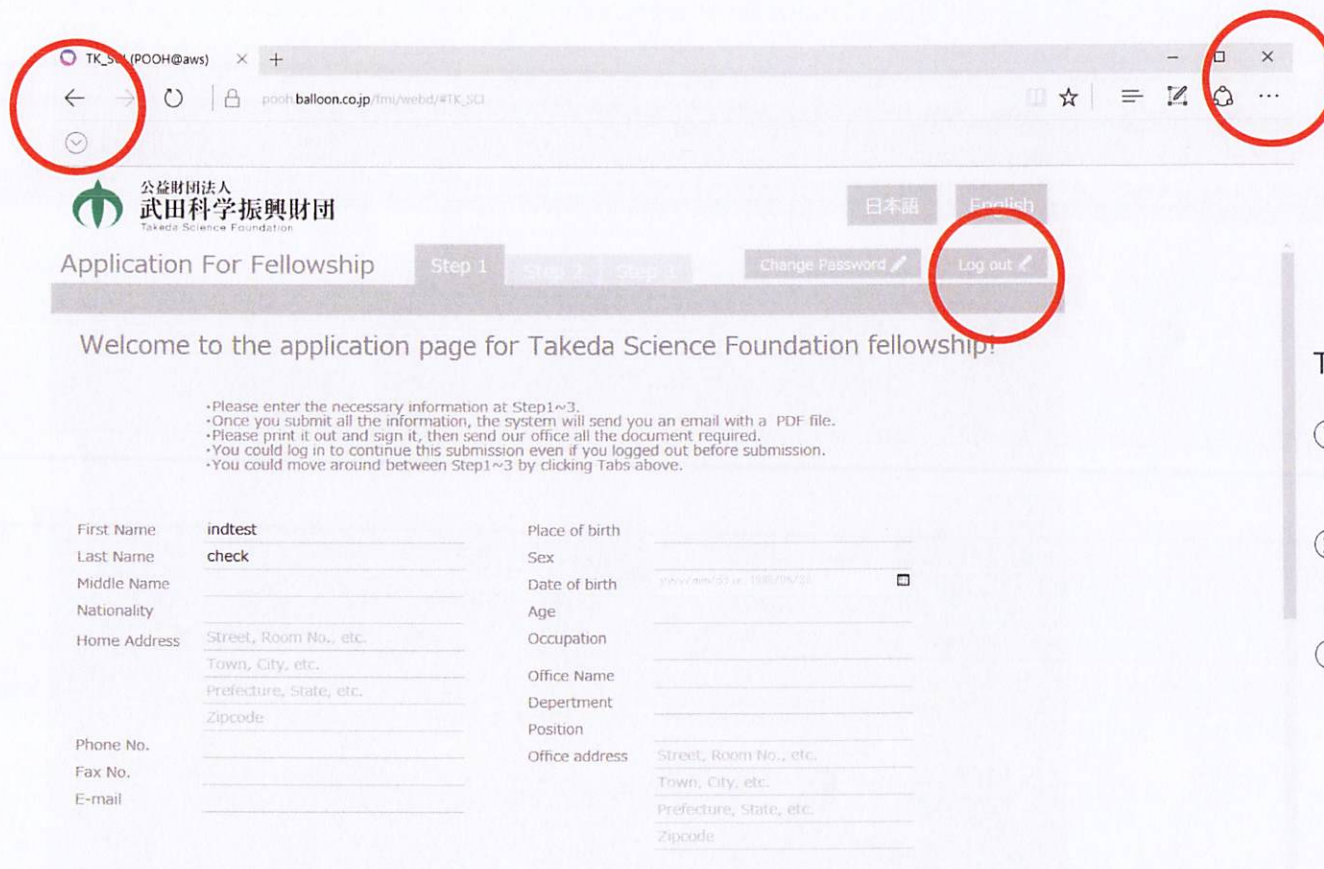
Access URL:

https://schol.takeda-sci.or.jp/fmi/webd/TK_SCI

- ① By using the available browser in PC, access to the above URL.
※Smartphone is not available.
- ② Log in by clicking [Applicant] button after input of ID and Password which are informed from Local Secretary.
- ③ If you cannot Log in, try again after a while.

Applicant

3. Log out from Website Application System



The screenshot shows a web browser window with the URL `pool.balloon.co.jp/1mj/webd/#TK_SG`. The browser's address bar and the top right corner of the browser window are circled in red. The page header includes the Takeda Science Foundation logo and navigation buttons for '日本語' and 'English'. Below the header, there are buttons for 'Application For Fellowship', 'Step 1', 'Step 2', 'Step 3', 'Change Password', and 'Log out'. The 'Log out' button is circled in red. The main content area displays a welcome message and instructions for the application process. Below the instructions is a form with various input fields for personal and contact information.

Application For Fellowship Step 1 Step 2 Step 3 Change Password Log out

Welcome to the application page for Takeda Science Foundation fellowship!

- Please enter the necessary information at Step1~3.
- Once you submit all the information, the system will send you an email with a PDF file.
- Please print it out and sign it, then send our office all the document required.
- You could log in to continue this submission even if you logged out before submission.
- You could move around between Step1~3 by clicking Tabs above.

First Name	indtest	Place of birth	
Last Name	check	Sex	
Middle Name		Date of birth	1985/09/20
Nationality		Age	
Home Address	Street, Room No., etc.	Occupation	
	Town, City, etc.	Office Name	
	Prefecture, State, etc.	Department	
	Zipcode	Position	
Phone No.		Office address	Street, Room No., etc.
Fax No.			Town, City, etc.
E-mail			Prefecture, State, etc.
			Zipcode

Out line of Study in Japan

Research Institute in Japan

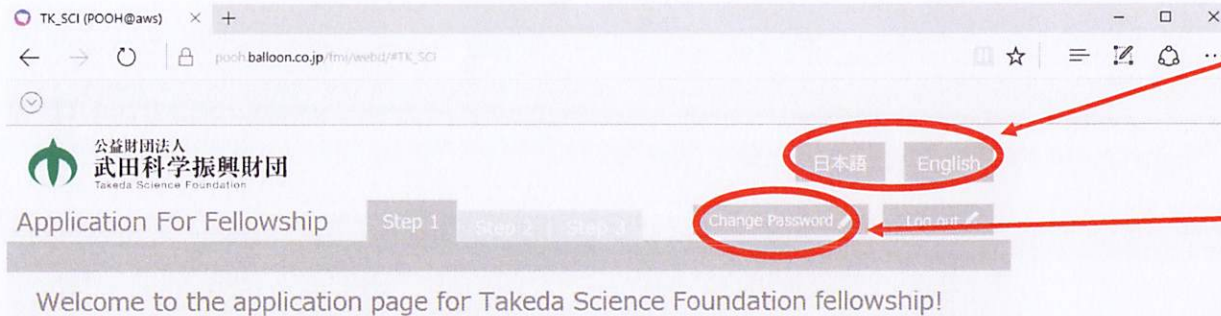
Institute name	
Faculty	
City, etc.	

There are 3 methods for log out:

- ① Click [log out] button, which is the most recommended way.
- ② Click [X] button on top right corner of the browser to close it.
- ③ Click [←] button on top left corner of the browser, which does not go back to previous page but log out.
Watch it if you want to continue your input.

Applicant

4. Input Data of Applicant



[日本語] (Japanese) and [English] forms are available for input of your data and English, Japanese and Chinese can be used in both forms.

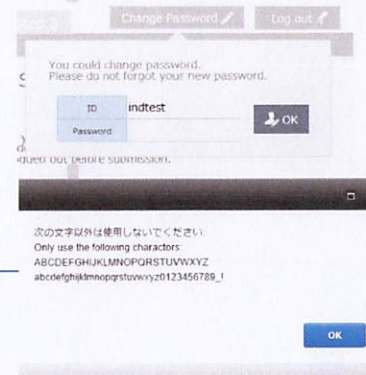
By clicking [Change Password] button, your Password can be changed.
In the case, don't forget the new Password.

- Please enter the necessary information at Step1~3.
- Once you submit all the information, the system will send you an email with a PDF file.
- Please print it out and sign it, then send our office all the document required.
- You could log in to continue this submission even if you logged out before submission.
- You could move around between Step1~3 by clicking Tabs above.

First Name:
 Last Name:
 Middle Name:
 Nationality:
 Home Address:

 Phone No.:
 Fax No.:
 E-mail:

Place of birth:
 Sex:
 Date of birth:
 Age:
 Occupation:
 Address:
 Period of study (Months):
 From: To:
 Phone No.:
 Fax No.:
 Monitor:
 First Name: Last Name: E-mail:
 Samples (2 people):
 First Name: Last Name: Date of birth:
 Address:
 Middle Name:
 Occupation:
 First Name: Last Name: Date of birth:
 Address:
 Middle Name:
 Occupation:



Click [OK] after input of new password.

English and numeric one byte characters, “_” and “!” can only be available for Password.

There are Step 1, 2 and 3 for input of your data for application.

To go to next Step, click [Next] after filling each column in each Step.

※ Scroll down to the bottom and be careful not to leave column open.

■ Applicant

5. Note for Input of Your Data

How to input Gender:

Place of birth *****

Sex

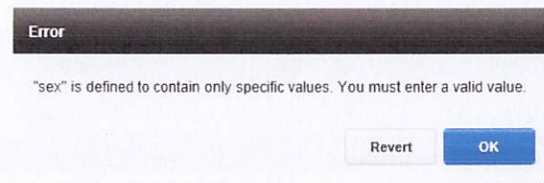
Date of birth

Age

Occupation

..

M
F



Click the column and select "M" or "F".
Gender cannot be input directly.
Input of the other alphabetical character
would be error.

How to input Date:

Sex M

Date of birth

Age

Occupation

Office Name

Department

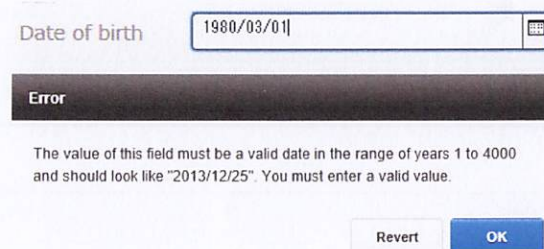
Position

Office address

Town, City, etc.

March 2017

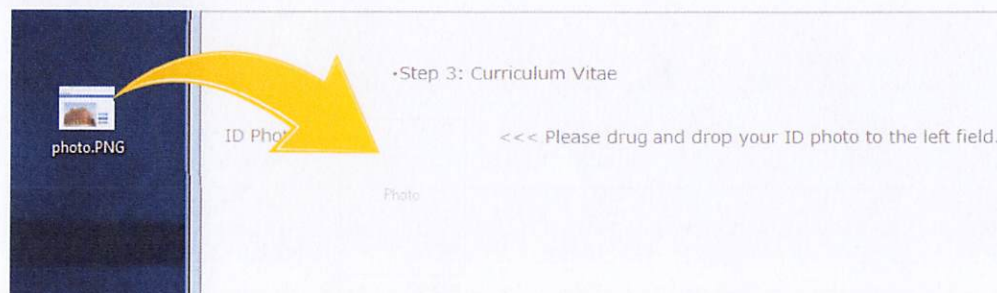
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8



Click calendar mark icon and select proper date in the calendar appeared by the click.
Or double click the column of date and input proper date directly without calendar.
But if the format is incorrect, "Error" message will be appeared as shown in the left.

※Example of proper input: 2017/01/01

How to attach ID Photo:



Drug and drop your ID photo (PNG or JPEG file) from desktop view to square space of "Photo" by using mouse as shown in the left.
If you want to change the photo, drug and drop a new photo on the first one.

Applicant

6. How to Upload Necessary Files

Click "Upload" bottom and click "Choose File" in the following view.

After open a folder, select a file to be attached and click "Open".

Then, click "Upload".

If you want to upload more, repeat the procedure above.

After checking all the Information filled in by clicking Step 1~3 tab above, Please press "Submit"

Document
+ Upload
Document name

Document
+ Upload
Document name

PDF.pdf

W0 RD.docx

After checking all the Information filled in by clicking Step 1~3 tab above, Please press "Submit"

FileMaker WebDirect
Permanently delete this one related record?
Cancel Delete

Applicant

7. How to Download Necessary Files

Occupational History (Including Research Activity)

From To Institution's Name Place (City) Position
yyyy/mm/yyyy/mm

Visit to Japan in the past

From To Main City Visited Main Purpose
yyyy/mm/yyyy/mm

Document

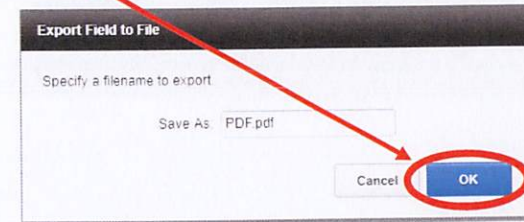
Upload Document name



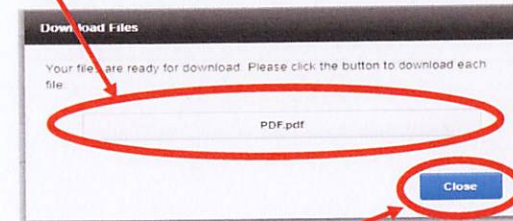
After checking all the information filled in by clicking Step 1~3 tab above, Please press "Submit"

Submit

Click "Download" bottom and click "OK" in the following view.



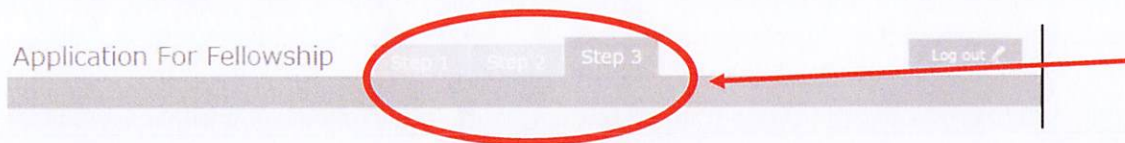
Click the button of a file to open it.



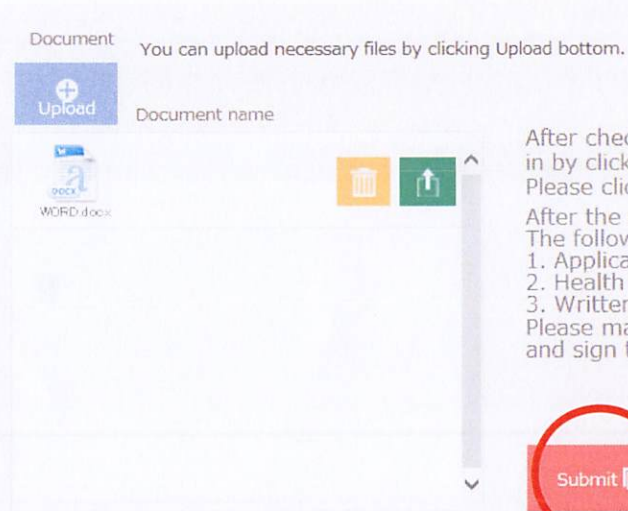
Then, click "Close".

Applicant

8. Examine Input Data and Submit Application



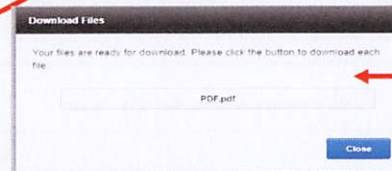
Input data in columns in Step1, Step2 and Step3.
If you want to go back to previous Step, click the tab you want.



After checking all the information filled in by clicking Step 1~3 tab above, Please click "Submit"
After the submission, The followings are included in the PDF
1. Application form
2. Health Report
3. Written Pledge
Please make sure all the information is correct and sign the documents.

After filling all necessary columns, examine input data from Step1 to Step3 again and amend if there are incorrect data before submission.

In case of no incorrect data, click [Submit] button in the bottom of Step3.



If [Submit] button is clicked, view of "Download Files" is appeared.

Click the button of PDF file of application to download.

If PDF is not downloaded after clicking "Submit", please check and allow pop-ups.
In case of Google Chrome, please refer the followings:



If you find typos or mistakes, please fix them at Step 1~3 and click "Submit" button at Step 3 again.
If you are timed out while you are checking PDF, please log-in again.

If there is no problem in the PDF, please click "OK" to log-off.



Examine the PDF and if there are incorrect data or oversight, login the web system, amend and submit again.

If there are no incorrect data, click "OK" button to log out.

Finally, Print out the PDF file, sign and send it with other necessary documents to Local Secretary.