

Acceleration Programme for Japanese Researchers Programme Specifications

1. Background

JETRO is a Japanese governmental organisation that promote trade and investment between Japan and other countries. One of our core activities is to facilitate innovation between Japan and other countries. As a part of this, JETRO support the global expansion of Japanese startups, and also creating born-global startups.

Based on this background, JETRO London will organise an acceleration programme for Japanese researchers in the UK(*) to start businesses, ideally with entrepreneurs based in the UK. (*We will also accept Japanese researchers based in other countries as long as they are able to participate all face to face sessions.)

2. Programme Outline

This programme is designed to help Japanese researchers to commercialise their ideas/technologies of deep tech and start businesses with suitable co-founders. It is an approximately 5-month hybrid programme of online and face-to-face sessions, and key activities include matchmaking with potential entrepreneurs, mentoring with experts, networking with investors, etc. All in-person activities will take place basically in the UK.

3. Programme Participants

- Japanese researchers
 - who are based in the UK, or other countries being able to participate all face to face sessions
 - who are in PhD, post-doctoral researchers, or Professors. Master students could be included depending on the number of applications.
 - Who are developing prototypes or have solid product/service concepts, stemming from research ripe for commercialization.
- Business sector: Deep-tech
- Number participants: Maximum 10

4. Goals of the programme

Participants to achieve any or all of followings to start their businesses:

- (1) Develop CXO mindset (Ideally CTO or CSO – not only CEO since not everyone is suitable for it)
- (2) Establish relevant connections and networks with potential co-founders
- (3) Forge connections with other key individuals, including investors, relevant to their specific business
- (4) Gain Opportunities to listen to and speak with startups which have founded by researchers and entrepreneurs together and successfully developed in the UK (Successful role model entrepreneurs)
- (5) Understand the UK's business cultures and market

- (6) Create, assess and adjust the business plans, marketing methods, etc.
Start businesses with matchmade entrepreneurs where relevant connections have been made.

5. Estimated Schedule

Mid-August 2025	Sign contract with a contractor
Mid-August – Mid-September	Application opens for the researchers
Mid-September –Late-September	Participants selection
Mid-October – March 2026	Programme delivery
- End-October - End-February	Preparation programme (Boot Camps, online sessions, etc.)
- End-February	Intensive Onsite programme (around 5 business days) Wrap up session
Mid-March	Final report submission
End-March	Completion of the contract

6. Outsourced Tasks

- (1) Providing marketing material for participants recruitment

The Contractor will provide JETRO with some slides for the promotional materials for participants recruitment, such as a brief introduction of the Contractor including its strength, values offered in the programme, candidate mentors, programme outline and so on.

- (2) Participants selection

All in conjunction with JETRO, the Contractor

- Determine the criteria for the participants selection.
- Conduct screening with a written application prior to online interview to select maximum 10 participants.
- Assess the candidates based on the application documents and interviews, adhering to the agreed criteria. The Contractor will report its findings with comments to JETRO, and discuss with JETRO to finalise the participants.

- (3) Programme Delivery (except for intensive onsite programme)

The programme will consist of the following contents. In addition, the Contractor may also propose any ideas on how to support the participants more effectively.

- Kick-off Session (Onsite preferable) (Optional)

The Contractor will run a kick-off session to explain the details of the programme. If it is conducted online, it should be recorded for participants who cannot make it due to unforeseen reasons.

b. Potential co-founder matchmaking (Onsite)

The Contractor will set opportunities for participants to 1) meet with (potential) entrepreneurs and introduce each other (speed dating), and 2) know each other well for example by conducting workshops.

c. One-on-One Mentoring (Online)

The Contractor will arrange suitable mentors, who can give advice on commercialising their ideas/technologies of deep tech to each participant as best as it can.

The Contractor will arrange an initial introductory meeting with the mentor, followed by 3 sessions as the participants request during the preparation programme term. (Roughly once a month).

The Contractor will monitor the individual mentoring situation and replace the mentor promptly if it is not working well or if the participant wishes to change.

(4) Intensive onsite programme

The intensive onsite programme will be conducted in London, Oxford, or Cambridge for about 5 Business days. The programme will consist of the following contents. In addition, the Contractor may also propose some ideas on how to support the participants more effectively.

a. Workshop/Learning Session

Workshops and presentations will be held on topics of common interest to the participants, based on their needs for support to start businesses.

b. One-on-One Mentoring

The Contractor will arrange at least 1 mentoring session during the onsite programme. Face-to-face mentoring is preferred.

c. Pitch Coaching

The Contractor will provide pitch coaching to the participants with experienced coaches prepared.

d. Business Meeting Arrangements (Optional)

The Contractor will arrange business meetings for each startup with potential clients, strategic partners such as academics and investors. Online meetings are OK, but face-to-face meetings are preferred. Introduction from mentors or the Contractor is ideal, and the meetings may be taken place anytime during the programme if it's difficult to be done in Intensive onsite programme.

e. Pitch Event

The Contractor will run a pitch event at the last of the intensive onsite programme with more than 50 people invited. Expected attendees are listed below:

- Entrepreneurs (potential co-founders)

- Potential customers
 - Potential investors
 - People who work at public organisation such as universities and government officials
 - Media and publishing companies
 - Accelerators
- f. Wrap-up session (on the last day of the intensive onsite programme)
The Contractor will run a wrap-up session as the final content of the programme where participants can be given feedback and confirm their next steps.

Note: Any expenses below should be **included** in the contract amount:

- ❖ Venue for all activities. However, if requested in advance, it may be possible to use JETRO London's meeting rooms (seminar style, capacity approximately 30 people) subject to coordination with other JETRO London activities.
- ❖ Travel expenses of the Contractor during the onsite programme

7. Final Report submission

- (1) The Contractor must submit a report to JETRO by 20 March, 2026, summarizing the results of all the activities for the outsourced related content.
- (2) The report should include suggestions to assist JETRO with hosting similar programmes in the future.

8. Term of contract

The term of the contract is from the contract start date to March 31, 2026.

9. Payment Terms

After the start of the contract, 50% of the total contract amount, including VAT and other taxes, shall be paid within 40 days of receipt of the invoice. The remaining amount shall be paid within 40 days of receipt of the invoice after confirming completion of the work.

The contractor shall issue the first invoice within 10 business days following the execution of the contract. The second invoice shall be issued as soon as possible upon completion of the work, and no later than March 31, 2026.

10. Conditions for the Contractor(s) engaged in the programme

- (1) Has an established organizational structure and capabilities to manage and complete the project properly. Has a global network, and knowledge necessary for implementing the project as an Accelerator, Venture Capital, or any other related organization.
- (2) Has effective experience of implementation of acceleration programmes solely tailored and focusing on Scale-up in Europe.
- (3) Ideally has experience building up unicorns in the past years.

- (4) Has investment arms and has close connections with European top tier VCs.
- (5) Has proven track-record in various European countries and experience working with the European Union.
- (6) Can adhere to JETRO's requests, as well as report to communicate with, and consult with JETRO and outsourcing partner to support this programme in an adequate manner. Can present efficient data for programme evaluation.
- (7) Has knowledge and systems/tools for handling confidential and/or personal information accordingly.

11. Other

- (1) If any matter not described in this specification arises during the programme, it shall be discussed with a person in charge and a response shall be determined on a case-by-case basis.
- (2) Your proposal needs to include any information of your founder pool, for example number of registrations, background of them, etc. (if applicable).
- (3) Your proposal needs to include your mentor list who may be mentors for the programme participants, and industry (sector) list you can handle.
- (4) Personal information collected will only be used within the programme for the purposes defined prior and will be shared within JETRO.