

## **FY2017 Procedures for Preparing and Entering a Proposal for Grant-in-Aid (Continued)**

This proposal for grant-in-aid should be submitted for continuing research projects in the research categories “Scientific Research (Excluding “Generative Research Field” for Scientific Research (B) and Scientific Research (C))”, “Challenging Exploratory Research” and “Grant-in-Aid for Young Scientists” in which the applicant wants to make a significant change in the research plan, specifically (1) a change in the research purpose or a change in the title of the proposed project, (2) a change in the annual plan of the budget for which an informal agreement has been received (only applicable to single-year grants), or (3) a reduction of the budget or a shortening of the research period, and other changes. The applicant should note that it is not necessary to submit a proposal for other continuing research projects.

Moreover, when filling in the proposal for grant-in-aid, the applicant should enter the information correctly, taking into account the following points.

### Remarks

- ※ **When preparing the proposal for grant-in-aid, the Principal Investigator should make the preparations in a responsible way, in accordance with the rules set forth in the Application Procedures. Moreover, please refer to the Application Procedures for a definition of the Principal Investigator, the Co-Investigator (*kenkyū-buntansha*), the Co-Investigator (*renkei-kenkyūsha*) and the Research Collaborator.**
- ※ **No modifications can be made to the prescribed form.**
- ※ **Proposals for grant-in-aid prepared in English will be accepted.**

### **I. Application Information (to be entered in the website)**

The following items are “application information (to be entered in the website)” of the “proposal for grant-in-aid”. When preparing their applications, Principal Investigators should access the JSPS Electronic Application System for Projects Funded by KAKENHI (hereinafter called “Electronic Application System”) using their ID and password for the “Cross-Ministerial Research and Development Management System (e-Rad)” (hereinafter called “e-Rad”), which has been provided by the research institution to which they belong, and directly enter their data.

The application information (to be entered in the website) constitutes the first part of the proposal

for grant-in-aid (PDF file) that is prepared using the electronic application system.

For procedures for preparing and entering application information (to be entered in the website), please refer to the “FY2017 Procedures for Preparing and Entering Application Information (to be entered in the website) (“Scientific Research(S/A/B/C)”, “Challenging Research (Pioneering /Exploratory)”, “Grant-in-Aid for Young Scientists (A/B)”, “Continued Research Projects”.

(To be entered in the website)

1. New or continued (Select “Continued”, and enter the appropriate project number.)
2. Application for a Grant for the Fiscal Year before the Final Fiscal Year of a Research Plan ( Select “Does Not Apply”).)
3. Item Number, Screening Sub-panel Number (Except screening division “Overseas Academic Research”).)
4. Desired Area for Screening (Only screening division “Overseas Academic Research” and Grant-in-Aid for Young Scientists (B)), Item Number of Related research fields (Only screening division “Overseas Academic Research”).)
5. Keywords from Keyword List, Other Keywords (Except screening division “Overseas Academic Research”).)
6. Name of the Principal Investigator
7. Age (Only Grant-in-Aid for Young Scientists.)
8. Position, Academic Unit, and Research Institution of the Principal Investigator
9. Academic Degree, Field of Specialization and Effort (Only Grant-in-Aid for Young Scientists.)
10. Title of Proposed Project
11. Budget of Proposed Project
12. Contact Information of the Principal Investigator (Scientific Research (S). and Screening division Generative Research Fields
13. Project Members (Except Grant-in-Aid for Young Scientists.)

## **II. File of Details of Application (items of attached file)**

The following items are information about the “File of Details of Application (items of attached file)”. They constitute the second part of the proposal for grant-in-aid (PDF file).

The Principal Investigator should download the “File of Details of Application (items of attached file)” from the JSPS website for grants-in-aid for scientific research, fill it in. He or she should then access the “electronic application system”, and attach the filled-in file to the “electronic application system”. (Files above 3 MB cannot be attached.)

When preparing the Overall Research Plan, the instructions given below and the instructions given in each section should be observed. Characters and symbols in 11-point font size or larger

should be used for (1), and (3) below.

In addition, please take note that the following research projects are not eligible.

- ① Research projects which merely aim at purchasing ready-made research equipment.
- ② Research projects which aim at producing large-size research equipment and similar things which should be funded by other budgets.
- ③ Research projects which directly aim at developing and selling goods and services (including market trend surveys on the development and sale of goods and services).
- ④ Funded research which is carried out as commercial business.
- ⑤ Research projects with a budget of less than 100,000 yen in any of the fiscal years of the research period

Moreover, regarding the research category of the current application, if the overall research plan falls under the concept “unreasonable reduplication” as shown in the “Guidelines on the Proper Implementation of Competitive Funding” (cf. procedures for application), it is likely to be judged to be “unreasonable reduplication” in the stage of the screening. Therefore, when preparing the Proposal for Grant-in-Aid, the applicant should take this into account.

- (1) The sections “Purpose of the Research”, “Progress of the Research until FY2016”, “Assessment of the Research until FY2016”, “Research Plan and Methods after FY2017”, “Changes from the Initial Plan”, “Rationality and Justification of the Research Costs”**

The applicant should describe them according to the instructions mentioned in the proposal for grant-in-aid.

- (2) The section “Publication of Research Achievements”**

As for his/her research achievements, the applicant should enter the research papers/articles he or she published in academic journals (author(s), title of the research paper/article, title of the academic journal, peer reviewed or not, volume, first and last page, publication year (A.D.)) and the state of presentations at conferences.

- (3) The section “Protection of Human Rights and Compliance with Laws and Regulations”**

The applicant should describe the measures and action that he or she will take, if his/her research involves compliance with the related laws and regulations, such as research requiring the consent and the cooperation of the other party when implementing the research plan, research requiring consideration for the handling of personal information and research requiring efforts regarding bioethics and safety measures.

This applies to surveys, research, experiments which require an approval procedure in an ethics

committee inside and outside the research institution, such as for example questionnaire surveys in which personal information is involved, interview surveys, the use of provided samples, analysis study of the human genome, recombinant DNA experiments, experiments on animals, etc. Please indicate where this is not applicable.

**(4) In the section “Statement of Costs for Equipment”** the applicant should enter the items by fiscal year and give the total cost, taking into account the following.

If the applicant is purchasing many books and materials, he or she should enter details, such as “books relating to politics during the Middle Ages in the West”, in such wording that the contents of the books and materials becomes clear. For machines and tools, not only the type but also the breakdown of each set should be stated.

**(5) In the section “Statement of Costs for Consumables”**, the applicant should enter the name of each item, such as chemicals, test animals, and scientific glassware, etc., separately, divide them for each fiscal year, and add the total sum.

**(6) In the section “Statement of Costs for Travel Expenses”**, the applicant should enter the items divided for each fiscal year, and add the total sum, taking into account the following points.

1) The applicant should divide travel expenses into domestic and overseas travel expenses and itemize them for each item, such as overseas/domestic travel expenses of the Principal Investigator, Co-Investigator (*kenkyū-buntansha*), Co-Investigator (*renkei-kenkyūsha*), and Research Collaborator(s) (e.g. collection of materials, various surveys, research meetings, and the publication of research achievements). He or she should itemize the local transportation expenses, accommodation fees and daily allowance for overseas and domestic travel.

2) The applicant should itemize personnel expenditure and remuneration, such as honoraria, compensation, wages and salaries to Research Collaborator(s) (postdoctoral researchers, research assistants (RA), researchers belonging to overseas research institutions, and others) (e.g. people engaged in organizing materials, assisting in experiments, performing translation or proofreading, providing technical knowledge, distributing and collecting questionnaires and collecting information materials for research), and payment to temporary staff agencies.

(Example: Organizing materials: [breakdown: X (number of people) × Y (number of months)] XXXX yen)

3) The applicant should itemize costs other than the above-mentioned for conducting the research (e.g. the costs for printing, photocopying, developing/printing, correspondence (including stamps and phone calls), transport, renting or leasing the research facilities (only where the grant-aided project cannot be conducted in the facilities of the research institution), meetings (rental of the

venue and meals (excluding alcohol)), equipment rental (e.g. computers, automobiles, experimental equipment), equipment repairs, transportation other than travel expenses, presentation of the research achievements (fees for contributing to the publications of academic societies, website creation, and preparation of pamphlets to publicize the research achievements, costs of PR activities disseminating research achievements to the general public, and other matters) , experiment waste disposal cost).