FY2018 Procedures for Preparing and Entering Research Proposal Document (items to be entered in the Website) (Grant-in-Aid for Scientific Research (A/B/C), Challenging Research (Pioneering/Exploratory), and Early-Career Scientists)

The confirmation of the content of the application and the preparation of the review material is based on the "Research Proposal Document (to be entered in the Website)", which constitutes one part of the application documents. Consequently, it is possible that the information entered in the website will have an influence on the results of the review, or it is possible that the research project will not be accepted for review, because of the content entered. Therefore, the applicant should prepare the Research Proposal Document with care.

Also, a part of content entered (title of Proposed Research Project, information of project member, effort, etc.) will be provided to the e-Rad.

Please select "application information input" of the research category for which an application is made from the "List of Research Categories for which Applications are accepted". If you apply for Early-Career Scientists, after selecting the application requirements on the "confirmation of requirements" screen, the "application information input" screen will be displayed. On the screen of "application information input", if the "Japanese ▶ English" button at the upper left of the screen is clicked, then the explanations are translated into English.

1. **Application Requirements (These items will be displayed on the "Confirmation of requirements" screen)**
   (These are items which need to be entered when applying for "Early-Career Scientists".)
   Please select the following appropriate application requirement. "(1) As of April 1, 2018, Ph.D. acquired less than 8 years", "(2) It is planned to acquire Ph.D. by April 1, 2018, although it is not acquired Ph.D., and as of April 1, 2018, it is over 40 years old", "(3) As of April 1, 2018 years acquired Ph.D. except period of maternity and/or childcare leave less than 8 years", or "(4) Ph.D. not yet acquired or planned to obtain Ph.D., and as of April 1, 2018, it is 39 years old or younger".

   If you select "(2) It is planned to acquire Ph.D. by April 1, 2018, although it is not acquired Ph.D., and as of April 1, 2018, it is over 40 years old", please enter "Ph.D.. Acquisition Planned Date", and "Research institute where applicant is planned to acquire Ph.D.". (This content is not converted to the PDF file)

   If you select "(3) As of April 1, 2018 years acquired Ph.D. except period of maternity and/or childcare leave less than 8 years", please enter "Period taken for Maternity/Childcare". (This content is not converted to the PDF file)

2. New proposal or continued

The applicant should select the appropriate item from among "New Proposal".

If he or she selects "continued", this is limited to research projects that fall under the category "research projects in which significant changes are made". Applicant should consult in advance with the Research Aid Division I of the Research Program Department, in order to know whether the change the applicant wants to make falls under this category.

3. Research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project

(These are the items that need to be entered when applying for Scientific Research (Scientific Research (A/B/C) ("General"))

The applicant should select the appropriate item from among "Not Making Application" and "Making Application".

Moreover, if the applicant selects "Making Application", it is limited to research projects that fall under "Research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project (*cf.* Application Procedures for Grants-in-Aid for Scientific Research)". If he or she makes an application under the category "Research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project", he or she should enter the project number of the Grant-in-Aid (continued) of which FY2018 is the final fiscal year. Moreover, he or she should be sure to fill in the necessary information in the column "items to be filled in when making research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project" of the Research Proposal Document (forms to be uploaded) he or she is preparing.

4. Section Desired the Review

(These are items which need to be entered when applying for "Scientific Research (A/B/C) (General)", "Challenging Research (Pioneering/Exploratory)" and "Early-Career Scientists".)

In "Grants-in-Aid for Scientific Research-KAKENHI-, Review Section Table" (hereinafter referred to as "Review Section Table"), please enter a review section which you wish to be reviewed.

The section to be selected depends on the research category you apply.

Scientific Research (B), Scientific Research (C), and Early Career Scientists
------- Select from "Basic Section"
Scientific Research (A) and Challenging Research (Pioneering/Exploratory)
------ Select from "Medium-sized Section"

In applying Challenging Research (Pioneering/Exploratory), if you select "Generative Research Fields Review Division" in "Medium-sized Section/Generative Research Fields Review Division", please select division which you wish to be reviewed.

5. Area

(These are the items that need to be entered when applying for Scientific Research (B/C) "Generative Research Fields".)

The applicant should be sure to select one of the areas he or she wishes to have reviewed as follows, referring to the "Generative Research Fields" that have been established in the FY2018.

"Global Studies", "Intensification of Artifact Systems", "Complex Systems Disease Theory", "Orality and Society", "Agricultural Resources for the Next Generation", and "The Information Society and Trust"

6. Term indicating content of the research project

(These are the items that need to be entered when selecting "Generative Research Fields Review Division" from "Medium-sized Section/ Generative Research Fields Review Division" in the case of applying for Scientific Research (B/C) "Generative Research Fields" or Challenging Research (Pioneering/Exploratory).)

Applicant should enter one term which represents the content of the research proposal. Also, applicant may select the term in "Examples of related research content" of "Review Section Table". (This content is not converted to the PDF file)

7. Name of the Principal Investigator

The information on Principal Investigator which has been registered in advance from the research institution will be automatically displayed. Principal Investigator in question should verify whether his/her name has been displayed correctly.

If there is an error, please temporarily save the input data, then contact the secretariat of your research institution and follow the instructions.

8. Research Institution, Academic Unit (School, Faculty, etc.) and Position of the Principal Investigator

The information on Principal Investigator which has been registered in advance from the research institution will be automatically displayed. Principal Investigator should verify whether the information on his/her professional affiliation has been displayed correctly at the time he or she is preparing the Research Proposal Document.

(1) **In the column "Academic Unit (School, Faculty, etc.)"**, if the name of the academic unit that is automatically displayed is different from the name of the academic unit the applicant actually belongs to, he or she should enter the actual name of his or her academic unit. (If the institution the applicant belongs to is not of the level of an academic unit, it is not necessary to enter anything in the name column.)

(2) **In the column "Position"**, if the name of the position that is automatically displayed is different from the actual name of the applicant's position, he or she should enter the actual name of his or her position.

9. Academic Degree and Effort

(These are items which need to be entered when applying for "Early-Career Scientists".)

The applicant should enter the time allocation rate (an integral number between 1 and 100) in the column "Effort", assuming that the research project for which the current application is being made would be selected.

When determining the time allocation rate, the applicant should determine it keeping in mind the definition of "effort" by the Council for Science and Technology Policy. This definition is "the percentage of time allocation (%) necessary for the implementation of the research in question, if the total yearly working hours of the researcher is set at 100%". Moreover, the "total working hours" does not mean time spent only on research activities, but entire actual working time, including time spent on educational activities and other activities.

Moreover, when the research project for which the current application is being made is selected, the applicant will be requested to confirm the effort anew at that time and to perform the procedure of formal application for grant delivery. If the effort is changed at that time, it is necessary to correct the effort in e-Rad before formal application for grant delivery.

10. Date of Ph.D. Acquisition

(These are items which need to be entered when applying for "Early-Career Scientists".)

The information on Principal Investigator which has been registered in advance from the research institution will be automatically displayed. Principal Investigator in question should verify whether Date of Ph.D. Acquisition has been displayed correctly. If there is an error, please temporarily save the input data, then contact the secretariat of your research institution and follow the instructions.

11. Application Requirements

(These are items which need to be entered when applying for "Early-Career Scientists".)

Please make sure whether entered application requirements are correctly displayed before you

proceeded to "application information input" screen.

Please make sure whether "Ph.D. Acquisition Planned Date" and "Research institute where applicant is planned to acquire Ph.D." are correctly displayed, if you select "(2) It is planned to acquire Ph.D. by April 1, 2018, although it is not acquired Ph.D., and as of April 1, 2018, it is over 40 years old".

Please make sure whether "Period taken for Maternity/Childcare" is correctly displayed, if you select "(3) As of April 1, 2018 years acquired Ph.D. except period of maternity and/or childcare leave less than 8 years".

12. Title of the Research Project

In the column "Title of Proposed Research Project", the applicant should enter a title for the proposed research project in a manner that the title specifically expresses the content of the research until the time of the completion of the research period. (The applicant should avoid general or abstract expressions.) If there are only double-byte characters or double-byte and single-byte characters, you can enter up to 40 letters, and if there are only one-byte characters, up to 200 letters can be entered.

The applicant should keep in mind that voiced sound symbols (*dakuten*) and semivoiced sound symbols (*handakuten*) are not counted independently as one character, but that letters of the alphabet, numbers, symbols, etc. are all counted as one character and displayed as such. The applicant should avoid the use of chemical formulas and mathematical formulas as much as possible. (Display example $Ca^{2+} \rightarrow$ input as Ｃａ２＋ (counts as 4 characters))

As a general rule, changes in the title of the research project will not be accepted.

13. Research Abstract

(These are the items that need to be entered when applying for Scientific Research (B/C) "Generative Research Fields" and "Challenging Research (Pioneering/ Exploratory)".)

The applicant should enter the purpose of the research project for which he or she applies, and the methods and other matters to achieve purpose of the research in a clear manner (including significance as challenging research in case of Challenging Research (Pioneering/ Exploratory)). It is possible to enter these in Japanese or in English. If there are only double-byte characters or double-byte and single-byte characters, you can enter up to 500 letters, and if there are only one-byte characters, up to1000 letters can be entered.

14. Request for disclosure

The applicant should select the appropriate item from among "I request to be informed of comments from the reviewers: Yes" or "I request to be informed of comments from the reviewers:

No", for the results of the document review (first stage of the review) etc., in case his/her proposed project is not selected.

* "Disclosure" of the review results will be made only to the applicant through the electronic application system (Except for the applicant, the results cannot be viewed by anyone including the person(s) belong to the research institution).

15. Project Members List

(These are items which need to be entered when applying for "Scientific Research (A/B/C)" and "Challenging Research (Pioneering/Exploratory)")

Concerning the planned research of "Scientific Research (A/B/C)" and "Challenging Research (Pioneering/Exploratory)", as the occasion demands, it is possible to involve the "Co-Investigator", the "Collaborating Researcher", and the "Research Collaborator" in the research. For the definitions of "Principal Investigator", "Co-Investigator", "Collaborating Researcher", "Research Collaborator", please refer Application Procedures for Grants-in-Aid for Scientific Research.

In addition, the applicant should fill in the column "Project Members List" while keeping in mind the following points.

(1) **Concerning the entry column for the Project Members List (Principal Investigator, Co-Investigator, Collaborating Researcher)**, when pressing the button "Add" on the left side of the entry screen one time for every member of the project, the edit box in which the data need to be entered is displayed.

The applicant should delete edit boxes for data entry that are not being used (when he or she entered data but finally does not use them, or when he or she did not enter data at all), by pressing the button "Delete" on the left side.

The column "number of project members", displayed on the lowermost part of the screen is displayed automatically, according to the number of edit boxes for data entry.

If the number in the column "number of project members" and the total number of persons for whom data have actually been entered do not correspond, "error" is displayed on the confirmation screen, the data have been entered. Therefore, the applicant should always delete edit boxes for data in which no data has been entered.

If a Co-Investigator is scheduled to participate from the second fiscal year on, it is possible to enter this information in the Project Members List for "Scientific Research (B) "Generative Research Fields", "Scientific Research (C)" and "Challenging Research (Exploratory)". In this case, the applicant should enter "0" in the column "Effort" of "Research Expenditure for FY2018".

(2) **The distinction Co-Investigator and Collaborating Researcher**

The applicant should select the appropriate item from among "Co-I" (Co-Investigator) and "CR" (Collaborating Researcher) in the column "Distinction".

(3) In the case of collaborative research with a researcher from abroad, or a researcher from a company who is not qualified to apply for KAKENHI, these researchers become "Research Collaborator". Therefore, the applicant does not have to enter them in the Project Members List of the proposed project in question. When the applicant mention about Research Collaborator in the Research Proposal Document, if necessary, the applicant can mention them in a column where he or she explains the overall research plan, for example, in the column "Research Objectives, Research Method, etc.".

(4) **Information on the researchers ((1) Researcher Number, (2) Name (Pronunciation in katakana and Kanji), (3) Age (as of April 1, 2018), (4) Position, Academic Unit (School, Faculty, etc.), Research Institution, and (5) Academic Degree)** should be entered or selected after verification by each researcher in person and by the secretariat of the research institution the researcher belongs to. (A list of numbers for "Position, Academic Unit (School, Faculty, etc.), and Research institution" can be generated from the entry screen.)

However, since among the information on the Principal Investigator the items (1), (2), (3) and (4) are information that has been registered in advance from the research institution to which the Principal Investigator belongs, this information will be automatically displayed. Therefore, the Principal Investigator in question should verify whether this information has been displayed correctly.

(5) **In the column "Academic Unit (School, Faculty, etc.)"**, if the name in the "list of numbers for academic units" is different from the name of the academic unit the applicant actually belongs to, he or she should enter the actual name of his or her academic unit. (If the institution the applicant belongs to is not of the level of an academic unit, it is not necessary to enter anything in the section "name".)

(6) **In the column "Position"**, if the name in the "list of numbers for position" is different from the actual name of the position, he or she should enter the actual name of his or her position.

(7) **In the column "Role in this Project"**, the applicant should fill in, how the Principal Investigator, the Co-Investigator(s) and Collaborating Researcher will cooperate to carry out the research, in a way that clarifies the respective connections between the researchers, and highlighting the allotment of research tasks in the research implementation plan FY2018.

(8) **In the column "Research Expenditure for FY2018"**, the share of the Grant-in-Aid to the Principal Investigator and the Co-Investigator(s) should be entered in units of thousand yen,

based on the research plan. Since Collaborating Researcher cannot receive a share of the funding, his/her/their section does not need to be entered.

The total amount of all the shares of the grant-in-aid to each researcher should correspond to "Research Expenditure for FY2018" displayed in the screen. If it does not correspond, "error" is displayed on the confirmation screen, the data have been entered.

(9) **In the column "Effort"**, the applicant should enter the time allocation rate (an integral number between 1 and 100) of the Principal Investigator and the Co-Investigator, assuming that the research project for which the current application is being made would be selected (The column for Collaborating Researcher does not need to be entered.).

When determining the time allocation rate, the applicant should determine it keeping in mind the definition of "effort" by the Council for Science and Technology Policy. This definition is "the percentage of time allocation (%) necessary for the implementation of the research in question, if the entire yearly working time of the researcher is set at 100%". Moreover, the "entire working time" does not mean time spent only on research activities, but entire actual working time, including time spent on educational activities and other activities.

Moreover, when the research project for which the current application is being made is selected, the applicant will be requested to confirm the effort anew at that time and to perform the procedure of formal application for grant delivery. If the effort is changed at that time, it is necessary to correct the effort in e-Rad before formal application for grant delivery.

16. Research Expenditure and Their Necessity

In this column, details of research expenditure, their necessity and the basis of their estimation should be given in connection with the "Research Proposal Document (forms to be uploaded)".In that case, please pay attention to "target expenditure (direct cost)" and "non-eligible expenditure" described below. Also, please be aware that research plan with research expenditure less than 100,000 yen in any year of the research period will not be eligible for call for proposal.

"Target expenditure (direct expenditure)"

The expenditure necessary for the implementation of the research plan (including the budget necessary for summarizing the research achievements) is eligible.

"Ineligible expenditure"

The following expenditures are not included in the funding:

① Expenditure for buildings and other facilities (excluding the expenditure for minor installations which became necessary because of the introduction of goods that have been purchased by means of direct expenditure)

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② Expenditure for handling accidents or disasters that occurred during the implementation of funded project

③ Personnel cost/Honoraria for the Principal Investigator or Co-Investigator(s)

④ Other expenditure which fall under indirect expenditure*

* Indirect expenditure is expenditure necessary for the management of the research institution and other things that arise during the implementation of the research project (corresponding with 30% of the amount of the direct expenditure). The expenditure is used by the research institution. This time, it is scheduled to set up indirect expenditure for the research categories for which a call for proposals is organized. However, the Principal Investigator does not need to state that indirect expenditure in the Research Proposal Document.

Research expenditure and usage breakdown are automatically calculated from the details of each expense. In the detail column of each expenditure, the data input column is displayed by pushing the necessary number of "Add" button on the left side of the input screen. For data entry fields that you do not use (if you have entered but do not use it or if you did not enter at all), please delete the data entry field by pressing the "Delete" button on the left side. Please enter the amount in thousand yen units and round off fractions smaller than one thousand yen. After completing all the details of each expense, please click the recalculate button.

Please note the following points when entering details of each expense.

○ Equipment Costs

When purchasing a large number of books and materials, please input to some extent, such as the contents of the books and materials, as "Western medieval political history related books". Also, in the case of machinery and equipment, simply enter a set of ○○○ as well as its breakdown.

○ Consumables Expenses

Please enter for each product name such as chemicals, laboratory animals, glassware, etc.

○ Necessity of the Equipment Costs and the Consumables Expenses

Please enter the necessity and the basis of the estimation of equipment cost and consumables expenses you entered. In any fiscal year of this research, if the "equipment costs" exceeds 90% of the total research expenditure and there is expenditure which accounts for a particularly large proportion in "consumables expenses", you must enter the necessity of the expenditure to carry out the research.

○ Domestic and Overseas Travel Expenses

As for the domestic and overseas travel expenses for Principal Investigator, Co-Investigator(s), Collaborating Researcher, and Research Collaborators (data collection, various investigations, meetings of research, announcement of results of research, etc.), please enter the expenditures (transportation fee, accommodation fee, daily allowance) etc. for each matter.

○ Personnel Cost / Honoraria

Please enter the expenditures for each matter such as honoraria, compensation, wages and salaries to Research Collaborator(s) (postdoctoral researchers, research assistants (RA), researchers belonging to overseas research institutions, and others) who 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)

○ Miscellaneous Expenses

Except for equipment cost, consumables expenses, travel expenses, personnel cost / honoraria, please enter the expenditures to carry out the research (e.g. the costs for printing, photocopying, developing/printing, correspondence (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) for each matter.

○ Necessity of Travel Expenses, Personnel Cost / Honoraria, and Miscellaneous Expenses

Please enter the necessity and the basis of the estimation of travel expenses, personnel cost / honoraria, and miscellaneous expenses you entered. In any fiscal year of this research, if the "travel expenses" and / or "personnel cost / honoraria" exceeds 90% of the total research expenses and there is expenses which accounts for a particularly large proportion in "miscellaneous expenses", you must enter the necessity of the expenditure to carry out the research.

17. The Status of Application and Acquisition of Research Grants

The entries in this column will be referred to by the review committee in order to ensure that the

grant status would not constitute a case of "unreasonable duplication and/or excessive concentration in the grant allocation" so that the proposed research project can be duly carried out in parallel with other projects. List, at the time of submission of this KAKENHI application by Principal Investigator, please input (1) research grant application(s) in the review process, (2) research grant(s) adopted and to be delivered, and (3) other activities.

・Please enter this research project to be entered at the head of "(1) research grant application(s) in the review process".

・Please enter not only KAKENHI but also other competitive funding system in "(1) research grant application(s) in the review process" and "(2) research grant(s) adopted and to be delivered".

・Please also enter research grants to be allocated competitively within the research institution to which you belong in "(1) research grant application(s) in the review process" or "(2) research grant(s) adopted and to be delivered".

・There is no need to enter the fundamental research grants that are allocated uniformly so that research activities etc. can carry out as duties within their research institution in "(1) research grant application(s) in the review process" or "(2) research grant(s) adopted and to be delivered". The effort of the research activities that utilize such grants is included in "(3) other activities". Moreover, the effort in the research project supported by a KAKENHI in which the researcher participates as Collaborating Researcher is included in "(3) other activities".

・If the applicant is a Research Fellowship for Young Scientists (SPD/PD/RPD) and plan to receive a Grant-in-Aid for JSPS Fellows in FY2018, please enter it in "(2) research grant(s) adopted and to be delivered". Moreover, please do not enter the Grant-in-Aid that is paid monthly by JSPS (research implementation costs).

In the detail column of "(1) research grant application(s) in the review process" and "(2) research grant(s) adopted and to be delivered", the data input column is displayed by pushing the necessary number of "Add" button on the left side of the input screen. For data entry fields that you do not use (if you have entered but do not use it or if you did not enter at all), please delete the data entry field by pressing the "Delete" button on the left side.

○ " Role in this Project"
Please select "PI" if the role of the researcher is a Principal Investigator or select "Co-I" if the role of the researcher is a Co-Investigator.

○ " Funding Scheme, Grant Category (Funding Organization)"
In case of KAKENHI, please select the research category. For cases other than KAKENHI, please select "Other" and enter the name of the research grant and the name of the funding organization

in the lower row.

○ "Research Period"
Please enter the research period.

○ "Title of Proposed Research Project"
Please enter the title of proposed research project.

○ "Name of Principal Investigator"
If applicant select "Co-I" in the column of Role in the Project, please enter the name of the Principal Investigator (or equivalent) of the research subject.

○ "Research Expenditure for FY2018 (Research Expenditure for the whole period) (Unit: thousand yen)"
Enter the amount of direct cost of research expenditure to be received and used by himself / herself in FY2018 (items under application is the applied amount) in the upper row, and at the same time enter the total amount (planned amount) to be used by himself / herself during the whole period in the lower row.
If applicant select "Co-I" in the column of Role in the Project, please enter the amount of contribution (planned amount) to be received and used by himself / herself in FY2018 in the upper row, and at the same time enter the total amount of contribution (planned amount) to be used by himself / herself during the whole period in the lower row. (Please enter "0" if contributions are not distributed in the respective column.

○ "Effort Percentage in FY2018 (%)"
Based on 100% of the total working hours for "(1) research grant application(s) in the review process", (2) research grant(s) adopted and to be delivered" and "(3) other activities" to be entered in this column, please enter the allocation rate (%) of the time required for conducting activities etc. The "total working hours" does not mean time spent only on research activities, but entire actual working time, including time spent on educational activities and other activities.
In KAKENHI, please enter "-" (hyphen) if applicant enter a research category (such as Specially Promoted Research) that can be duplicated but not adopted in duplicate.
In addition, when conducting research by the competitive funding system, please be sure to enter the effort related to the research activity. When the research project for which the current application is being made is selected, the applicant will be requested to confirm the effort anew at that time and to perform the procedure of formal application for grant delivery. If the effort is

changed at that time, it is necessary to correct the effort it e-Rad before formal application for grant delivery.

○ "Distinction of the research contents and reason for submission of this KAKENHI application in addition to the other projects"

Please explicitly enter the items focusing on the research grant application(s) in the review process or research grant(s) adopted and to be delivered, distinction of the research contents, and reason for submission of this KAKENHI application in addition to the other projects of the research project.

If applicant is a Principal Investigator of KAKENHI, please enter the total amount of direct cost for the whole research period in that column.