FY2018 Procedures for Preparing and Entering a Research Proposal Document for "Specially Promoted Research" (New Proposal)

Applicants for KAKENHI should fill in this **Research Proposal Document**, giving details of the research project based on the Application Procedures, and submit it to **the Independent Administrative Legal Entity Japan Society for the Promotion of Science** (hereinafter referred to as JSPS) prior to application. This Research Proposal Document is used as review material at the JSPS Scientific Research Grant Committee.

The applicant should fill in the form correctly, while taking the following points into account.

When the application is approved as a result of the review at the Scientific Research Grant Committee, a notice concerning the provisional grant decision is issued. The application will be submitted based on the notice. A KAKENHI will be disbursed if the research plan is deemed appropriate.

Items to be noted

* **This Procedure for Preparing and Entering is to be used to prepare Research Proposal Document for "Specially Promoted Research" as "New Application" (including an application for a grant for the fiscal year before the final fiscal year of a research plan)".**

* **When preparing the Research Proposal Document, the Principal Investigator should make the preparations with responsibility, in accordance with the rules set forth in the Application Procedures.**

* **The Research Proposal Document is consist of "II-1. Application Information (items to be entered in the Website) (First half)", "I-1. Project Description File [form S-1(1)] (forms to be uploaded)", "I-2. Project Description File [form S-1(2)] (forms to be uploaded)", "II-2. Application Information (items to be entered in the Website) (Second half)" and "I-3. Project Description File [form S-1 (3)] (forms to be uploaded)". No modifications to the prescribed form are permitted.**

* **The reviewers of the Scientific Research Grant Committee and the researchers in charge of the writing of the review comments who belong to domestic research institutions conduct the review based on all the forms, and the researchers in charge of the writing of the review comments who belong to overseas research institutions conduct the review based on the "II-1. Application Information (items to be entered in the Website) (First half)" and "I-1. Project Description File [form S-1(1)] (forms to be uploaded)".**

* **Research Proposal Document prepared in English will be accepted.**

* **Before submitting, be sure to check whether the contents of the Research Proposal Document converted to the PDF file are complete (missing characters, charts, garbled characters, etc.).**

I. Project Description File (forms to be uploaded)

The Project Description File (forms to be uploaded) is consists of **"I-1. Project Description File [form S-1(1)] (forms to be uploaded)", "I-2. Project Description File [form S-1(2)] (forms to be uploaded)" and "I-3. Project Description File [form S-1 (3)] (forms to be uploaded)".**
The Principal Investigator should download the "Research Proposal Document (forms to be uploaded)" from the JSPS website for Grants-in-Aid for Scientific Research, and fill it in. He or she should then access the "Electronic Application System", and upload the filled-in file to the "Electronic Application System". (Files above 3 MB cannot be uploaded.)

Note 1: **The margin of style is set with upper 20 mm, lower 20 mm, left 25 mm, and right 25 mm. Please do not change the setting margins because there is a risk of missing characters etc. when preparing the review material.**

Note 2: **Make sure that the title of each column is at the top of the page. Also, please do not exceed the number of pages specified for each item. As a result of filling according to the instructions of each item, blank pages may be generated.**

Note 3: **Applicant can delete the sentences indicated by "*" on the form.**

Note 4: **From this year's application, "Research facility/Existing equipment", "Research Expenditure and Their Necessity", "The Status of Application and Acquisition of Research Grants" became items to be entered in the Website.**

I-1. Project Description File [Form S-1 (1)] (forms to be uploaded)

The contents of this file will be subjected to review that the researchers in charge of the writing of the review comments who belong to overseas research institutions conduct as following points:

① Whether the objectives and contents of the research project are outstanding and distinctive research plan that opens up new scientific fields in the current state and trend of the research field

② Is the research project an excellent research project with high creativity based on the conception of the researcher

③ Does the researcher recognize the ability to conduct the research project

Also the reviewers of the Scientific Research Grant Committee and the researchers in charge of the writing of the review comments who belong to domestic research institutions conduct the review the contents of this file in conjunction with "Project Description File [form S-1(2)] (forms

to be uploaded)", "II-2. Application Information (items to be entered in the Website) (Second half)" and "I-3. Project Description File [form S-1 (3)] (forms to be uploaded)"

This file should be filled in completely in English, and, as a general principle, the character size and the font should respectively be 10 point or larger and "Times New Roman".

However, in cases which fall under the category "Not appropriate" under the column "Appropriateness of Comments by an Overseas Researcher", the applicant should fill in only the sections 2. "CURRICULA VITAE". (In this case, they can be filled in Japanese.)

Moreover, the applicant should keep in mind that the submission of the **"Project Description File (Form S-1 (1)) (forms to be uploaded)"** is also necessary in cases which fall under the category "Not appropriate" under the section "Appropriateness of Comments by an Overseas Researcher".

* When attaching the file to the electronic application system, the applicant should upload it in the column **"(1) Please select the File of Details of Application (Word or PDF)"** of "File of Details of Application". Moreover, he or she should make sure that the file name starts with "en" (capital letters are possible).

1. "PROJECT DESCRIPTION"

This column is the part the overseas researchers in charge of the writing of the review comments refer to when examining the above-mentioned points ① to ③. With this in mind, please firstly describe the summary of the research briefly in a total of 200 words and then (1) the background of this proposal, (2) the goal that this proposal aims, (3) the research plan and method, (4) the necessity / importance of this proposal and its position in the academic field, (5) past related achievements, briefly in English quoting relevant literature (clearly stating the volume and issue) as necessary (within 4 pages in total).

Moreover, **it is not necessary to describe in this column sensitive research ideas the leakage of which could lead to substantial disadvantage for the applicant**.

On the other hand, details on the research project for which the current application is being made should be described in each column of the **"Project Description File (form S-1 (2)) (forms to be uploaded)"**.

2. "CURRICULA VITAE"

The applicant should prepare the section "CURRICULA VITAE" on separate pages for each Principal Investigator and Co-Investigator (in the order mentioned in the column "Project Members List"), according to the instructions below and the instructions mentioned in the respective columns to be filled in.

Moreover, since Specially Promoted Research aims at research plans coordinated by one or

relatively few researchers, it should also be prepared for Collaborating Researcher who participates as project members, if the need arises.

Moreover, because the forms from (1) to (5) listed below form an integrated set, each researcher should complete them.

(1) In the column "Age" the applicant should enter his/her age as of April 1, 2018.

In the column "Research Institution, Academic Unit (School, Faculty, etc.) and Position", the applicant should enter his/her research institution, academic unit (school, faculty, etc.) and position at the time of the preparation of the Research Proposal Document.

(2) In "Role in this Project", the applicant should enter concisely the roles of the researchers in the proposal (linking it with the column **"Project Description File (Form S-1 (2)) (forms to be uploaded)"** "Research Objectives, Background of the Research Project, etc.").

(3) In "Research Careers and Experience", the applicants should enter their principal research careers and experience since graduation in their last school in a retroactive chronological order.

(4) "RECENT RESEARCH ACTIVITIES I (Publications)" is not limited to the contents of the proposed research projects, but please select the main ones including the articles, books (excluding textbooks, academic abstracts, lecture abstracts), industrial property rights etc., and please fill it within 1 page in a retroactive chronological order.

Moreover, in case the applicant fills in research papers that have been submitted to an academic journal, he or she should limit them to the research papers of which the publication has been decided.

For a research paper in an academic journal, the title, author(s), journal, refereed or not, volume, first and last pages, and publication year should be given. (As long as all items of information are given, their order is unimportant.)

In case there is more than one author, it is allowed to fill in several main authors and to omit the others. (In case the applicant omits authors, he or she should fill in the column "the total number of authors (A) and your entry number in the author list counted from the first author (B). (e.g. "(B)/ (A)") ".)

He or she should mark the Principal Investigator with a double underline, and the Co-Investigator(s) with a single underline.

Moreover, a corresponding author should be marked with an asterisk ("*") on the left side. Publications that are related to the proposed research project should be marked with a plus symbol ("+") in the beginning.

(5) Please select main events for "RECENT RESEARCH ACTIVITIES II (Invited Lectures and Talks, Prizes, etc.)" from invited lectures and awards at international conferences considered to be particularly important, and please fill the year of presentation within 1 page by going back to the past.

In case there are no items to be mentioned, this section can be left blank.

Moreover, for the invited lectures and talks at international conferences, the name of the international conference, the time and date when and the place where the conference took place, and the title of the lecture or talk should be filled in. For the prizes received, the name of the prize should be filled in. Items that are related to the proposed research project should be marked with a plus symbol ("+") in the beginning.

I-2. Project Description File [Form S-1 (2)] (forms to be uploaded)

The applicant should enter the column from (1) to (4) as below, according to instructions mentioned in the respective column to be filled in. Characters and symbols in 11-point font size or larger should be used, considering large number of application forms for research project will be reviewed.

Moreover, the applicant is allowed to add pages. However, the information in the sections from (1) to (4) should be limited to the main points, <u>so that it does not exceed 10 pages in total</u>.

* When attaching the file to the electronic application system, the applicant should upload it in the column **"(2) Please select the File of Details of Application (Word or PDF)"** of "File of Details of Application". Moreover, he or she should make sure that the file name starts with "jpa" (capital letters are possible).

(1) "Research Objectives, Background of the Research Project, etc." column

In this column, the description should be given what kind of research you plan and its summary in this proposal in accordance with the instruction specified in the Research Proposal Document to be submitted this time so that the overall structure can be clarified.

(2) "Significance as Specially Promoted Research" column

In this column, the description should be given the applicant's hitherto research activities in accordance with the instruction specified in the Research Proposal Document.

(3) "Research Plan and Methods" column

In this column, the description should be given the research plan and methods to achieve the objective of this proposal in accordance with the instruction specified in the Research Proposal Document.

(4) "Ability to Conduct Research and Research Achievements of the Principal Investigator" column

The description should be given in accordance with the instruction specified in the Research Proposal Document.

I-3. Project Description File [Form S-1 (3)] (forms to be uploaded)

The applicant should enter the column from (1) to (3) mentioned below, according to instructions mentioned in the respective column to be filled in. Characters and symbols in 11-point font size or larger should be used, considering large number of application forms for research project will be reviewed.

* When attaching the file to the electronic application system, the applicant should upload it in the column **"(3) Please select the File of Details of Application (Word or PDF)"** of "File of Details of Application". Moreover, he or she should make sure that the file name starts with "jpb" (capital letters are possible).

(1) "Issues Relevant to Human Right Protection and Legal Compliance" column
Please enter in accordance with the instruction specified in the Research Proposal Document. If the proposed research does not fall under such categories, enter "N/A (not applicable)".

(2) "Items to be Entered When New Application is Made in the Fiscal Year Previous to the Final Year of the Research Period of an On-Going KAKENHI Project" column
Please enter in accordance with the instruction specified in the Research Proposal Document. If the proposed research does not fall under such categories, enter "N/A (not applicable)".

(3) "Reason(s) Why Comments by an Overseas Researcher is not Appropriate" column
Please enter in accordance with the instruction specified in the Research Proposal Document. If the proposed research does not fall under such categories, enter "N/A (not applicable)".

II. Application Information (items to be entered in the Website)

"Application Information (items to be entered in the Website)" consists of **"Application Information (items to be entered in the Website) (First half)"** and **"Application Information (items to be entered in the Website) (Second half)"**.

The "Application Information (items to be entered in the Website)" are the items which the Principal Investigator directly enters after accessing the electronic application system using the ID and the password for the Cross-Ministerial Research and Development Management System (hereinafter referred to as "e-Rad"), which has been provided by his or her research institution.

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

＊ **The confirmation of the content of the application and the preparation of the review material is based on the "Application Information (items to be entered in the Website)" of Research Proposal Document, 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 application information with care.**

Please select "application information input" of Specially Promoted Research from the "List of Research Categories" in the electronic application system. The "Management of Research Proposal Document" screen will be displayed. Next, please select "application information input" in the entered application information ("Research Project Information", "Research facility / Existing Equipment", "Research Expenditure and Their Necessity", "The Status of Application and Acquisition of Research Grants"). The respective input screen will be displayed. On the screen of each input, if the "Japanese ▶ English" button at the upper left of the screen is clicked, then the explanations are translated into English.

II-1. Application Information (items to be entered in the Website) (First half)

1. New Proposal or Continued

The applicant should select "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 II of the Research Program Department, in order to know whether the change the applicant wants to make falls under this category.

2. If Continued, Research Project Number

Because this is an item that needs to be entered only in the case of a continued application, the applicant cannot enter it.

3. Application for Research Proposal Submission in the Fiscal Year Previous to the Final Fiscal Year of the Research Period of an On-going Research Project

The applicant should select the appropriate item from among "Applying" or "Not Applying".

Moreover, when the applicant selects "Applying", he or she should be sure to enter the research project number of the continued research project of which 2018 is the final fiscal year and which is eligible for an application for 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 be sure to describe the necessary items in the column "Items to be Entered When New Application is Made in the Fiscal Year Previous to the Final Year of the Research Period of an On-Going KAKENHI Project" in "Project Description File (form S-1(3)) (forms to be uploaded)".

4. Review Section (Section of Category)

The applicant should be sure to select one appropriate category for which he or she wishes review from among "Humanities and Social Sciences", "Science and Engineering" or "Biological Sciences".

5. Firstly related to Medium-sized Section / Firstly related to Basic Section / Secondly related to Basic Section (This content is not converted to the PDF file.)

In "Grants-in-Aid for Scientific Research-KAKENHI-, Review Section Table" (hereinafter referred to as "Review Section Table"), please select one Medium-sized Section (01-64, 90) firstly related to the research project.

Next, please select one Basic Section (01010-90150) firstly related to the research project from the Review Section Table. Also, for Basic Section, it is possible to select optionally one more

section as secondly related to Basic Section.

6. 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.

Moreover, in the section (English) below, the applicant should enter his/her name in alphabet, in the order family name, first name.

7. Position, Academic Unit (School, Faculty, etc.) and Research Institution 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.

Moreover, in the section (English) below, the applicant should enter the respective information in English.

(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.

8. Title of the Research Project

In the column "Title of the research Project", the applicant should enter a title for the proposed research project within 40 characters. (Titles of the research Projects exceeding 40 characters cannot be entered.) The title should express the content of the research until the end of the research period in concrete terms. (The applicant should avoid general or abstract expressions.)

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

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+} → input as Ｃａ２＋(counts as 4 characters))

Moreover, in the section below (English), the applicant should enter the information in English within 200 characters (only half-width characters). Full-width symbols cannot be entered.

9. Research Abstract

The applicant should enter the purpose of the research project, and the methods and other matters to achieve purpose of the research in a clear manner. 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.

10. Research Expenditure

The contents entered in the "Research Expenditure and Their Necessity" of "Application Information (items to be entered in the Website) (Second half)" will be automatically displayed in "Research Expenditure" column.

Moreover, in the section below the amount, in which \$1=¥100, is shown automatically.

11. Researchers in related research areas (This content is not converted to the PDF file.)

In the column "Researchers in related research areas", the applicant should enter the information of researchers of which he or she thinks that they have the most thorough knowledge of the research area related to the research project, and of which he or she thinks that they are able to assess accurately the content of the research project. He or she should respectively enter researchers who belong to a domestic research institution (3 persons. As a general rule, persons who are eligible to apply for KAKENHI (*cf.* Application Procedures for Grants-in-Aid for Scientific Research)) and researchers who belong to an overseas research institution (3 to 5 persons). (Moreover, for researchers who belong to a domestic research institution, "Name", "Research Institution" and "Position" are items which must be entered, but for researchers who belong to an overseas research institution, "Name", "Research Institution" and "E-mail" are items which must be entered.)

A review comment from one of both domestic and overseas researcher in related research areas entered will be requested.

However, researchers who are project members in the same research project for which the current application is being made, researchers who belong to the same research institution as the Principal Investigator and persons who fall under the points from ① to ⑤ below are excluded.

① Kinship or a close personal relationship that is equivalent.

② A close relationship in which joint research is conducted.

(For example, a person with whom the applicant has a close relationship in the implementation of a joint project, the writing of a co-authored research paper, or who is a member of a research association with the same purpose.)

③ A relationship in which the researcher belongs to the same research unit (a researcher who belongs to the same laboratory)

④ A close master and pupil relationship or a direct employment relationship

⑤ An antagonistic relationship that could be considered as a relationship in which the selection of the research project or the assessment directly benefits the grader, or a competitive relationship.

Moreover, if there are researchers of which the applicant thinks that they are not appropriate as domestic or overseas persons in charge of the writing of the review comments, because they are in a competitive or antagonistic position, or because of other reasons, the applicant should enter in the respective sections "Researchers who belong to a domestic research institution and whom the applicant wishes to avoid as persons in charge of the writing of the review comments" and "Researchers who belong to an overseas research institution and whom the applicant wishes to avoid as persons in charge of the writing of the review comments" (optionally, up to three persons for each section).

As a general rule, a written review comment is prepared for all the research projects. However, if the Principal Investigator judges that review by an overseas researcher is difficult or inappropriate, he or she should select "Not appropriate" in the section "Appropriateness of comments by an overseas researcher" and describe the reasons in the section "Reason(s) Why Comments by an Overseas Researcher is not Appropriate" of the **"Project Description File [form S-1(3)]"**. In this case, it is not necessary to enter information in the sections "Researchers in related research areas who belong to an overseas research institution and who are considered as suitable as persons in charge of the writing of the review comment" and "Researchers who belong to an overseas research institution and whom the applicant wishes to avoid as persons in charge of the writing of the review comment" among the items that need to be entered in the website.

Moreover, the applicant should bear in mind that the Scientific Research Grant Committee will judge on the appropriateness of the reasons, and that, even if it does not judge that the reasons are appropriate, it will not reject them as a violation of the requirements of the application, but consider them in the comprehensive judgment during the screening.

12. Contact Information of the Principal Investigator (This content is not converted to the PDF file.)

In the "Contact Information of the Principal Investigator" column, please enter information of in case that direct contact of the Principal Investigator is required (for example, the work address is not the location of the head office but the campus where the Principal Investigator (PI) actually works.).

13. Project Members List

For the definitions of "Principal Investigator", "Co-Investigator", "Collaborating Researcher", and "Research Collaborator", please refer Application Procedures for Grants-in-Aid for Scientific Research.

In addition, the applicant should keep 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.

(2) The distinction between 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 should not enter them in the Project Members List, but should mention them in a section where he or she explains the overall research plan, for example, in the column "Research Plan and Methods" of the Research Proposal Document that he or she is preparing. This should be done in accordance with the instructions provided in the Procedures for Preparing

and Entering a Research Proposal Document.

(4) Information on the researchers ((1) Researcher Number, (2) Name (Pronunciation in Katakana and Kanji, English), (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 the information of Principal Investigator has been registered 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.)

Also, the total amount of all the shares of the grant-in-aid to each researcher should correspond to "Research Expenditure for FY2018" of "10. Research Expenditure". (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.

(10) In each column where (English) is written, the applicant should enter the respective items in English.

14. File of Details of Application

The applicant should upload the prepared **"Project Description File [form S-1(1)] (forms to be uploaded)"** in the column **"(1) Please select the File of Details of Application (Word or PDF)"**. Moreover, he or she should ensure that the file name starts with "en" (Capital letters are possible.).

The applicant should upload the prepared **"Project Description File [form S-1(2)] (forms to be uploaded)"** in the column **"(2) Please select the File of Details of Application (Word or PDF)"**. Moreover, he or she should ensure that the file name starts with "jpa" (Capital letters are possible.).

The applicant should upload the prepared **"Project Description File [form S-1(3)] (forms to be uploaded)"** in the column **"(3) Please select the File of Details of Application (Word or PDF)"**. Moreover, he or she should ensure that the file name starts with "jpb" (Capital letters are possible.).

※ Web 入力項目の画面イメージにつきましては、

　準備ができ次第掲載する予定です。

＊ **The screen shot for items to be entered in the Website will**

　be uploaded as soon as it is completed.

II-2. Application Information (items to be entered in the Website) (Second half)

1. **Application Information Input (Research Facility / Existing Equipment)**
(1) **"Research Facility" column**

   The applicant should enter information about the main research laboratory or experimental laboratory he or she can use for his/her research plan.

   Moreover, if the applicant is using facilities for shared use in joint use with other research plans, he or she should enter how many hours a week it is possible to use the facilities and other information in the remarks column.

(2) **"The existing equipment (main equipment and devices already installed)" column**

   List the machines and equipment currently available for the research project.

   He or she should enter how many hours a week it is possible to use the equipments and other information in the remarks column. Also, enter the calendar year in year of installation.

2. **Application Information Input (Research Expenditure and Their Necessity)**

   Details of research expenditure, their necessity and the basis of their estimation should be given for every fiscal year in connection with the research scale, research system, etc. stated in the **Project Description File [form S-1(2)] (forms to be uploaded)** "Research Plan and Methods".

   Because the review committee also examines the optimum scale and amount of research, enter concretely specifically for the main item and expensive item. (For example, for expensive equipment costs, explain that you cannot utilize the existing equipment because its performance is necessary for research. For a large amount of consumables expenses, write concrete usage, quantity and amount. Write the personnel and the amount about the personnel cost/honoraria.)

   Also, when the total amount of research expenditure exceeds 500 million yen, the necessity of that should be clarified in "Reason for the Total Amount of Entries Exceeding 500 Million Yen" column.

   Moreover, if any of the expenditure categories (equipment costs, travel expenses, or personnel cost/honoraria) exceeds 90% of the total yearly expenditure in any FY of the research period, or if the expenditure in category Consumables or Miscellaneous constitutes a significant portion of the total expenditure, the necessity of that spending should be clarified (by showing the itemized breakdown etc.).

   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)

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. Initial display is for 5 years from FY2018 to FY2022, but when applying for more than 6 years of research period, by clicking "Add" button on the left side of the input screen, the breakdown column for the year to be added is displayed. In addition, the "details of equipment costs" column and the "details of consumables expenses" column for the year added are set up.

Also, 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. However, the fiscal year to be displayed cannot be less than 5 years (even if the research period is 3 to 4 years, display will be 5 years).

Please enter the amount of "Details of Equipment Costs" column and "Details of Consumables Expenses" column 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.

(1) "Details of Equipment Costs" column

○ When purchasing equipment in the final year of the research period, please enter the reasons that are particularly necessary in the "Necessity" column of the relevant fiscal year.

○ 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".

○ In the case of machinery and equipment, simply enter a set of XXX as well as its breakdown.

○ Enter concisely the calculation basis of the amount in the "list price/estimate" column (e.g. list price or price by estimation, XX% of list price etc.). To examine the adequacy of research expenditure, enter the price according to the estimate, except in unavoidable cases.

(2) "Details of Consumables Expenses" column

○ For consumables expenses, please enter for each product name such as chemicals, laboratory animals, glassware, etc.

○ For travel expenses, please select appropriate one between "Domestic Travel Expenses" and "Overseas Travel Expenses". For Principal Investigator, Co-Investigator(s), Collaborating Researcher(s), and Research Collaborator(s) (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.

○ For 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)

○ For miscellaneous expenses, except for above mentioned expenditure, 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.

(3) "Reason for the Total Amount of Entries Exceeding 500 Million Yen" column

Please explain in detail the reason why 500 million yen cannot be managed, and the necessity to make the total amount more than 500 million yen, only when the total amount of entrance research expenses exceeds the maximum application amount of 500 million yen.

(If the total amount of research expenditures is less than 500 million yen, even if you enter it, it will not be reflected in the Research Proposal Document.)

3. Application Information Input (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. Therefore, it is strictly required that all the relevant information on research grants be correctly entered.

List, at the time of submission of this KAKENHI application by Principal Investigator and Co-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.

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.

< Important points >

・ This research project will 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 you are participating in project research conducted according to the specific purpose (mission) of your research institution, also enter the funded research grants. If the research grants funded to individuals are not clear, fill in "I: Distinction of the research contents" to that effect.

・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).

○ "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.

○ "Relationship between this KAKENHI application and the other projects"

The applicant should respectively describe the connection between the research grant application(s) in the review process or adopted and to be delivered and the research project. State concretely and precisely the distinction of the research contents in column "I", the reason for submission of this KAKENHI application in addition to the other projects. in column "II", and the Reason for applying this research after withdrawing current research underway (research conducted as "Scientific Research on Innovative Areas", "Scientific Research", "Challenging Exploratory Research", "Challenging Research (Pioneering/Exploratory)", and "Young Scientists") in column "III".

If applicant is a Principal Investigator of KAKENHI, please enter the total amount of direct cost for the whole research period in the column "I: Distinction of the research contents".

・ If the "Specially Promoted Research" is selected

The Principal Investigator of "Specially Promoted Research" should withdraw from research projects of the categories "Scientific Research on Innovative Areas" (Research in a Proposed

Research Area / Publicly Offered Research), "Scientific Research", "Challenging Exploratory Research", "Challenging Research (Pioneering/Exploratory)", "Young Scientists (A/B)", "Early-Career Scientists" and "Research Activity Start-up" for which he or she has already been selected as a Principal Investigator. Moreover, he or she cannot participate in research projects of other research categories as a Co-Investigator.

Moreover, he or she cannot participate in the implementation of the research and the research for "Scientific Research on Innovative Areas" (Research in a Proposed Research Area / Planned Research).

※ Web 入力項目の画面イメージにつきましては、

準備ができ次第掲載する予定です。

* **The screen shot for items to be entered in the Website will**

be uploaded as soon as it is completed.