

## **FY2019 Procedures for Preparing and Entering a Research Proposal Document for “Scientific Research (B/C) (Generative Research Fields)” (New Proposal)**

Applicants for the 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 a 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 adopted as a result of the review at the Scientific Research Grant Committee, a notice concerning the provisional grant decision will be issued. By the form of the formal application for grant delivery, the submission based on the notice will be done. The KAKENHI will be disbursed if the research plan, etc. are acknowledged as appropriate.

### **Items to be noted**

- \* **This Procedures for Preparing and Entering is to be used to prepare Research Proposal Document for “Scientific Research B/C (Generative Research Fields) reviewed by the “Generative Research Fields” as “New Application”.**
- \* **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.**
- \* **Characters and symbols in 11-point font size or larger (10-point or larger in English) should be used, considering a large number of application forms for research project will be reviewed.**
- \* **Make sure that the title of each column is at the top of the page. Also, 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 but in that case, do not delete them.**
- \* **The sentences in italics on the form should be deleted but do not delete other instructions and boxes.**
- \* **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. Research Proposal Document (items to be entered in the website)**

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

The items to be entered in the website constitute the first part (“Area”, “Name of Principal Investigator (PI)” etc.) and the second part (“Research Expenditures and Their Necessity”, “The Status of Application and Acquisition of Research Grants”) of the Research Proposal Document (PDF file) that is prepared using the Electronic Application System.

For procedures for entering items to be entered in the website, refer to the “FY2019 Procedures for Preparing and Entering a Research Proposal Document” (items to be entered in the website) (“Scientific Research (A/B/C)”, “Challenging Research (Pioneering/Exploratory)”, “Early-Career Scientists”).

### ○ Items to be entered in the Website (First half)

- New Proposal or Continued
- Area
- Term Indicating Content of the Research Project
- Name of the Principal Investigator
- Position, Academic Unit (School, Faculty, etc.), and Research Institution of the Principal Investigator
- Title of the Research Project
- Research Abstract
- Request for Disclosure
- Project Members

### ○ Items to be entered in the Website (Second half)

- Research Expenditures and Their Necessity
- The Status of Application and Acquisition of Research Grants

## **II. Research Proposal Document (forms to be uploaded)**

The following items are contents on the “Research Proposal Document (forms to be uploaded)”.

They constitute the intermediate part of the Research Proposal Document (PDF file).

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.)

When preparing the Overall Research Plan, the instructions given below and the instructions given in each column should be observed. The margin of style is set with upper 20 mm, lower 20 mm, left 25 mm, and right 25 mm. Do not change the setting margins because there is a risk of missing characters etc. when preparing the review material.

**(1) “Outline of Research Proposal Document” column**

In this column, the description should be given in accordance with the instruction specified in the Research Proposal Document. In “Generative Research Fields”, the preliminary screening will be conducted only by the “Research Proposal Document (Outline)” which is made up by adding the first half of the Research Proposal Document (items to be entered in the Website) to both columns, “Outline of Research Proposal Document” and “Reason for Applying for Generative Research Fields” (Preliminary screening will not be conducted if the number of application is small). Take note that “Outline of Research Proposal Document” column is unable to be referred at the document review and the panel review.

**(2) “Reason for applying for Generative Research Fields” column**

In this column, the description should be given in accordance with the instruction specified in the Research Proposal Document. This column is used in the preliminary screening, the document review, and the panel review.

**(3) “Research Objectives, Research Method etc.” column**

In this column, the description should be given what kind of research you plan 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.

**(4) “Research Development Leading to Conception of the Present Research Proposal, etc.” column**

In this column, the description should be given the characteristics of the research in accordance with the instruction specified in the Research Proposal Document so that the review committee will better understand the research proposal to be submitted this time.

**(5) “Applicant’s Ability to Conduct the Research and the Research Environment” column**

Enter in accordance with the instruction specified in the Research Proposal Document.

The description for the “(1) applicant’s hitherto research activities” should be focused on the research activities relevant to the submitted research plan to show the feasibility of the research plan. In case the Co-Investigator involves, it should be focused on the research activities relevant to the prospected roles in the research plan by the Co-Investigator.

When filling in, the description, together with an explanation on the feasibility of the research plan, should be given appropriately on the principal documents, etc. rather than mentioning comprehensively the research achievements such as papers, books, patents, invited talks and so on. (The papers under submission can be included only if they are already accepted for publication.)

When the research achievements are filled in, sufficient information to identify the published achievements should be given. For example, as for a research paper, there should be the title of the paper, the name of the author(s), the journal name, the number of the volume and pages, etc., the publication year, the book reviews in case of books, and so on.

In case that the applicants have periods during which the researches were suspended due to acquisition of maternity leave, childcare leave, care leave and so on, they may choose to write about it in this column.

**(6) “Issues Relevant to Human Right Protection and Legal Compliance” column**

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)”.

\* When entering in the column of “Research Expenditure and Their Necessity” and “The Status of Application and Acquisition of Research Grants”, refer to “FY2019 Procedures for Preparing and Entering a Research Proposal Document (items to be entered in the website) (“Scientific Research (A/B/C)”, “Challenging Research (Pioneering/Exploratory)”, “Early-Career Scientists Research”)”.