

# **Grants-in-Aid for Scientific Research — KAKENHI —**

## **Spending Rules: Supplementary Conditions for FY2016**

< Grants-in-Aid for JSPS Research Fellow (JSPS International Research Fellow) >

The following are supplementary conditions that a member of a research project receiving a grant (Principal Investigator [host researchers of JSPS International Research Fellow, selected under the JSPS Postdoctoral Fellowships for Research in Japan] and Co-Investigator (*kenkyū-buntansha*) [said JSPS International Research fellow]) must follow when conducting projects for which a single-year grant is received under the category Grants-in-Aid for JSPS Research Fellow from the Japan Society for the Promotion of Science (JSPS) in compliance with the provisions of the Law Concerning the Optimization of Budgets for Subsidies (No. 179, 1955, hereinafter “Optimization Law”) and JSPS’s Single-year Grant Management Procedures (Rule No. 17, 2003, hereinafter “Management Procedures”).

### **1. General rules**

#### **Observance of laws and ordinances**

1-1 In conducting a project that is funded by a grant, the Principal Investigator and Co-Investigator (*kenkyū-buntansha*) should comply with the provisions of all related laws and ordinances, including the Optimization Law, the ordinance to enforce the Optimization Law (Government Ordinance No. 255, 1955), the rules for handling Grants-in-Aid for Scientific Research (the Ministry of Education Notification No. 110, 1965, hereinafter “Handling Rules”), Management Procedures and these supplementary conditions.

#### **Responsibilities of the member of a project funded by a grant**

1-2 The Principal Investigator and Co-Investigator (*kenkyū-buntansha*) should always be mindful that the grant is paid from the money of the taxpayers and should remain diligent when implementing the funded project in accordance with the objective for which the project is funded.

#### **Distribution of the copy of the document of supplementary conditions**

1-3 The Principal Investigator should distribute copies of the supplementary conditions document to the Co-Investigator (*kenkyū-buntansha*) concerned. As a member of a project receiving a grant, the Co-Investigator (*kenkyū-buntansha*) is also accountable for their requirement to follow the supplementary conditions in compliance with Article 11 of the Optimization Law.

#### **The management of grants by the research institution**

1-4 The Principal Investigator and the Co-Investigator (*kenkyū-buntansha*) should ensure that their research institutions maintain the Grant-in-Aid in accordance with JSPS rules on what institutions are required to do concerning the use of single-year grants. (Such research institutions are those specified as eligible to receive

Grants-in-Aid in Article 2 of the Grant Handling Rules and in which the Principal Investigator is employed and the JSPS International Research fellow is engaged in research.) The Principal Investigator and the Co-Investigator (*kenkyū-buntansha*) should work with the institution in carrying out the procedures specified in the supplementary conditions. This also applies when the Principal Investigator and Co-Investigator (*kenkyū-buntansha*) have moved to a different institution.

## 2. Use of direct costs

### Fair and efficient use of direct costs

2-1 The Principal Investigator and the Co-Investigator (*kenkyū-buntansha*) are to ensure the fair and efficient use of direct funding, namely the costs necessary to implement the funded research project, including compiling and reporting the research results. They are strictly warned against using such funding for other purposes or violating the supplementary conditions.

### Items of direct costs

2-2 The following items of expenses fall under direct costs.

Commodity costs (costs for equipment): For the purchase of commodities (equipment)

Travel expenses: Transportation, accommodation and daily allowances for the Principal Investigator, Co-Investigator (*kenkyū-buntansha*), Co-Investigator (*renkei-kenkyūsha*) and other participants engaged in overseas or domestic travel to collect materials, conduct surveys, attend meetings, present research results, and other purposes (However, JSPS International Research fellow (Co-Investigator (*kenkyū-buntansha*)) is not paid the daily allowance.)

Personnel costs and remunerations: Remunerations, wages and salaries payable to persons (e.g., postdoctoral fellows, research assistants (RAs), researchers belonging to an overseas research institution) participating in research for document creation/management, experiments, translation, proof-reading, provision of specialized knowledge, distribution and collection of questionnaires or the collection of research materials; and money payable to temporary workers.

Miscellaneous (other costs): Costs not categorized into any of the abovementioned cost items that are intended for implementing the research. For example, other costs may be incurred through printing, creating reproductions, developing and printing photos, communication (such as stamps and telephone bills), transportation, leases for research venues (only if none of the institution's facilities are adequate for conducting the funded project), charges for meeting rooms and meals (excluding alcoholic beverages) served at meetings, lease/rental (of equipment and devices), repairs of equipment, transportation costs other than travel expenses, presentation of research results (e.g., contributions to academic journals, website creation, preparation of pamphlets to publicize, and activities to inform the public about research results), and disposal of experiment wastes.

### **Start of research and contract**

2-3 Research in newly adopted projects may start immediately upon receiving notification of the informal decision to issue the grant. Research in projects that continue from the previous fiscal year may start from April 1, and necessary contracts may also be signed on April 1. The necessary costs should be paid after the receipt of direct funding. Alternatively, they should be paid for by the institution and settled after the direct funding is received.

### **Use of direct funding within the fiscal year**

2-4 It is not allowed to use direct funding beyond the fiscal year in which the funded project is to be implemented, even if the research period of the project continues for two or more years, except where the provision in 2-5 below applies.

### **Use of direct funding in the following fiscal year**

2-5 There may be cases where the funded project is expected not to be able to be completed within the planned deadline due to an adverse situation in the counterpart country, difficulties in determining the methods for prior surveys and research, the conditions of the research plan, weather events, a shortage of material or other unavoidable reasons that were not expected at the time of the decision to issue the grant. If this is deemed likely, the Principal Investigator may wish to have the project period extended and to use all or part of the grant in the following fiscal year. In this case it is necessary to fill out Form C-26, "Reason for Need to Carry Over Funds" and submit it to JSPS and to complete the necessary procedures by March 1, 2017.

### **Restriction on use of direct funding**

2-6 Direct funding should not be used for any of the following objects or purposes.

- ① Costs for buildings and facilities, except minor installations that are necessary in order to install items that are purchased using direct funding
- ② Costs to handle problems resulting from accidents and disasters that occurred during the implementation of the funded project
- ③ Personnel costs or remunerations for Principal Investigators or Co-Investigator (*kenkyū-buntansha*)
- ④ Other kinds of costs that should be appropriated from indirect funding

### **Restriction on the combined use of funding**

2-7 Direct funding should not be combined with other funding, unless the following applies:

- ① In case of a business trip (only one trip) that concerns business related to the funded project and other business, direct funding is used, after the clarifying the separation of the direct costs and other costs.
- ② Direct funding is used to purchase consumables (necessary for fulfilling the funded project) for an independent commodity that is purchased at the same time.
- ③ When funding other than direct funding is used to carry out a project (such as funds from commissioned projects, grants ordinary used to fund private universities or other institutions, other Grants-in-Aid, or indirect funding, excluding funding with usage restrictions) and when this funding is used to purchase equipment, fixtures or books (hereinafter called "equipment"), the handling of the subject equipment in such cases as researchers changing their research institutions should be decided in advance so as not to impede the implementation of the funded project.
- ④ When direct funding is used with other grant(s) by the same research institution to purchase a facility that will be used jointly by multiple projects (hereafter called a "joint-use facility"), the cost burden of each project and the criteria for calculating it must be clearly described.

### **Deadline for delivery and payment**

2-8 The delivery of goods and offers of services concerning a funded project should be completed by March 31 of the fiscal year in which the funded project is to be implemented. Payments concerning these deliveries and services should be made by the deadline for submitting the relevant report.

### **Employment of research collaborators**

2-9 When hiring a research collaborator, the Principal Investigator is to ask the affiliated research institution to conclude an employment contract with the person specifying the content of his/her work, working hours and other conditions.

## **3. Procedures necessary for changes to a funded project (rules for revising information entered in the grant application form)**

### **Items that cannot be changed**

3-1 Information entered for the sections “title of the proposed project” and information entered in the section “Research Objectives” cannot be changed.

### **Discontinuation of a funded project**

3-2 To discontinue a funded project, the Principal Investigator must file an application by filling in and submitting Form C-5-1, “Request for Approval to Terminate Funded Project” and obtain the approval of JSPS. In addition, the Principal Investigator should refund the unused part of the grant and, within 30 days of the discontinuation, file reports to JSPS on the progress of the funded project until it is discontinued. The reports should be written on Form C-6, “Report on results (Report of settlement of accounts)” and Form C-7-1, “Report on results (Report on the research results)”. The section “Content of report on research results” in the abovementioned report will be posted in the KAKEN database of the National Institute of Informatics.

### **Change of research institution**

3-3 When there is a change in the research institution where the Principal Investigator is employed or the Co-Investigator (*kenkyū-buntansha*) is engaged in research, he or she should report it to JSPS by filling in and submitting Form C-10-1, “Notice of Change of Principal Investigator’s Research Institution.”

### **Disqualification of the Principal Investigator**

3-4 If a Principal Investigator loses his/her eligibility to apply for the grant as the host researcher of JSPS International Research Fellow or is unable to continue his/her funded project, he/she should terminate the funded project in accordance with the procedures specified in 3-2 above.

3-5 If a Principal Investigator who loses his/her eligibility to apply for the grant as the host researcher of JSPS International Research Fellow wants the funded project to continue after changing the Principal Investigator, he/she must submit Form C-9, “Application Form for Approval to Change the Project Members,” and obtain the approval of JSPS. If the new Principal Investigator is affiliated with a different research institution, he/she must submit Form C-10-2, “Notice of change of affiliation after the replacement of the Principal Investigator” to JSPS.

3-6 Under certain circumstances, the Principal Investigator may have to resign and a Co-Investigator (*kenkyū-buntansha*) may replace the resigning Principal Investigator. In this case, the candidate to become the new Principal Investigator should file an application by filling in and submitting Form C-9, “Application Form for Approval to Change the Project Members”, and obtain the approval of JSPS. If the new Principal Investigator is affiliated with a different research institution, he/she must submit Form C-10-2, “Notice of change of affiliation after the replacement of the Principal Investigator” to JSPS.

**Disqualification of the Co-Investigator (*kenkyū-buntansha*)**

3-7 If the Co-Investigator (*kenkyū-buntansha*) loses eligibility as JSPS International Research Fellow to apply for the grant or is unable to continue his/her funded project, the Principal Investigator shall terminate the funded project following the procedures specified in 3-2 above.

3-8 If the Co-Investigator (*kenkyū-buntansha*) loses eligibility as JSPS International Research Fellow to apply for the grant and then becomes a researcher eligible to apply for a grant under the eligibility requirements stipulated in the FY2016 application guidelines for “Specially Promoted Research, Scientific Research (S/A/B/C), Challenging Exploratory Research, Grant-in-Aid for Young Scientists (A/B)”, or in the FY2016 application guidelines for “Research Activity Start-up” , and said Co-Investigator (*kenkyū-buntansha*) desires to use the subject fiscal year’s grant to engage in research at the same research institution, the Principal Investigator shall use Form C-9, “Application Form for Approval to Change the Project Members,” to apply to JSPS to obtain approval.

3-9 If the Co-Investigator (*kenkyū-buntansha*) loses eligibility as JSPS International Research Fellow to apply for the grant and then becomes a researcher eligible to apply for a grant under the eligibility requirements stipulated in the FY2016 application guidelines for “Specially Promoted Research, Scientific Research (S/A/B/C), Challenging Exploratory Research, Grant-in-Aid for Young Scientists (A/B)”, or in the FY2016 application guidelines for “Research Activity Start-up” , and said Co-Investigator (*kenkyū-buntansha*) desires to use the subject fiscal year’s grant to engage in research at the different research institution, the Principal Investigator shall use Form C-9, “Application Form for Approval to Change the Project Members,” to apply to JSPS to obtain approval.

**Suspension due to maternity leave, etc.**

3-10 The Co-Investigator (*kenkyū-buntansha*) may wish to take leave before and after childbirth (hereinafter “maternity leave”). In this case, the Principal Investigator may wish to discontinue her/his funded project before the relevant fiscal year ends, and to receive the grant again after her/his maternity leave terminates in the following fiscal year. In this case, the Principal Investigator should fill in and submit Form C-13-1 “Application Form for Approval to Suspend the Project,” and obtain JSPS’s approval of JSPS before the maternity leave is taken. S/he should also refund JSPS the unused part of the grant and, within 30 days of her/his research’s discontinuation, submit reports to JSPS on the progress of her/his funded project up to that point. The reports should include Form C-6 “Report on Results (Report on Settlement of Accounts)” and Form C-7-1, “Report on Results (Report on Research Results).” The section “Content of

report on research results” in the abovementioned Report of Research Results will be posted in the KAKEN database of the National Institute of Informatics.

### **Extension of research period accompanying maternity leave**

3-11 This applies when a Co-Investigator (*kenkyu-butansha*) who suspends her/his research to take maternity leave, restarts it within the same fiscal year. If in this case the Principal Investigator wishes to change the project’s research plan in/from the following fiscal year, the PI must before the Co-Investigator’s research restarts prepare and submit Form C-13-2, “Application to Extend the Research Period Suspended Due to Taking Leave Before/After Childbirth” by 1 March 2017 to obtain JSPS’s approval for extending the research period. The period that the research may be extended is based on the length of time it was suspended due to the taking of maternity leave.

### **Minor changes**

3-12 It is possible to make changes to the information entered in the sections “Amount of each expense of the direct costs”, “Roles”, “This year’s research plan” and “Breakdown of main equipment”, where it is necessary to implement the funded project.

### **Handling of equipment**

3-13 The Principal Investigator and the Co-Investigator (*kenkyū-buntansha*) should be sure to donate the equipment, fixtures and books purchased using direct funding (hereinafter “equipment”) to the research institution to which the Principal Investigator is employed and the JSPS International Research fellow is engaged in research immediately after their purchase. If donating equipment immediately should impede the progress of the research, to postpone the donation of equipment and fixtures, the Principal Investigator must submit Form C-15, “Application form for approval to postpone contribution” to obtain permission from JSPS. The length that a donation may be postponed is up to the termination of the JSPS International fellow’s (Co-Investigator (*kenkyū-buntansha*)) fellowship tenure. (In the case of books of less than ¥50,000 in purchase price, they may be kept on hand without requesting permission, and then donated to the research institution when the project ends.)

### **Handling of interest and currency exchange profit**

3-14 The Principal Investigator should ensure that the interest accrued from the direct funds and profit derived from currency exchange is transferred to his/her affiliated research institution.

### **Handling of income**

3-15 The Principal Investigator and the Co-Investigators (*kenkyū-buntansha*) should refund to JSPS any income that is related to the funded project that is gained after the submission of the report on the research results.

## **4. Report of Results**

### **Deadline for submission of the reports**

4-1 The Principal Investigator should file reports to JSPS by May 31, 2017 or, in the case of a discontinued project, within 30 days after the discontinuation. The reports should consist of Form C-6, “Report on the results (Report on Settlement of Accounts)” and Form C-7-1, “Report on the results (Report on Results of the Research)”. The section

“Content of report on research results” in the abovementioned reports will be posted in the KAKEN database of the National Institute of Informatics. The Principal Investigator should refund the unused part of the grant. Any portion of the grant that is unused at the time the Report of Results is issued should be refunded to JSPS.

#### **Submission of reports on results in case of use of grants in the following fiscal year**

4-2 In compliance with the provision in 2-5 above, the period of a funded project may be extended and grants may be used in the following fiscal year. In this case, the Principal Investigator must submit reports to JSPS. Specifically, s/he must fill out Form C-17-1, “Report on Results (Report of Settlement of Accounts) (2),” and submit it at the end of the project’s first fiscal year. By 31 May 2018 the Principal Investigator must also file a Form C-6, “Report on Results (Report of Settlement of Accounts)” and a Form C-7-1, “Report on the results (Report on Results of the Research)” (or if the project is discontinued, they must be filed within 30 days of the date that the discontinuation is approved). The section “Content of report on research results” is to be given public access through the KAKEN database of the National Institute of Informatics.

### **5. Submission of Report on the Research Achievements**

#### **Handling of not-yet submitted reports**

5-1 If the Principal Investigator does not submit a report on research achievements funded by programs other than Grants-in-Aid (Forms C-19, F-19-1, F-19-2 and Z-19, CK-19) and a Research Progress Report (Form C-21, F-21 and Z-21, CK-21) by their respective deadlines, his/her use of the grant program will be suspended until he/she submits these reports to JSPS. (If MEXT or JSPS gives the Principal Investigator instructions, he/she should be sure to follow them.)

5-2 If a Co-Investigator (*kenkyu-butansha*) does not submit a report on the research achievements funded by programs other than Grants-in-Aid (Forms C-19, F-19-1, F-19-2 and Z-19, CK-19) and a Research Progress Report (Form C-21, F-21 and Z-21, CK-21) by their respective deadlines, his/her use of the grant program will be suspended until he/she submits these reports to JSPS. (If MEXT or JSPS gives the Principal Investigator instructions, he/she should be sure to follow them.)

### **6. Presentation of research results**

#### **Required indication at publication of research results**

6-1 When publishing the results of a grant-funded project, the Principal Investigator and the Co-Investigator (*kenkyū-buntansha*) should indicate that the project was supported by a Grant-in-Aid for Scientific Research. When a paper presents research results obtained through funding under the Grants-in-Aid program, that fact must be noted in the paper’s Acknowledgements. In doing so, your “JSPS KAKENHI Grant Number (write JP and your 8-digit project number) should be included.

#### **Report of publication of research results**

6-2 Whenever the results of a funded project are published in a book, journal or other medium, or used as industrial assets after a “Report on the Research Performance” (Form C-7-1) is submitted in the fiscal year following the last year of the project, the Principal Investigator is to submit a “Report of Publication of Research Results” (Form

C-24) to JSPS. He/she should also post the “Report of Publication of Research Results” in the KAKEN database of the National Institute of Informatics.

## **7. Other items**

### **Maintaining fairness when conducting research activities**

7-1 During the implementation of a funded project, no fraudulent acts involving the research activities should be committed, nor should anybody become involved in such acts. (Fraudulent acts include fabrication, falsification or plagiarism committed by intentionally using other researchers’ data, information or study results in one’s own published or reported research results, or committed by neglecting to observe the basic rules for proper conduct that should be readily apparent to all researchers.)

### **Receiving Research Ethics Education conducted by research institutions**

7-2 Principal Investigators and Co-Investigators (*kenkyu-buntansha*) are required to take a Research Ethics Education course conducted by their research institution based on the “Guidelines for Responding to Misconduct in Research.”

### **Protecting Human Rights and Compliance with Laws and Regulations**

7-3 If a research plan to be implemented by the Principal Investigator or the Co-Investigator (*kenkyū-buntansha*) includes research that requires the social consensus, care and consideration in the handling of personal information, or a commitment to bioethics or safety, or other kinds of research that require compliance with the related laws and ordinances, the Principal Investigator and the Co-Investigators (*kenkyū-buntansha*) should follow the related laws and ordinances in implementing the research plan.

### **Storage of related documents**

7-4 The Principal Investigator should maintain the accounts of the balance of the grant, file the receipts and other related documents, and retain them for at least five years after the end of the project period.