

**FY2009 Procedures for Preparing and Entering Application
Information
(to be entered in the Website) (Grant-in-Aid for Young Scientists
(Start-up))**

The confirmation of the content of the application and the preparation of the screening material is based on the “Application Information (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 screening, or it is possible that the research project will not be accepted for screening, because of the content entered. Therefore, the applicant should prepare the application information with care.

The Principal Investigator accesses the “Electronic Application System” of the Japan Society for the Promotion of Science (JSPS), using the ID and the password which has been provided by the applicant’s research institution, and directly enters the “Application Information (to be entered in the Website)” in the system. This data also constitutes the first half of the proposal for grant-in-aid.

Moreover, part of the application information (e.g. the part pertaining to “effort”) will be registered in the “Cross-Ministerial Research and Development Management System (e-Rad)”.

The Principal Investigator is responsible for preparing the application information and should do so according to the rules set forth in the Application Procedures.

Since the name of the Principal Investigator and the research institution he or she belongs to are information that has been registered in advance from the Principal Investigator’s research institution, this information will be automatically displayed. Therefore, if the applicant finds mistakes when verifying it, he or she should contact the Secretariat of his or her research institution, after storing the data to be entered temporarily. He or she should then follow the instructions provided by the Secretariat.

Remarks

(1), (2) or (3) listed below are conditions of eligibility to apply. Therefore, the applicant should select the item that is applicable to him/her.

- (1) A person who, on April 1, 2008, or later, became eligible for the first time to apply for a grant-in-aid for scientific research (i.e. a person who obtained a researcher number), and who has been employed in a research institution for the first time, with an employment contract and with working hours that exceed 30 hours a week.

- (2) A person who could not apply for a grant-in-aid for scientific research for which a call for proposals was organized in November 2008, because he or she became eligible to apply for a grant-in-aid for scientific research on the day after October 27, 2008, or later (the day of the third deadline for registration on the researcher list).
- (3) A person who could not apply for a grant-in-aid for scientific research for which a call for proposals was organized in November 2008, because she obtained maternity leave before and after childbirth or child-care leave in FY2008.

1. Desired Area for Screening (individuals who are eligible to apply, for cases (1), (2) and (3))

The applicant should select one of the following areas he or she wishes to have screened.

"Humanities", "Social Sciences", "Mathematical and physical sciences", "Chemistry",
"Engineering", "Biology", "Agricultural sciences", "Medicine, dentistry, and pharmacy"

2. Item Number of Related research fields (individuals who are eligible to apply, for cases (1), (2) and (3))

The applicant should enter the item number (research field number) of the research field which the applicant thinks is the most closely related to the content of his/her research project from the "List of Research Fields"

3. Screening Sub-panel Number (individuals who are eligible to apply, for cases (1), (2) and (3))

If the applicant selected a research field that have the indication "A" or "B" in Integrated and Innovative Areas from the "List of Research Fields", he or she should select the screening sub-panel number for which he or she wishes screening from the "List of Categories, Areas, Disciplines and Research Fields, Appendix Table of Keywords" (cf. pp. 40-63 of the Application Procedures) (hereinafter called "Keywords of the List of Research Fields"), and enter the following number.

"Screening Sub-panel A" → A, "Screening Sub-panel B" → B

4. Name of the Principal Investigator (individuals who are eligible to apply, for cases (1), (2) and (3))

Since the section "name" is information that has been registered in advance from the research institution the Principal Investigator belongs to, this information will be automatically displayed. Therefore, the Principal Investigator in question should verify whether his/her name has been registered correctly.

5. Age (individuals who are eligible to apply, for cases (1), (2) and (3))

Since this is information that has been registered in advance from the research institution the Principal Investigator belongs to, this information will be automatically displayed. Therefore, the

Principal Investigator should verify whether his/her age as of April 1, 2009, has been registered correctly

6. Position, Academic Unit and Research Institution of the Principal Investigator

(individuals who are eligible to apply, for cases (1), (2) and (3))

Since the section “Research Institution”, the section “Academic Unit”, and the section “Position” are information that has been registered in advance from the research institution the Principal Investigator belongs to, this information will be automatically displayed. Therefore, the Principal Investigator should verify whether the information on his/her professional affiliation has been registered correctly at the time he or she is preparing the proposal for grant-in-aid

(1) If the numbers mentioned below are displayed, the applicant should enter the name of the academic unit he or she actually belongs to. (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”.)

“709 (junior college department established parallel to a national university)”

“875 (facility for shared use within a university, etc.)”

“899 (other graduate courses)”

“901 (research institutions)”

“903 (academic units of public or private universities)”

“913 (academic units of inter-university research institutes)”

“999 (other departments and agencies, etc.)”

(2) If position number “25 (others)” is displayed, the applicant should be sure to enter the name of his/her actual position. Moreover, if position number “24 (researcher)” is displayed, and the name of the applicant’s actual position is different from “researcher”, he or she should enter the name of his/her position.

7. Academic Degree, Field of Specialization, Effort (Time Spent on Project) (individuals who are eligible to apply, for cases (1), (2) and (3))

The applicant should be sure to enter each of these items.

The applicant should enter the time allocation rate (an integral number between 1 and 100) in the section “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 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 determine the effort anew at that time and it will be registered in the applicant will be registered in the “Cross-Ministerial Research and Development Management System (e-Rad)”.

8. Who is eligible to apply (individuals who are eligible to apply, for cases (1), (2) and (3))

Since the type of eligibility that has been selected is displayed automatically for individuals who are eligible to apply (i.e. type (1), (2) or (3)), the applicant should verify whether the correct application information has been registered.

9. Date of recruitment (individuals who are eligible to apply, for only case (1))

In the section “Date of recruitment”, the applicant should enter the date (i.e. year, month, and day) he or she was employed in the research institution (cf. page 1 of the Application Procedures) for the first time, with an employment contract and with working hours that exceed 30 hours a week.

10. Date of recruitment (the date when the applicant became eligible to apply for a grant-in-aid for scientific research for the first time or again) (individuals who are eligible to apply, for only case (2))

In the section “Date of recruitment”, the applicant should enter the date (i.e. year, month, and day) when he or she became eligible to apply for a grant-in-aid for scientific research for the first time or again.

11. Period of maternity leave before and after childbirth or child-care leave (individuals who are eligible to apply, for only case (3))

In the section “Period of maternity leave before and after childbirth or child-care leave”, the applicant should enter the period of maternity leave before and after childbirth or child-care leave.

12. Number of working hours per week (individuals who are eligible to apply, for only case (1))

In the section “Number of working hours per week”, the applicant should enter the number of hours he or she works per week.

13. Informally agreed amount of the Grant-in-Aid for JSPS Fellows and number of the proposed project of the Grant-in-Aid for JSPS Fellows (individuals who are eligible to

apply, for only case (1))

In the section “Informally agreed amount of the Grant-in-Aid for JSPS Fellows”, the applicant should enter the informally agreed amount in units of thousand yen, if he or she was employed as a Fellow of the Japan Society for the Promotion of Science (JSPS Fellow) before obtaining eligibility to apply, and if he or she obtained an informal agreement on a grant-in-aid for scientific research (Grant-in-Aid for JSPS Fellows) for FY2009. (In case this does not apply, the applicant should enter “0”.)

In the section “Number of the proposed project of the Grant-in-Aid for JSPS Fellows”, the applicant should enter the number of the proposed project, if he or she entered the informally agreed amount in the section “Informally agreed amount of the Grant-in-Aid for JSPS Fellows”.

Moreover, the “Number of the proposed project of the Grant-in-Aid for JSPS Fellows” is the “fiscal year of employment and receipt number” of the Fellow of the Japan Society for the Promotion of Science (JSPS Fellow).

(For example) If the JSPS Fellow was employed in FY2008 and his/her receipt number is 1234, the Western (Gregorian) calendar year (i.e. 2008) needs to be converted into the Japanese Emperor Era year (*nengō*) (i.e. 20) and, therefore, the “Number of the proposed project of the Grant-in-Aid for JSPS Fellows” will be “20-1234”.

If the Foreign JSPS Fellow was employed in FY2008 and his/her receipt number is 01234, the Western (Gregorian) calendar year (i.e. 2008) needs to be converted into the Japanese Emperor Era year (*nengō*) (i.e. 20) and, therefore, the “Number of the proposed project of the Grant-in-Aid for JSPS Fellows” will be “20-01234”.

Note: Only the receipt numbers of Foreign JSPS Fellows have a “0” as the first digit.

14. Title of Proposed Project (individuals who are eligible to apply, for cases (1), (2) and (3))

In the section “Title of Proposed Project”, the applicant should enter a title for the proposed research project within 40 characters. (Titles which exceed 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 during the research period 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 $\text{Ca}^{2+} \rightarrow \text{C a } 2 +$)

15. Budget for Proposed Project (individuals who are eligible to apply, for cases (1), (2) and (3))

The applicant should enter the budget for the proposed project for which an application is being made in the section “Budget for Proposed Project”, based on the research plan and dividing the costs per fiscal year and per details.

In doing so, the applicant should pay particular attention to the “eligible costs (direct costs)” and “ineligible costs (indirect costs)” mentioned below. Moreover, he or she should beware that research projects of which the amount of the budget for each fiscal year of the research period is less than 100,000 yen are excluded from the call for proposals.

Since the total amounts per fiscal year and per item of expense are automatically displayed on the confirmation screen after being entered, the applicant should verify them checking the amounts which he or she entered.

When entering the information, the amount should be entered in units of thousand yen and fractions of less than thousand yen should be rounded down.

Moreover, the applicant should be sure to enter “0” in all the sections for (1) items of expenses that do not fall in the fiscal year the application is made for, and for (2) all the items of expenses that fall in a fiscal year when no application is made.

Moreover, since the total amount of the budget for which an application is being made is up to 1,500,000 yen per year and not up to 1,500,000 over two years, the applicant should pay particular attention when entering it.

Eligible costs (direct costs)

The eligible costs are the costs necessary for the implementation of the research project and the costs necessary for the summarizing of the research achievements.

* In case of research projects where in any of the fiscal years any of the costs like “equipment”, “travel expenses” or “personnel (technical assistant, labor cost, etc.)” exceeds 90%, the applicant should write down in the proposal for grant-in-aid the reasons why these costs in question are necessary for the implantation of the research.

Ineligible costs

The following costs are not included in the funding:

- 1) Costs for buildings and other facilities (excluding the costs for minor installations which became necessary because of the introduction of goods that have been purchased by means of direct costs)
- 2) Costs for purchasing equipment with which the research institution normally should be equipped
- 3) Costs for handling accidents or disasters that occurred during the implementation of funded project
- 4) Other costs which fall under indirect costs*

* Indirect costs are costs 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 costs).

The costs are used by the research institution.

This time, among the research categories for which a call for proposals is organized, indirect costs are paid for “Specially Promoted Research”, “Scientific Research” and “Grant-in-Aid for Young Scientists (Start-up)”. However, the Principal Investigator does not need to state those indirect costs in the application documents.

16. Wish for Disclosure of Screening Results (individuals who are eligible to apply, for cases (1), (2) and (3))

The applicant should select the appropriate item from among “Wish for Disclosure of the Screening Results: Yes” or “Wish for Disclosure of the Screening Results: No”, for the results of the first stage of the screening (document-based screening), in case his/her proposed project is not selected.