

## **IV. Screening Panels and Other Matters**

### **1. Screening Panels**

The screening for a Grant-in-Aid for Scientific Research is carried out by the Scientific Research Grant Committee of the Japan Society for the Promotion of Science (JSPS), and it is based on the application documents.

Document-based screening and screening by deliberation per research field is scheduled to be conducted within the screening committee.

The screening takes place behind closed doors. The submitted application documents are not returned to the applicants.

### **2. Screening Methods, Key Points, and Other Matters**

The “evaluation rules” (rules concerning the screening and evaluation for Grants-in-Aid for Scientific Research, called “screening and evaluation rules” below) are available on the section Grants-in-Aid for Scientific Research of JSPS website (<http://www.jsps.go.jp/j-grantsinaid/index.html>).

(The current “screening and evaluation rules” for Grant-in-Aid for Young Scientists (Start-up) for which a call for proposals will be organized are shown in this manual for application procedures, and can be used for reference. The “screening and evaluation rules” are available on the JSPS website.)

### **3. Notification of the Screening Results**

- 1) The results of the examination performed by the screening panels will be notified to the research institution in writing (This is scheduled for late August.)
- 2) Applications have not been accepted, wish to have the results of the document-based screening, the Scientific Research Grant Committee of the Japan Society for the Promotion of Science (JSPS) will disclose the approximate ranking per research area and the score (average score) given by the judges of the screening committee for each element which is taken into account when rating.

### **4. Handling of Personal Information**

The personal information included in the application documents will be used to eliminate unreasonable reduplication and excessive concentration of competitive funds and to carry out service on Grants-in-Aid for Scientific Research. (This also includes offering personal information to external private enterprises in charge of electronic processing and management of the data.) The personal information included in the application forms will also be provided to the “Cross-ministerial Research and Development management system (e-Rad)”.

Moreover, in the case of selected research projects, the title of the proposed project, the name of the Principal Investigator, the amount of the budget to be granted, etc. will be disclosed through press release materials, the database of the National Institute of Informatics, etc.

## V. Application Procedures via the Electronic Application System

When applying it is necessary to complete the following procedures via the JSPS electronic application system (hereinafter called “electronic application system”).

### 1. Procedures that need to be done in advance by the research institution (p. “Outline of the Electronic Application Procedures” 1)

- ① When there are researchers who are planning to apply, but who don't have an electronic certificate for research institutions, an ID, or password, they should submit an “Application for Use of the JSPS Electronic Application System” (hereinafter called “Application for Use of the Electronic Application System”) and a return-mail envelope (A4 size and with a return address and a stamp attached) to the JSPS General Affairs Department, Planning and Information Division, System Administrator, after obtaining an electronic certificate via the Cross-ministerial Research and Development management system (hereinafter called “e-Rad”). Based on the submitted application JSPS will send an “ID and password for use of the research institution”.

It takes approximately one week for the “ID and password for use of the research institution” to arrive after submitting the “Application for Use of the Electronic Application System”.

**Note 1** From September 1, 2008 applicants have to use the electronic certificate issued by e-Rad in the electronic application system. If the applicant uses the electronic application system for the first time, or if he or she uses the electronic certificate issued by JSPS, it is necessary to install the electronic certificate issued anew by e-Rad on his/her personal computer. Please refer to “Advance Preparation when Using the System” (<http://www.e-rad.go.jp/shozoku/system/index.html>) on the e-Rad website for information on downloading the e-Rad electronic certificate.

**Note 2** Research institutions that already obtained an electronic certificate issued by e-Rad, an ID and a password issued by JSPS do not need to obtain it again.

**Note 3** It is not necessary to obtain an electronic certificate, an ID and a password for each research category of the grants-in-aid for scientific research.

**Note 4** Please download the form “Application for Use of the JSPS Electronic Application System” from “Information on Electronic Application” (<http://www.shinsei.jsps.go.jp>).

- ② After obtaining an ID and a password for use in the research institution, the people in the research institution should provide this ID and password to the researcher who is planning to apply as a Principal Investigator. Please refer to the Operation Manual for People in Charge in the Research Institution (Detailed Version) for information on the concrete way how to provide them.

Moreover, at the time the research institution provides the ID and the password to the researcher, this researcher in question should be registered on the researcher list of the research institution.

**Note 1** Once the ID and the password have been provided they can be used, unless the research institution changes. (This does not apply when the password is altered.)

**Note 2** Please be sure to obtain and use the latest version about the Operation Manual.

### 2. Procedures that need to be done by the researcher (p. “Outline of the Electronic Application Procedures” 2-(1) – 2-(2))

- ① Researchers who apply as Principal Investigators should access the “electronic application system” from “Information on Electronic Application” (<http://www.shinsei.jsps.go.jp>) using the ID and the password which has been provided by the research institution to which they belong. Next they should enter the application information (to be entered in the website) based on the “Procedures for Preparing and Entering Application Information (to Be Entered in the Website) (Grant-in-Aid for Young Scientists (Start-up))”. Finally they should attach the project description file (items to be entered in the attached file), that has been separately prepared, to the “electronic application system” and prepare the proposal for grant-in-aid (PDF file).

**Note** The project description file (items to be entered in the attached file) can also be downloaded from the JSPS website on grants-in-aid for scientific research (<http://www.jsps.go.jp/j-grantsinaid/index.html>) before obtaining an ID and a password.

- ② The applicant should check the content of the proposal for grant-in-aid (PDF file) which he or she prepared, and, if there are no mistakes, he or she should perform the “check completed and submission” process. (He or she should submit the proposal for grant-in-aid (PDF file) to the research institution to which he or she belongs.)

### 3. Procedures that need to be done by the research institution (p. “Outline of the Electronic Application Procedures” 2-(3))

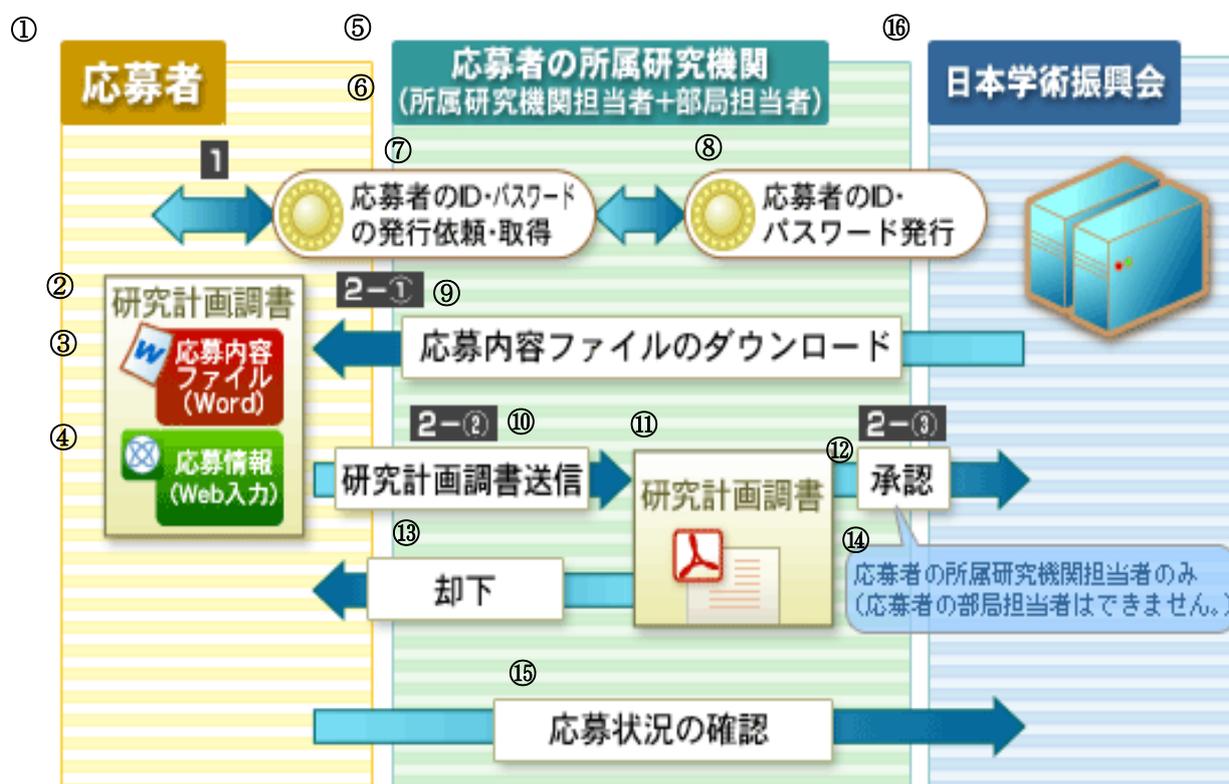
- ① The research institution should access the “electronic application system” from the “Information on Electronic Application” (<http://www-shinsei.jsp.go.jp>) using the ID and the password, download the information in the proposal for grant-in-aid (PDF file) that the Principal Investigator prepared, and check the content.
- ② The research institution should perform the “approval” process on all the proposals for grant-in-aid (PDF files) that have no mistakes in their contents. (It should submit (send) the proposals for grant-in-aid (PDF files) to JSPS.)

**Note** It is not possible to make corrections or other changes in the proposal for grant-in-aid after submitting (sending) it.

The electronic certificate, the ID and the password which are used in the “electronic application system” are designed to verify the research institution and the individual. Therefore, the handling and administration of them should be done carefully when carrying out the application procedures.

Moreover, for details on electronic application, refer to “Information on Electronic Application” (<http://www-shinsei.jsp.go.jp>).

### Outline of the Electronic Application Procedures



- ① applicant
- ② proposal for grant-in-aid
- ③ project description file (Word)
- ④ application information (to be entered in the website)
- ⑤ the research institution to which the applicant belongs
- ⑥ person in charge in the research institution + person in charge in the department
- ⑦ request for issue and acquisition of the applicant's ID and password
- ⑧ issue of the applicant's ID and password
- ⑨ downloading of the project description file
- ⑩ sending the proposal for grant-in-aid
- ⑪ proposal for grant-in-aid
- ⑫ approval

- ⑬ rejection
- ⑭ only the person in charge of the research institution to which the applicant belongs (The person in charge of the department of the applicant cannot make an approval.)
- ⑮ confirmation of the state of the application
- ⑯ the Japan Society for the Promotion of Science (JSPS)

**The person in charge of the research institution to which the applicant (Principal Investigator) belongs**

- 1 The person in charge of the research institution to which the applicant belongs issues the ID and the password to the applicant.

**The applicant (Principal Investigator)**

- 2-(1) The applicant accesses the “electronic application system” form “Information on Electronic Application” using the ID and the password he or she received, and prepares the proposal for grant-in-aid (PDF file), by entering the application information (to be entered in the website) and by attaching the project description file (items in the attached file)
- 2-(2) If there are no mistakes in the proposal for grant-in-aid (PDF file) the applicant prepared, he or she should submit the proposal for grant-in-aid (PDF file) to the person in charge of the research institution to which he or she belongs, by performing the “completed and submission” .

**The person in charge of the research institution to which the applicant (Principal Investigator) belongs**

- 2-(3) By approving the proposal for grant-in-aid (PDF file) the person in charge of the research institution to which the applicant belongs submits (sends) it to JSPS.

**Note** Download the “Operation Manual” (for projects funded by grants-in-aid for scientific research) from “Information on Electronic Application” (<http://www.shinsei.jps.go.jp>) and please refer to it for further details.

## VI. Administrative Work to Be Performed by the Research Institution

### 1. Verification of the Eligibility to Apply

The research institution should verify whether the Principal Investigator who have been listed in the application documents are eligible to apply, as specified in the Application Procedures and whether he or she is registered in the “researcher list”.

Moreover, the research institution should verify whether he or she is not persons who have been excluded from receiving grants-in-aid due to fraudulent use of grants-in-aid or due to other reasons.

### 2. Verification of the Principal Investigator

The research institution should verify whether the Principal Investigator who have been listed in the application documents prepared the application documents after verifying the section “ I . Details of the Call for Proposals”, which are laid down in the Application Procedures.

### 3. Application Procedures

The following procedures should be completed.

- (1) The application procedures via the electronic application system. (See “V. Application Procedures via the Electronic Application System”, p. 43-45)
- (2) Obtaining sufficient knowledge about the contents of the Application Procedures.
- (3) A Report on the Status of the Implementation of the System, Based on the Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards).

Research institutions which make an application for grants-in-aid for scientific research for FY2009 for the first time should submit a “Report on the Status of the Implementation of the System, Based on the Guidelines on the Management and Audit of Public Research Funds at Research Institutions” to the Office of Research Funding Administration, Research and Coordination Division, Science and Technology Policy Bureau of the Ministry of Education, Culture, Sports, Science and Technology (MEXT) by May 15 (Friday), 2009, using e-Rad. (When using e-Rad, an e-Rad login ID, password, and an electronic certificate are required. Research institutions that still have not obtained them should without delay download a registration form from the e-Rad portal site (<http://www.e-rad.go.jp/>) and complete a registration application in writing. Usually, it takes about 2 weeks to register.) If the report is not submitted, applications from researchers who belong to that research institution will not be accepted. (If the report has already been submitted in FY2008, it is not necessary to submit it again.)

Note: After submission of the report, it sometimes happens that the applicant is requested to cooperate with the on-the-spot investigation on the state of the complete equipment of the system by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) (including its resource distribution organs), as the occasion demands.

**Please direct inquiries to:**

**(for inquiries concerning forms of the guidelines and submission)**

Office of Research Funding Administration,  
Research and Coordination Division  
Science and Technology Policy Bureau  
Ministry of Education, Culture, Sports, Science and Technology (MEXT)  
e-mail: [kenkyuhi@mext.go.jp](mailto:kenkyuhi@mext.go.jp)  
URL: [http://www.mext.go.jp/a\\_menu/02\\_b/08191222/001.htm](http://www.mext.go.jp/a_menu/02_b/08191222/001.htm)

**(for inquiries concerning the registration of the research institution in e-Rad)**

Helpdesk of the Cross-ministerial Research and Development management system of the Ministry of Education, Culture, Sports, Science and Technology (MEXT)  
Tel. 0120-066-877  
(office hours: 9:30-17:30, except on Saturdays, Sundays, National Holidays)  
URL: <http://www.e-rad.go.jp/shozoku/system/index.html>

#### **4. Notification of Changes of the Research Institution Specified by the Minister of Education, Culture, Sports, Science and Technology Based on Article 2 of the Rules on Handling of Grants-in-Aid for Scientific Research (Announcement of the MEXT)**

If any of the following items are scheduled to change, the content of the change should without delay be reported to the Ministry of Education, Culture, Sports, Science and Technology (MEXT):

- ① abolition or dissolution of the research institution,
- ② name and address of the research institution, and name of the representative,
- ③ matters concerning laws, regulations, endowment acts and other rules that prescribe the purpose of establishment, the business content, and the internal organization of the research institution.

#### **5. Verification of the Application Documents**

The “(1) Procedures that need to be done in advance by the research institution” and the “(3) Procedures that need to be done by the research institution”, which are stipulated in the “V. Application Procedures via the Electronic Application System” should be completed, and a summary of the proposal for grant-in-aid should be made, according to the following procedures.

##### **(1) Verification of the “Proposal for Grant-in-Aid”**

Please verify whether the form of the proposal for grant-in-aid is in conformity with the prescribed form.

##### **(2) Application Documents**

Research category	Proposal for grant-in-aid	
	First part	Second part
	Application information (to be entered in the website)	Project description file
Grant-in-Aid for Young Scientists (Start-up)	To be entered in the electronic application system	S-1-17

#### **6. Submission of the Application Documents and Other Matters**

The deadline for the submission (sending) of the proposals for grant-in-aid is:

**May 15 (Friday), 2009, 4:30 pm**

(This deadline should be observed strictly.)

**Note 1** Application documents that are submitted (sent) after this deadline will not be accepted. Therefore, the documents should be submitted (sent) well in advance.

**Note 2** After the submission (sending) of the application documents, it is not possible to make corrections or to re-submit them.