

Supplement



# Application Procedures for Grants-in-Aid for Scientific Research-KAKENHI-

## FY2018

JSPS Research Fellows  
【JSPS International Research Fellow】

(Forms / Procedures for Preparing and Entering a Research Proposal Document)

January, 2018

Japan Society for the Promotion of Science  
(<http://www.jsps.go.jp/>)

**1. Screen Image of Research Proposal Document (items to be entered in the Website) of Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow]**

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**2. Output Image of Research Proposal Document (Grant-in-Aid Proposal) of Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow]**

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**3. Procedures for Preparing and Entering a Research Proposal Document for JSPS Research Fellows [JSPS International research Fellow] FY2018**

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**4. Confirmation on the Application of the Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow]FY2018 (“Confirmation of Grant Application” Form)**

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\* Application Guidelines can be downloaded from the following homepage:

[http://www.jsps.go.jp/j-grantsinaid/20\\_tokushourei/index.html](http://www.jsps.go.jp/j-grantsinaid/20_tokushourei/index.html)

\* When inputting your Proposal for Grant-in-Aid, please refer to the Operation Manual of the KAKENHI Electronic Application System.

<http://www-shinsei.jsps.go.jp/kaken/index.html>

# Screen Image of Research Proposal Document (items to be entered in the Website) of Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow]

JSPS  
科研費電子申請システム
ヘルプ ログアウト

応募者向けメニュー > 研究計画調書作成 (Application Information Input > 研究計画調書確認 > 研究計画調書確認完了)

**Application Information Input**    English • Japanese

29 minutes have been passed since the screen had been displayed.

Last Saved Date The information entered is not saved.

< Note >

- Field marked in asterisk (\*) is mandatory.
- If the system remains idle for a certain period of time, a session time out may clear any information entered. Click Temporarily Save periodically to store changes. In such instance, please read the frequently asked questions on the electronic application system information page.
- The system may experience problems when multiple windows or tabs are opened. Please avoid an access from multiple windows or tabs.**

Save Temporarily and Go to Next
Temporarily Save
Go Back Without Save

**Research Proposal Document for “JSPS Research Fellows (JSPS International Research Fellow)” (FY2018)[1]**

Name of the Host (Principal Investigator)	(Pronunciation in katakana)ケンキュウ ジロウ (Kanji etc) 研究 二郎		
Researcher Number	XXXXXXXX		
Research Institution	(Number)99999	AAA大学	
Academic Unit (School, Faculty, etc.)	(Number)999	〇〇部	(Enter if the Academic name is different)
Position	(Number)20	教授	(Enter if the Position name is different, or 其他 is selected)

【JSPS International Research Fellow(Co-investigator)】

Research Category	人文学		
Name	JACKSON Bob Joseph		
ID Number	P12345		
Nationality	アメリカ合衆国		
Funding Category	* <input type="text" value=""/> <span style="font-size: x-small;">List</span>		
Fellowship Tenure	*From: Year 2018 <input type="text" value=""/> Month 9 <input type="text" value=""/> Day 1 <input type="text" value=""/> Until: Year 2021 Month 8 Day 31 24 <input type="text" value=""/> months		
Title of Research Project	〇〇〇〇に関する研究		

29 minutes have been passed since the screen had been displayed.

Temporarily Save

【Research Expenditure (Round off fractions smaller than 1000 yen)】

Recalculation  
 (Unit: Thousand yen)

FY2018			
Equipment costs		Consumables expenses	
Item	Amount	Item	Amount
<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>
<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>
<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>
<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>
<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50px;" type="text" value="0"/>
Subtotal	0	Subtotal	0

- 1 -

Travel Expenses		Personnel cost/Honoraria		Miscellaneous expenses	
Item	Amount	Item	Amount	Item	Amount
	0		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
Subtotal	0	Subtotal	0	Subtotal	0
<b>Research Expenditure</b>					<b>0</b>

FY2019					
Equipment costs			Consumables expenses		
Item	Amount		Item	Amount	
	0			0	
	0			0	
	0			0	
	0			0	
	0			0	
Subtotal	0		Subtotal	0	
Travel Expenses		Personnel cost/Honoraria		Miscellaneous expenses	
Item	Amount	Item	Amount	Item	Amount
	0		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
Subtotal	0	Subtotal	0	Subtotal	0
<b>Research Expenditure</b>					<b>0</b>

FY2020					
Equipment costs			Consumables expenses		
Item	Amount		Item	Amount	
<input type="text"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	
<input type="text"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	
<input type="text"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	
<input type="text"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	
<input type="text"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="text" value="0"/>	
Subtotal		0	Subtotal		0
Travel Expenses		Personnel cost/Honoraria		Miscellaneous expenses	
Item	Amount	Item	Amount	Item	Amount
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
Subtotal		0	Subtotal		0
<b>Research Expenditure</b>					<b>0</b>

<b>Sum Total (Thousand Yen)</b>	<b>0</b>
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29 minutes have been passed since the screen had been displayed.

Temporarily Save

Purpose of the Research	<p>※Details shall be given clearly with focus on what will be elucidated and to what extent it will be pursued. Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only.</p>
	<p>* Number of characters entered: 0</p>

**Research Plan**

※The applicant should describe the research plan stated in the application form for JSPS Postdoctoral Fellowships for Overseas Researchers including relevance with budget (major equipment costs and major costs) of each fiscal year. (also including relevance with existing equipment costs) Moreover, indicate the necessity of the cost (e.g. breakdown) if, in case of research plans where in any of the fiscal years any of the costs like "equipment costs", "travel expenses" or "Personnel cost/Honoraria" exceeds 90%, or in the case of research plans with a budget in which expense items under "Miscellaneous expenses" account for a particularly large percentage of the budget in any single fiscal year.

FY2018	Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only. <input type="text"/> * Number of characters entered: 0
FY2019	Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only. <input type="text"/> Number of characters entered: 0
FY2020	Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only. <input type="text"/> Number of characters entered: 0

※Only if applicable to cases below

Describe the reason for choosing funding category below, when the applicant choose "Special Research" or the applicant who belongs to "Humanities" or "Social Sciences" choose "Lab Research" at funding category.

<b>Reason for the Application as "Special Research" (or for the Application when the budget is beyond sum total of "Lab Research")</b>	Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only. <input type="text"/> Number of characters entered: 0
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Save Temporarily and Go to Next

Temporarily Save

Go Back Without Save

ログアウト

**平成30年度 第1回  
科学研究費助成事業（特別研究員奨励費）（外国人特別研究員）研究計画調書**

平成 XX 年 XX 月 XX 日 1版

<b>受入研究者 （研究代表者）</b>	(フリガナ) 氏名					
	所属研究機関名					
	部局名					
	職名			e-Rad研究者番号		
<b>外国人特別 研究員 （研究分担者）</b>	氏名					
	機関番号		ID番号		応募区分	
	国籍					
	外特採用期間	平成XX年XX月XX日～平成XX年XX月XX日（XXか月）				
<b>研究課題名</b>						

**研究目的及び研究計画**

<b>研究目的</b>					
<b>研究計画</b>	平成30年度				
	平成31年度				

<b>研究計画 (つづき)</b>	<b>平成32年度</b>
<b>特別枠の応募 をする場合の 理由</b>	

**研究経費 使用内訳**

(金額単位：千円)

平成30年度				総計	
設備備品費		消耗品費			
品名	金額	品名	金額	金額	金額
旅費		人件費・謝金		その他	
事項	金額	事項	金額	事項	金額



平成31年度					総計	
設備備品費			消耗品費			
品名		金額	品名		金額	
旅費		人件費・謝金		その他		
事項	金額	事項	金額	事項	金額	
平成32年度					総計	
設備備品費			消耗品費			
品名		金額	品名		金額	
旅費		人件費・謝金		その他		
事項	金額	事項	金額	事項	金額	

## **Procedures for Preparing and Entering a Research Proposal Document for JSPS Research Fellows [JSPS International Research Fellow] FY2018**

This Grant-in-Aid Proposal is prepared by the researcher applying for funding under the above-titled Grant-in-Aid category. S/he is to fill out the application and submit it to the Japan Society for the Promotion of Science (JSPS), which uses it in its the grant screening process.

To avoid errors in preparing this application, the following points should be kept in mind.

Regarding JSPS's screening results, a preliminary notice of grant disbursement will be issued to the selected applicants, who are to prepare a funding disbursement request based on it. If their research plan is judged appropriate, a grant will be disbursed.

The principal investigator (host researcher) will receive a login ID and password for the Cross-Ministerial R&D Management System (e-Rad system) from his/her host research institution to use in accessing JSPS Electronic Application System. Application entries are entered directly into the Electronic Application System. When filling out the application (preparing your Grant-in-Aid Proposal), please follow the instructions provided in each section.

### **Remarks**

The following items will be automatically displayed on the application form. If errors are found in the automatically displayed information, put the system on "Temporarily Save" and contact the admin office of your research institution for instructions.

- **Name of the Host (Principal Investigator)**
- **Researcher Number**
- **Research Institution**
- **Research Category (of JSPS International Research Fellow)**
- **Name (of JSPS International Research Fellow)**
- **ID Number (of JSPS International Research Fellow)**
- **Nationality (of JSPS International Research Fellow)**
- **Title of Proposed Project**

#### **1. "Host Researcher" section**

##### **1) "Academic Unit" section**

If there is an error (difference) in the automatically displayed information under "Academic Unit" or if the characters "その他" are displayed, input the correct information. (If the applicant is not affiliated with an academic unit, leave this space blank.)

##### **2) "Position" section**

If there is an error in the automatically displayed information under "Position" or if the characters "その他" are displayed, input the correct information.

#### **2. "JSPS International Research Fellow" section**

##### **1) Funding Category" section**

Select your researcher status including whether it is for Lab-Research, Non-Lab Research, or Special Research.

##### **2) "Fellowship Tenure" section**

Automatically displayed are starting date and months of the Fellow's tenure recorded in his/her notice of selection. If these have changed, please enter the corrected data. By pushing the "Recalculate" button, the last day of the tenure will be automatically displayed. If, however, the first day of the Fellow's tenure is postponed and it causes a delay in the application period, the change in tenure may not be made until that application round begins. (For the application rounds, please see page 20 of the "Application Procedures for Grants-in-Aid for Scientific Research –KAKENHI–FY2018 JSPS Research Fellows [JSPS International Research Fellow].

### **3. "Research expenditure" section**

Make entries based on your research plan. Amounts should be entered in units of a thousand yen in the "Item" columns. (Round numbers down to the closest thousand yen.) By pushing the "Recalculate" button, the Subtotal and Annual Budget amounts will be automatically displayed. Also, please enter an amount of ¥100,000 or more for research expenditure in each fiscal year of your research period.

#### **(1) "Equipment costs" section**

When several books and/or documents are purchased, their contents should be clearly described, such as a "Book on medieval political history in the West."

#### **(2) "Consumables expense" section**

Enter the name of each chemical, lab animal, glass tool and other items to be purchased.

#### **(3) "Travel Expenses" section**

Domestic and overseas trips by the principal investigator, co-investigator, and research collaborator(s) for such travel as to conduct surveys/research, attend research meetings, report research results. Costs covered include travel expenses, lodging costs, and per diem (Per diem to International Research Fellow is not included in the funding). Enter each cost item.

#### **(4) "Personnel cost / Honoraria" section**

Enter costs for research collaborators who provide research assistance and/or specialized knowledge (e.g. postdocs, research assistants (RAs), researchers affiliated with overseas institutions). Costs covered include remunerations, honoraria, wages, funds, salaries, and payment to temporary-help companies. Enter each cost item.

#### **(5) "Miscellaneous expenses" section**

Additional costs required to carry out the subject research, including costs for printing, copying, developing, imprinting, and communication (e.g. stamps, telephone), delivery costs, rental/leasing costs for experiment lab (only when it would be difficult to carry out the activity using a facility of the host research institution), meeting costs (renting meeting space, food (except alcoholic beverages), lease and rental items (e.g. computers, cars, experimental equipment, tools), equipment repair costs, transportation other than travel, costs related to reporting research results (e.g. manuscript submission fees, homepage preparation, pamphlets for advertising research results, carrying out activities to promulgate research results to the public), disposal of experimental wastes. Enter each item.

**4. “Purpose of the Research” section, “Research Plan” section**

Please make entries following the instructions in this section. **You may use English.**

**5. “Reason for the Application as Special Research” section**

If you choose “Special Research” (funding in an amount that exceeds the Lab-Research limit) or if you choose “Lab-research” for a humanities or social science project, give a clear and concise reason for doing so. **You may use English.**

平成30年度科学研究費助成事業（特別研究員奨励費）  
（外国人特別研究員）の応募等に係る確認書

Confirmation on the Application of the Grant-in-Aid for  
JSPS Research Fellow (JSPS International Research Fellow) FY2018

私は、平成30年度科学研究費助成事業（科学研究費補助金）（特別研究員奨励費）（外国人特別研究員）の研究計画を遂行するために、私の日本側受入研究者である（機関名）\_\_\_\_\_（職名）\_\_\_\_\_（氏名）\_\_\_\_\_氏がこの科研費の応募及び交付に係る研究代表者として事務手続を行うことに協力するとともに、受入研究者が科研費の交付を受けた後は、同人と連帯して科研費の適正な管理に努め、関係法令・規則を遵守します。

また、当該研究課題の交付申請前までに研究倫理教育教材（『科学の健全な発展のために—誠実な科学者の心得—』日本学術振興会「科学の健全な発展のために」編集委員会、研究倫理 e ラーニングコース（e-Learning Course on Research Ethics [eL CoRE]）、APRIN eラーニングプログラム（CITI Japan）等）の通読・履修をすること、または、「研究活動における不正行為への対応等に関するガイドライン」（平成26年8月26日：文部科学大臣決定）を踏まえ研究機関が実施する研究倫理教育の受講をすることを約束します。

As a JSPS International Research Fellow, I will cooperate in conducting research using the Grant-in-Aid for JSPS Research Fellows with my host researcher in Japan.

Name of host researcher: \_\_\_\_\_

His/her official title: \_\_\_\_\_

His/her institution: \_\_\_\_\_

will act as my representative in official matters related to applying for and receiving the grant. Once my host researcher receives the grant, I will cooperate with him/her in carrying out the most effective use and management of the research funds. I also agree to respecting all related rules and regulations.

In addition, I promise to read carefully the book *For the Sound Development of Science—The Attitude of a Conscientious Scientist* published by JSPS, or to complete the “e-Learning Course on Research Ethics [eL CoRE]” or the APRIN e-learning program (CITI Japan), or to take the scientific ethics education program conducted by my host research institution based on the “Guidelines for Responding to Misconduct in Research” before applying for our research project’s funding.

平成 年 月 日

Date: \_\_\_\_\_

外国人特別研究員/JSPS International Research Fellow Name

(ID 番号) \_\_\_\_\_

(活字体)

(Print) \_\_\_\_\_

(署名)

(Signature) \_\_\_\_\_