Supplement

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

FY2018

JSPS Research Fellows
【JSPS 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 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 Research Fellow]

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3. Procedures for Preparing and Entering a Research Proposal Document for JSPS Research Fellows [JSPS Research Fellow] FY2018----------10

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

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 Research Fellow]

JSPS 科研費電子申請システム

Help Logout

特別研究員向けメニュー>研究計画調書作成(Application Information Input>応募情報又は研究計画調書確認>応募情報又は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 Research Fellow)" (FY2018)
[1]

Reception Number	201800001
Fellowship Category	PD
Research Category	人文学
Starting Date of Fellowship Tenure	XXXX.XX.XX
Name	(Pronunciation in katakana)ダイヒョウ　イチロウ (Kanji etc)代表　一郎
Funding Category List	*
Researcher Number	(Enter if JSPS Research Fellow holds Researcher Number)
Host Institution	(Number)99999　AAA大学
Host Academic Unit (School, Faculty, etc.)	○○部 (Enter if the Academic Unit (School, Faculty, etc.) name is different)
Office of Research Administration List	(Number)*101 (Enter if the Office of Research Administration (number) that verifies your proposal is different. If the number is unknown, please confirm it to person in charge of your host instituition or host Academic Unit (School, Faculty, etc.))
Title of Research Project	○○○に関する研究

【Host Researcher】

☐ Revise information of the Host Researcher. (When Host Researcher's Name, Academic Unit (School, Faculty, etc.) and Position are revised, submit "Notice of Change of the Host Researcher" for JSPS Research Fellowships for Young Scientists.)

Name	(Pronunciation in katakana)ケンキュウ　ジロウ (Kanji etc)研究　二郎
Researcher Number	(Number)XXXXXXXX
Research Institution	(Number)99999　AAA大学
Academic Unit (School, Faculty, etc.)	○○部
Position	教授

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
	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
Research Expenditure					0

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
Research Expenditure					0

FY2020			
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
Research Expenditure					0

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

Purpose of the Research	※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 character. Line break is allowed one time only. * Number of characters entered: 0

Research Plan
※The applicant should describe the research plan stated in the application form for JSPS Research Fellowships for Young Scientists, including relevance with budget (major equipments and major costs) of each fiscal year. (also including relevance with existing equipments) Moreover, indicate the necessity of the cost (e.g. breakdown) if, in the case of research plans where in any of the fiscal year any of the cost like "equipment", "travel expenses" or "personnel expenditure and remuneration" exceeds 90%, or in the case of research plans with a budget in which expense items under "Miscellaneous" account for a particularly large percentage of the budget in any fiscal year.

FY2018	Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only. * Number of characters entered: 0
FY2019	Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only. Number of characters entered: 0
FY2020	Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only. 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.

Reason for the Application as "Special Research" (or for the Application when the budget is beyond Sum Total of "Lab Research")	Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only. Number of characters entered: 0

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

【The Status of Application and Acquisition of Research Grants】

※Click "Add" on the left-hand side of the window to insert additional research project fields. Click "Delete" on the left-hand side of each field to delete unused fields. (if any field is not used or no longer required)
Note: PI:Principal Investigator , Co-I(s): Co-Investigator(s)

	Research Funding in the application stage or to Be Provided	Role in this Project	1.Funding System/Research Grant Name (Funding Agency Name) List 2.Research Period 3.Title of the Research Project 4.Name of the Principal Investigator	Budget for FY2018 (throughout the period) (Unit : thousand yen)	Distinction of the research contents and Reason for submission of this KAKENHI application in addition to the other projects. (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
Delete	*	*	1.* Please select "Role" at first. 2.FY * ~FY * 3.* 4. (Family Name) * (First Name)	*	* Sum Total * thousand yen
Delete	*	*	1.* Please select "Role" at first. 2.FY * ~FY * 3.* 4. (Family Name) * (First Name)	*	* Sum Total * thousand yen
Add					

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

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）（特別研究員）研究計画調書

平成XX年XX月XX日　1版

資格		領域等		受付番号		応募区分	
(フリガナ) 氏名							e-Rad研究者番号
受入研究機関名	(番号)						
受入部局名							
研究課題名							
受入研究者	(所属研究機関名)						
	(部局名)						
	(職名)						
	(氏名)						
	(研究者番号)						

研究目的及び研究計画

研究目的	
研究計画	平成30年度
	平成31年度

研究計画 （つづき）	平成32年度
	平成 -年度 -
特別枠の応募をする場合の理由	

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	

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

研究経費　使用内訳　　（金額単位：千円）

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

平成 -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

研究費の応募・受入等の状況

応募中又は受入予定の別	資金制度・研究費名（研究期間）	研究課題名（研究代表者氏名）	役割	平成30年度の研究経費（期間全体の額）	研究内容の相違点（研究代表者である場合は、研究期間全体の受入額）
				（千円）	
				（千円）	
				（千円）	
				（千円）	
				（千円）	

Procedures for Preparing and Entering a Research Proposal Document for JSPS Research Fellows [JSPS Research Fellow] FY 2018

This Grant-in-Aid Proposal is prepared by the researcher applying for funding under the above-titled Grant-in-Aid category. Based on these application guidelines, the contents of research plan prepared by the applicant when s/he applied for the JSPS Research Fellowships for Young Scientists is to be entered in the application form, which is submitted to the Japan Society for the Promotion of Science (JSPS). **The application form is used by JSPS in 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 disbursal will be issued to the selected applicants, who are to prepare a funding disbursal request based on it. If their research plan is judged appropriate, a grant will be disbursed.

The principal investigator (JSPS Research Fellow) will receive a login ID and password for the JSPS Electronic Application System from his/her host research institution (the research institution at which s/he conducts research). The ID and password are used to access the KAKENHI Electronic Application System and input the application information.

When filling out the application, please follow the instructions provided in each of its sections.

Remarks

The following items will be automatically displayed on the application form. They are taken from your application for the JSPS Research Fellowship for Young Scientists.

- **Reception Number**
- **Fellowship Category**
- **Research Category**
- **Starting Date of Fellowship Tenure**
- **Name**
- **Host Institution**
- **Title of Proposed Project**

1. "Funding Category" section

In the "Funding Category," select your researcher status including whether it is for Lab-Research, Non-Lab Research, or Special Research.

2. "Researcher Number" section

If you have a researcher number, please enter it.

3. "Host Academic Unit" section

DC1 and DC2 Fellows: Input your graduate department. SPD, PD and RPD Fellows: Enter either the department of

your affiliated lab or your research institute (etc.). If the automatically displayed Host Academic Unit is incorrect or the space is blank, please enter your correct Host Academic Unit.

4. "Office of Research Administration (Number)" section

From the list, chose and enter the number of your Office of Research Administration (the office that verifies the content of your Grant-in-Aid Proposal).

As a rule, this number is the automatically displayed number of your host researcher's affiliated office. If, however, the displayed Office of Research Administration is different from that of your host researcher's affiliated office, please input the correct office number. If the host researcher's number space is blank, please enter the number.

If an incorrect office number is entered, the unit administrator at the host institution will not be able to view your Grant-in-Aid Proposal. Therefore, care should be taken when entering it. If the office number is not known, it should be obtained in advance from the host institution or host office.

5. "Host Researcher" section

Automatically displayed is host researcher information obtained from his/her researcher number recorded in your application form for the JSPS Research Fellowships for Young Scientists. If you would like to amend this section, check the item "Revise information of the Host Researcher," and amend the desired places.

If in the application form for JSPS Research Fellowships for Young Scientists, the host researcher number is entered in error, this space will be blank. Therefore, please enter the host researcher's correct researcher number.

If you want to revise the host researcher information because there has been a change in his/her name, unit or position vis-a-vis that recorded in your application form for JSPS Research Fellowships for Young Scientists, a "Notice of Change of Host Researcher" must be submit to JSPS (Research Fellowship Division). (This notice is not required in the case of an erroneous researcher number.)

6. "Research expenditure" section

Make entries based on your research plan. Amounts should be entered **in units of thousand yen** in the "Item" columns. (Round numbers down to the closest thousand yen.) Also, please enter an amount of ¥100,000 or more for research expenditure in each fiscal year of your research period.

By pushing the "Recalculation" button, the Subtotal and Annual Budget amounts will be automatically displayed.

(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 expenses" 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 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. Enter each cost item.

(4) "Personnel cost / Honoraria" section

Enter costs for research collaborators who provide research assistance and 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 disseminate research results to the public), disposal of experimental wastes. Enter each item.

7. "Purpose of the Research" section, "Research Plan" section

Based on the contents of your application form for JSPS Research Fellowships for Young Scientists, make entries following the instructions in each section. **You may use English**.

8. "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**.

9. "The Status of Application and Acquisition of Research Grants" section

If other than the Grant-in-Aid for JSPS Research Fellows that you are currently applying for, you are applying for another grant under a different KAKENHI category or under another competitive research funding system, or if you are scheduled to receive funding under another KAKENHI category or under another competitive research funding system in or after FY 2018, please fill out this section. (This only applies if your participation in the other project is as a principal investigator or co-investigator.)

(1) "Research Funding in the application stage or to Be Provided" section

When applying for a research project in FY 2018, choose "in the application stage" If you were selected for a project in FY 2017 and will receive funding in FY 2018, choose "To Be Provided."

(2) "Role" section

Select either "代表" (Principal Investigator) or "分担" (Co-Investigator).

(3) "Funding System / Research Grant name (Funding Agency Name)" section

Select the name of the funding system. If you select "その他(Other)," enter the name of the funding system.

(4) "Research Period" section

Enter the period of the research project.

(5) "Title of the Research Project" section

Enter the title of the research project.

(6) "Name of the Principal Investigator" section

If you chose "Co-Investigator," in "Role" section, enter the name of the principal investigator.

(7) "Budget for FY 2018 (throughout the Period)" section

In the upper box, enter the amount of direct funding that you, JSPS Research Fellow, will use in FY 2018 (amount being applied for). In the lower box, enter the total amount of funding that you will use throughout the project period (scheduled funding).

If you are a co-investigator, enter the amount of co-funding (scheduled funding) you will use in FY 2018 in the upper box, and the total amount of your funding (scheduled funding) in the lower box.

(8) "Distinction of the research contents and Reason for submission of this KAKENHI application in addition to the other projects" section

Describe the difference between the Grant-in-Aid for JSPS Research Fellows you are applying for and the funding you are or will apply for under other KAKENHI categories or other competitive funding systems. Be concise and focused. If you are the principal investigator, enter the total amount of your direct funding for the entire project period in the "total amount" space.