Procedures for Preparing and Entering Application Information (to be entered in the Website) (Research Activity 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 login the "Cross-ministerial Research and Development management system (hereinafter called "e-Rad")" using the ID and the password which has been provided by the applicant's research institution, accesses the "JSPS electronic application system for projects funded by KAKENHI", 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, a part of the application data (effort and other information) should be registered in 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. When preparing the application information, he or she should pay attention to the following points.

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.

Please select "Entry of Application Information" of the research category (Research Activity Start-up) for which an application is made from the "List of Research Categories for which Applications are accepted".

Researchers who meet either requirement (A) or (B) below are eligible to apply for this grant.

(A) Persons who could not apply for a research category, because they became eligible to apply for KAKENHI on the day after the application deadline (November 9, 2012) for the research categories for which the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Japan Society for the Promotion of Science (JSPS) organized a call for proposals in September 2012.

(B) Persons who could not apply for the research categories for which the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Japan Society for the Promotion of Science (JSPS) organized a call for proposals in September 2012, because they took up maternity leave or childcare leave in FY2012.

1. Desired Area for Screening

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

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(1) Humanities , (2) Social Sciences , (3) Mathematical and physical sciences , (4) Chemistry ,
(5) Engineering , (6) Biology , (7) Agricultural sciences , (8) Medicine, dentistry, and pharmacy

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2. Related Item Number

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 Categories, Areas, Disciplines and Research Fields for FY2013 Grants-in-Aid for Scientific Research" (cf. procedures for application) (hereinafter called "List of Research Fields")..

3. Screening Sub-panel Number

If a field is selected that has an [A] or [B] discipline number in the Notes column in the List of Research Fields, select your preferred discipline number and enter the following:

"Discipline A" → A, "Discipline B" → B

4. Name of the Principal Investigator

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

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, 2013, has been registered correctly.

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

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 displayed PI's department name is different from the actual department, please enter the current department name. (If the institution does not have departments, no entry is required.)

(2) If the displayed PI's position is different from his/her actual position, please be sure to enter the current position.

7. Academic Degree, Field of Specialization, Effort (Time Spent on Project)

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

e-Rad.

8. Categories of Persons with Application Eligibility

The application eligibility category (A) or (B) that you initially selected is displayed. Please check to confirm that your application information is registered correctly.

9. Selection Date

Year, month, day that you newly acquired or reacquired Grant-in-Aid application eligibility (for category (A) applicants only)

In this date column, enter the year, month and day that you newly acquired or reacquired Grant-in-Aid application eligibility.

10. Period that Maternity/Infant-nursing Leave Taken (for category (B) applicants only)

Enter the period in which you took maternity/infant-nursing leave in this column.

11. Provisional Amount and Project Number of Grant-in-Aid for JSPS Fellows (for category (A) applicants only)

Person who were selected for a Research Fellowship for Young Scientists before acquiring eligibility to apply for a Grant-in-Aid for JSPS Fellows and who have received a provisional notice of grant amount, please enter that amount rounded to ¥1000 in this column. If not applicable, enter "0."

If you entered an amount in the provisional grant column, enter the project number in this column.

Note: This project number is also used in the Decision of Grant Amount notice.

Examples:

In the case of a fellow under Research Fellowships for Young Scientists:　「24・1234」

In the case of a fellow under JSPS Postdoctoral Fellowships for Foreign Researchers:　「24・01234」

12. Title of Proposed Project

In the section "Title of Proposed Project", the applicant should enter a title for the proposed research project, in principle, within 40 characters in a manner that the title specifically expresses the content of the research until the time of the completion of the research period. (The applicant should avoid general or abstract expressions.)

Moreover, it is possible to enter half-width characters (single-byte characters). However, please note that, if em-width characters (double-byte characters) and half-width characters are mixed together, each half-width character will also be counted as one character. Furthermore, if the applicant wishes to enter the title of the proposed project in English, it is possible to enter it within 200 half-width characters.

As a general rule, changes in the title of the research project 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 $Ca^{2+} \rightarrow$ Ｃａ２＋)

13. Budget for Proposed Project

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 (for example "equipment", "consumables", "travel expenses", etc.). In this case, the applicant should pay particular attention to the "Eligible costs (direct costs)" and "Ineligible costs" which are stated below. Moreover, please note that research projects of which the amount of the annual research budget is less than a 100,000 yen in one of the fiscal years of the research period are not eligible for grants-in-aid for scientific research.

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.

When entering your desired amount of grant, please bear in mind that the maximum amount for one fiscal year is ¥1.5 million, not for two fiscal years.

Examples:

For a 2-year research project:

    FY 2013: ¥1.4 million; FY 2014: ¥1.0 million

For a 1-year research project:

    FY 2013: ¥1.4 million; FY 2014: ¥0

"Eligible costs (direct costs)"
The budget necessary for the implementation of the research plan (including the budget necessary for summarizing the research achievements) is eligible.

> * In case of research projects where in any of the fiscal years any of the costs like "equipment", "travel expenses" or "personnel expenditure and remuneration" 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:

①Costs 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)

②Costs for handling accidents or disasters that occurred during the implementation of funded project

③Personnel expenditure and remuneration for the Principal Investigator

④Other 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, it is scheduled to set up indirect costs for the research categories for which a call for proposals is organized. However, the Principal Investigator does not need to mention the indirect costs in the application form.

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14. Wish for Disclosure of Screening Results

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 document-based screening, in case his/her proposed project is not selected.