Form S-1-17

FY2015 Procedures for Preparing a Proposal for Grant-in-Aid for "Grant-in-Aid for Research Activity Start-up"

Applicants for KAKENHI should fill out in this proposal for grant-in-aid, giving details of the research project, based on the Application Procedures, and submit it to Japan Society for the Promotion of Science (hereinafter called JSPS). This proposal for grant-in-aid is used as **screening material** at the **JSPS Scientific Research Grant Committee**.

The applicant should fill out in the form correctly, while taking the following points into account.

When the application is adopted as a result of the screening at the Scientific Research Grant Committee, a notice of provisional decision on funding is sent. Then, the request for funding will be submitted based on the notice. A KAKENHI grant will be provided if the research plan is deemed appropriate.

Remarks

※ **This proposal for grant-in-aid is to be used when applying for "Grant-in-Aid for Research Activity Start-up", "New Application".**

※ **When preparing the proposal for grant-in-aid, the Principal Investigator should make the preparations in a responsible way, in accordance with the rules set forth in the Application Procedures.**

※ **No modifications can be made to the prescribed form.**

※ **Proposals for grant-in-aid prepared in English will be accepted.**

I. Application Information (to be filled out on the website)

The following items are "application information (to be filled out on the website)" of the "proposal for grant-in-aid". When preparing the application information, Principal Investigators should access to the JSPS Electronic Application System (hereinafter called "Electronic Application System") using their ID and password of e-Rad "Cross-Ministerial Research and Development Management System, correctly " (hereinafter called "e-Rad") which has been provided by the research institution to which they belong, and directly fill out their data.

The application information (to be filled out on the website) constitutes the first part of the proposal by using the electronic application system.

In order to prepare application information (to be filled out on the website), please refer to the "FY2015 Procedures for Preparing Application Information (to be filled out on the website) ("Grant-in-Aid Research Activity Start-up")".

(To be filled out on the website)

1. Requested Areas for Screening

2. Related Research Field Number

3. Screening Sub-panel Number

4. Name of Principal Investigator

5. Age of Principal Investigator

6. Research Institution, Affiliation and position of Principal Investigator

7. Academic Degree, Current Specialization and Effort

8. Condition of Application Eligibility (A) or (B)

9. Date of Eligibility Obtained (for category (A) applicants only)

10. Period of Maternity/Childcare Leave (for category (B) applicants only)

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

12. Title of Proposed Project

13. Budget of Proposed Project

14. Wish for Disclosure of Screening Results

II.   Project Description File(details of the downloaded file)

The following items are information about the "Project Description File(details of the downloaded file)". They constitute the second part of the proposal for grant-in-aid.

The Principal Investigator should download the "Project Description File" from the JSPS website for Grants-in-Aid for Scientific Research, and fill ont it . The Principal Investigator should then access the "electronic application system", and upload the filled-out file to the "electronic application system".

When preparing the Overall Research Plan, the instructions in each section given below should be observed. Characters and symbols in 11-point font size or larger should be used for 1, 3 and 4.

Please take care that the following research projects are not admitted.

1. Research projects which merely aim at purchasing ready-made research equipment.

2. Research projects which aim at producing large-sized research equipment and similar things which should be funded by other budgets.

3. Research projects which directly aim at developing and selling goods and services

(including market trend surveys on the development and sale of goods and services).

    4. Funded research which is carried out as commercial business.

    5. Research projects with a budget of less than 100,000 yen in any of the fiscal years of the research period

Regarding the application, the overall research plan could be judged as "unreasonable reduplication" based on the "Guidelines on the Proper Implementation of Competitive Funding" (cf. procedures for application), in the stage of the screening. Therefore, when preparing the Proposal for Grant-in-Aid, the applicant should take this into account.

(1) The section "Purpose of the Research, Research Plan and Methods, Brief Background & Description of the Research, Originality of the Research Plan in case Principal Investigator Participate in Other Research Project(s), and Rationality and Justification of the Budget for Proposed Project"

They should be completed in accordance with the instructions given in the proposal for grant-in-aid.

(2) The section "Recent Research Activities"

The applicant should describe them in accordance with the instructions given in the proposal for grant-in-aid. (Pages cannot be added.)　If the Principal Investigator owns intellectual property rights including industrial property rights, he or she should state them (e.g. patent application number, etc).

(3) The section "State of Preparations of the Research Plan and Methods to Disseminate the Research Results to Society and Citizens"

It should be completed in accordance with the instructions given in the proposal for grant-in-aid.

Researchers are required to explain the research achievements so that general people can understand easily, since KAKENHI grants are funded by the tax of citizens. Therefore, they should state the way the research achievements will be disseminated to society and public (e.g. creation of a website, preparation of pamphlets to publicize the research achievements, participation in open events, or scheduled announcement to the mass media, etc.).

(4) The section "Protection of Human Rights and Compliance with the Laws and Regulations"

The applicant should describe the measures and actions to take, if the research project involves necessary procedures in the related laws and regulations such as the consent and the cooperation of the other party, consideration for the handling of personal information, bioethics and safety measures.

Above mentioned applies to surveys, researches, experiments which require an approval by an ethics committee inside and outside the research institution, such as questionnaire or interview surveys in

which personal information is involved, the use of provided samples, analysis study of the human genome, recombinant DNA experiments, experiments on animals, etc. Please indicate when this is not applicable.

(5) The section "Statement of Costs for Equipment"

The applicant should fill out the details and the total cost in each fiscal year, taking into account the following.

If an applicant is scheduled to purchase many books and materials, he or she should describe the details, such as "Books of Political History during the Middle Ages in the West", clarifying the contents of the books and materials.   For machines and tools, not only the set of the types but also the details should be stated.

(6)The section "Statement of Costs for Consumables"

The applicant should fill out the each names such as chemicals, test animals, and scientific glassware, etc., respectively and yearly, and add the total sum.

(7)The section "Statement of Travel Expenses"

The applicant should fill out the items of each fiscal year, and add the total sum, taking into account the following points.

1) The applicant can divide travel expenses into 2 categories, domestic and overseas.   Travel expenses can be used for the Principal Investigator and Research Collaborator(s) (e.g. collection of materials, various surveys, research meetings, and the publication of research achievements).Travel expenses include transportation, accommodation, and daily allowance in both overseas and domestic travel.

2) The personnel expenditure and remuneration should be stated when paid to Research Collaborator(s) (e.g. postdoctoral researchers, research assistants (RA), researchers belonging to overseas research institutions, and others) as honoraria, compensation, wages and salaries, who engage in organizing materials, assisting in experiments, translation or proofreading, providing technical knowledge, distributing and collecting questionnaires and collecting information materials for research, etc.   It also should be stated if paid to temporary staff agencies.
(Example: Organizing materials: [breakdown: X (number of people) × Y (number of months)] XX1,000 yen)

3) The applicant should itemize costs other than the above-mentioned for conducting the research, for example, the costs for printing, photocopying, developing/printing, correspondence (including stamps and phone calls), transport, renting the research site (only when the grant-aided project cannot be conducted in the facilities of the research institution), conference (renting the venue, meals

except for alcohol), equipment rental (e.g. computers, automobiles, experimental equipment), equipment repairs, transportation other than travel expenses, presentation of the research achievements (posting fees to the publications of academic societies, website creation, brochure creation to publicize the research achievements, costs of PR activities disseminating research achievements to the general public, ,experiment waste disposal cost, etc).

(8) The section "Application for Research Funding, the Current State of Funding and Effort"

The Principal Investigator should state the situation of respectively "(1) research funding currently applying", "(2) research funding scheduled to be provided" and "(3) other activities" at the time of application, taking into account the following points.

・In the section "(1) research funding currently applying" and "(2) research funding scheduled to be provided", the applicant should state not only KAKENHI project but also other competitive funding schemes.

・If you have several funding resources, please make sure which is which by drawing lines.

・The applicant should include research funding that is competitively delivered within the research institution in "(1) research funding currently applying" or "(2) research funding scheduled to be provided".

・The basic funding that is uniformly delivered within the research institution for conducting the research activities as duty does not need to be included in "(1) research funding currently applying" or "(2) research funding scheduled to be provided". However, the effort for the research activities using such funding should be filled out in "(3) other activities".

Moreover, the effort in the research project supported by KAKENHI grant in which the applicant participates as Affiliated-Investigator (*renkei-kenkyūsha*) should be stated in "(3) other activities".

1) "Funding system and name of the research funding (research period and name of the funding organization)"

The applicant should describe the name of the research funding, the research period and the name of the funding organization. Moreover, <u>in the case of KAKENHI grant, he or she should only describe the research category, screening division (for Scientific Research on Innovative Areas (Research in a proposed research area, including planned research or invited research), and the research period.</u>

> (Example 1) Screening division "General" in "Grant-in-Aid for Scientific Research (C)" with a research period from FY2014 to FY2017
> →Grant-in-Aid for Scientific Research (C) (General) (FY2014 to FY2017)
>
> (Example 2) "Grant-in-Aid for Challenging Exploratory Research" with a research period from FY2015 to FY2017
> →Grant-in-Aid for Challenging Exploratory Research (FY2015 to FY2017)
>
> (Example 3) Planning Research in "Grant-in-Aid for Scientific Research on Innovative

Areas (Research in a proposed research area)" with a research period from FY2015 to FY2019

→Grant-in-Aid for Scientific Research on Innovative Areas (Research in a proposed research area) (Planned Research) (FY2015 to FY2019)

2) "Title of Proposed Project (name of the Principal Investigator)"

The applicant should describe the title of the proposed project. Moreover, if the applicant participates as a Co-Investigator (*kenkyū-buntansha*) or suchlike, he or she should state the name of the Principal Investigator of the research project and others in parentheses.

3) "Role (to be distinguished Principal Investigator from Co-Investigator (*kenkyū-buntansha*))"

The applicant should describe "Principal Investigator", if the role of the researcher is Principal Investigator, and "Co-Investigator (*kenkyū-buntansha*)", if the role of the researcher is Co-Investigator (*kenkyū-buntansha*).

4) "Budget for Proposed Project for FY2015 and the amount throughout the entire research period (in thousands of yen)"

The applicant should fill out the amount of the direct cost of the research expenditure that he or she will receive and use himself/herself in FY2015 in the upper part of the page. (Budget under application should be described the applied amount.) The applicant should also describe the total amount (the expected amount) that he or she will use himself/herself during the whole research period in the lower part of the page in parenthesis.

In case the applicant is the Co-Investigator (*kenkyū-buntansha*), he or she should fill out the amount of the shared amount (the expected amount) he or she will receive and use himself/herself in FY2015 in the upper part of the page. He or she should also describe the total amount of the shared amount (the expected amount) he or she will use himself/herself during the whole research period in the lower part of the page in parenthesis. (If there is no share, he or she should fill out "0" in the respective part.)

Moreover, in case the applicant is the Principal Investigator of any category of KAKENHI, he or she should describe the total amount of the direct cost for the whole research period as well as the reason why he/she applies to Grant-in-Aid Research Activity Start Up in addition to the research funding already obtained and the difference in contents in each research.

5) "Effort"

The applicant should describe the time allocation rate (%) necessary for the implementation of each research activity. The entire working time as 100% is divided into "(1) research funding currently applying", "(2) research funding scheduled to be granted" and "(3) other activities". The "entire working time" does not mean time spent only on research activities, but the actual total working time,

including educational activities and other activities.

In KAKENHI grant, the applicant should put a dash ("-") when duplicate applications are permitted but not both of them are selected at the same time (e.g. Specially Promoted Research, etc) .

In case the principal investigator is conducting research using a competitive funding system, he or she should without fail describe the "effort" for the research activity. When the research project under application is adopted, he or she will determine the "effort" again at that time, and register it in e-Rad.

6) "Difference in Details of Research between Grant-in-Aid for Research Activity Start Up and Other Research Projects + the Reasons for Additional Application to Grant-in-Aid Research Activity Start Up"

The applicant should clearly describe the difference focused on the details of research between other grants under application or scheduled to be provided and Grant-in-Aid Research Activity Start Up, as well as the reason why the applicant applies to Grant-in-Aid Research Activity Start Up in addition to other grants.

  If the applicant is the Principal Investigator of any of the category of KAKENHI, he or she should describe the total amount of the direct cost for the whole research period.