科研費
KAKENHI

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

FY2017

Fund for the Promotion of Joint International Research
(Fostering Joint International Research)

(Application documents: Forms and Guidelines)

July 1, 2017

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

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Proposal for Grant-in-Aid

※The form for the Project Description File can be downloaded from the section "Grants-in-Aid for Scientific Research - KAKENHI" of the JSPS website (http://www.jsps.go.jp/j-grantsin aid/index.html) .

FY2017 Procedures for Preparing and Entering Application Information (to be entered in the Website) (Fund for the Promotion of Joint International Research (Fostering Joint International Research))

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 Application Information (to be entered in the Website) are the items which the Principal Investigator directly enters after accessing the "JSPS Electronic Application System for Projects Funded by KAKENHI" (hereinafter called "electronic application system") using the ID and password for the "Cross-Ministerial Research and Development Management System" (hereinafter called "e-Rad"), which has been provided by his or her research institution. 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 Fund for the Promotion of Joint International Research (Fostering Joint International Research) from the "List of Research Categories for which Applications are accepted." On the screen of "Entry of Application Information," if the "Japanese ▶ English" button at the upper left of the screen is clicked, then the explanations are translated into English.

1. Requested Areas for Screening

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

> (1) Informatics, (2) Environmental science, (3) Humanities, (4) Social Sciences, (5) Mathematics/Physics, (6) Chemistry, (7) Engineering, (8) Biological Sciences, (9) Agricultural Sciences, (10) Medicine, Dentistry, and Pharmacy

2. 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.

3. 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, 2017, has been registered correctly.

4. 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 name of the academic unit that is automatically displayed in the section "academic unit" is different from the name of the academic unit the applicant actually belongs to, he or she should enter the actual name of his or her academic unit. (If the institution the applicant belongs to is not of the level of an academic unit, it is not necessary to enter anything in the section "academic unit.")

(2) If the name of the position that is automatically displayed in the section "position" is different from the actual name of the applicant's position, he or she should enter the actual name of his or her position.

5. 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. If your project has been selected but won't start during the 2017 fiscal year, enter "0" in the section.

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.

6. Title of Proposed Project

In the section "Title of Proposed Project," the applicant should enter a title for the proposed research project, which differs from his/her already-selected project (root research project) under the Grant-in-Aid for Scientific Research (excluding "Overseas Academic Research") and Grant-in-Aid for Young Scientists. As the Principal Investigator of the proposed project, s/he should be applying for this program to markedly advance his/her root research project through international collaboration. In principle, the title should be within 40 characters, written in a manner that specifically expresses the research content and the developability of the root research project. (General and abstract expressions should be avoided.) Moreover, it is possible to enter half-width characters (single-byte characters). However, please note that, if full-width characters (double-byte characters) and half-width characters are mixed together, each half-width character will also be counted as one full-width character. Furthermore, if the applicant wishes to enter the title of the proposed project in English, it can be entered within 200 half-width characters.

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 Ca2+ → input as Ｃａ２＋ (counts as 4 characters)

7. Details of the Proposed Project that is Currently Adopted（Research Category, Title of Proposed Project, Research Period, Project Number, Research Field (Area) Number, Screening Sub-panel Number, Research Field (Area）

In the "Details of the Proposal Project that is Currently Adopted" section, the following listed information is automatically entered with regard to the root research project. Listed information includes the research category, title of proposal project, research period, project number, research field number, screening sub-panel number, and research field. (When the root research is a project under the screening division "Generative Research Field" of Grant-in-Aid for Scientific Research (B) or (C), the listed information includes the research category of the root research project, title of proposed project, research period, project number, area number, and area). Please check that all this information on the root research project has been registered correctly.

When multiple research projects qualify as the root research project, if the automatically entered information is for a project that you do not want as the root research project, please contact JSPS via your research institution's administrative office.

8. Scheduled Total Travel Period

In the section "Scheduled Total Travel Period" enter the time in units of months (rounding down fractions of a month) that you plan to stay overseas to carry out the proposed research project. If you plan to stay overseas before or after this KAKENHI funded project using other funding, do not include that period. (If intervals of returning to Japan are included in your overseas stay plan, do not include the time you are back in Japan, only count the time of your overseas stay for the purpose of carrying out the proposed research project).

9. Country and Counterpart Research Institution name of your Travel Destination and Travel Period

In the section "Country and Counterpart Research Institution name of your Travel Destination and Travel Period," enter the name of the country where you plan to stay to carry out international joint research in pursuit of the proposed research project. Enter also the name of the overseas counterpart institution. If you will have multiple counterpart research institutions in your destination country, please enter the main one(s). You may have more than one main counterpart institution.

If the periods of your stays to conduct international joint research at each above-described counterpart research institution is decided at the time you submit this application, please enter them. (If not, they do not have to be entered.)

10. Budget for Proposed Project

Please fill out the budget by purpose ("Travel Expenses and Accommodation Fees," "Research Funding," and "Cost of Replacement Staff") and by cost breakdown ("Equipment," "Consumables," "Travel Expenses," "Personnel Expenditure and Remuneration," and "Miscellaneous") based on the research plan in each section. 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 total research budget is less than a 100,000 yen are not eligible for grants-in-aid for scientific research.

Since the total amounts 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.

The applicant should fill out "0" in every blank box when expense will not be incurred.
As with "Research Funding," the Principal Investigator's affiliated institution pays "Travel Expenses and Accommodation Fees" and "Cost of Replacement Staff" based on its rules and procedures. When necessary in computing these expenses, the office in charge at your research institution should be consulted.

"Eligible costs (direct costs)"

＜Travel Expenses and Accommodation Fees＞
　　Enter the following expenses needed for the Principal Investigator to carry out the research plan of the proposed research project: Cost of travelling to and staying overseas, and cost of returning to Japan after the overseas stay ends.

　　The costs of equipment, consumables, and personnel/remuneration cannot be included under "Travel Expenses and Accommodation Fees."

＜Research Funding＞
　　The research budget covers expenses needed to carry out the research plan, including the cost of domestic research and the cost of summarizing the research achievements.

＜Cost of Replacement Staff＞
　　This includes mainly the cost of securing someone to substitute for the Principal Investigator at his/her affiliated research institution while s/he is overseas. (The cost comprises mainly personnel expenditure and remuneration.) To facilitate the Principal Investigator's overseas stay, if there is a duty that cannot be carried out by his/her replacement staff for some reason, s/he may include the cost to carry out that duty while at the overseas counterpart institution in the budget plan as "cost of replacement staff" under "Expenses for Goods (equipment and consumables)." For example, The following types of expenditures are allowed.
　　　　- Salary of part-time lecturer to give lectures and perform other duties in place of the Principal Investigator
　　　　- Honorarium and travel expense for inviting the part-time lecturer
　　　　- Funds for paying a part-time staff, TA or RA to support the personnel who carry out the

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Principal Investigator's education, research, university committee and other duties in his/her absence.
- The cost of equipment used by the Principal Investigator in carrying out his/her duty to educate students at the counterpart institution.

The following types of expenditures are not allowed.
- The cost of computers, tables and chairs (etc.) used in preparing for lectures given by the replacement staff
- The cost of teaching aids and consumable supplies used in giving lectures by the replacement staff
- Travel costs of the replacement staff when traveling on other business such as related to entrance exams or public relations (etc.).
- If the replacement staff is a collaborating researcher in the root research project, the payment of an honorarium to him/her is not allowed.

* When the cost of replacement staff exceeds 50% of the project budget and equipment will be purchased for use in Japan, please describe the need for them in the column "8 Rationality and Justification of the Research Costs" of the application form.

11. Item to be pledged when Applying

Check the box if you have obtained the consent of the overseas joint researcher(s) specified in your Project Description File. (You may not apply if the box is not checked.)

12. 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", regarding the results of his/her first-stage screening (document-based screening), in case his/her proposed project is not selected.

Application Information (to be entered in the website) (screenshot)

Enter Application Information 〔English ▸ Japanese〕

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

Last Saved Date:XXXX.XX.XX XX:XX

〈 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]

Proposal for Grant-in-Aid for "Fund for the Promotion of Joint International Research (Fostering joint international research)" (FY2017)

Requested Areas for Screening	*	[▾]

Name of the Principal Investigator	(Pronunciation in katakana) ダイヒョウ イチロウ
	(Kanji etc) 代表 一郎
Age	XX Years Old (Date of Birth: XXXX.XX.XX)
Research Institution	(Number) 99999 AAA大学
Academic Unit	(Number) 999 〇〇部 (Enter if the Academic Unit name is different)
Position	(Number) 28 助教 (Enter if the Position name is different, or "その他" is selected)
Academic Degree	*
Field of Specialization	*
Effort	* [ ]%
Title of Proposed Project	(Up to 40 double-byte characters or up to 200 single-byte characters) *

Details of the Proposed Project that is Currently Adopted	Research Category	基盤研究(C)(一般)
	Title of Proposed Project	〇〇〇〇〇〇〇〇〇に関する研究
	Research Period	平成29年度～平成31年度
	Project Number	99999999
	Research Field (Area) Number	2304
	Screening Sub-panel Number	A-1
	Research Field (Area)	リハビリテーション科学・福祉工学

※If multiple projects are accepted as to be the "Project that is Currently Adopted", one of them is shown in the above column.
If you wish to apply with the other project, please contact JSPS before filling in the online application form.

Scheduled Total Travel Period	* [ ] Months
Country and Counterpart Research Institution name of your Travel Destination and Travel Period	(Up to 300 double-byte characters or up to 600 single-byte characters. No line breaks are allowed.) [ ] *

※Country and Counterpart Research Institution name of your Travel Destination are required fields. Please enter Travel Period only if you have settled the Travel Period of each Travel Destination.

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

【Budget for Proposed Project (Round down below one thousand yen) 】 (0 must be entered when not applicable)

	Annual Budget (Thousand Yen)	Details(Thousand Yen)				
		Equipment	Consumables	Travel Expenses	Personnel Expenditure and Remuneration	Miscellaneous
Travel Expenses and Accommodation Fees	0			* [0]		* [0]
Research Funding	0	* [0]	* [0]	* [0]	* [0]	* [0]
Cost of Replacement Staff	0	* [0]	* [0]	* [0]	* [0]	* [0]
Total Amount	0	0	0	0	0	0

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

【Item to be Pledged When Applying】

Please confirm the item below and check the box if you pledge it to be true. (If you do not check the box, you may not apply.)

[ ] Based on my project-description file, I have prepared a research proposal in agreement with my specified overseas joint researcher(s).

Wish for Disclosure of Screening Results	* [▾]

File of Details of Application

Please select the File of Details of Application (Word or PDF).

[参照...]

- Reselecting the updated File of Details of Application will overwrite the existing file.
- When you do not need to update the file, the File of Details of Application field can be left blank.
- A PDF file can be used instead of a Word file for the File of Details of Application. (A PDF file must be created using the format of the File of Details of Application in accordance with the Word file or the format provided by the JSPS or the MEXT)
- Do not change the margin setting of the File of Details of Application. Doing so may cause errors.

[➡ Save Temporarily and Go to Next]   [Temporarily Save]   [Go Back Without Save]

[Logout]

Form S-1-24

FY2017 Procedures for Preparing and Entering a Proposal for Grant-in-Aid for "Fund for the Promotion of Joint International Research (Fostering Joint International Research)" (New)

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 the Independent Administrative Legal Entity Japan Society for the Promotion of Science (hereinafter called "JSPS"). This proposal for grant-in-aid is used as **screening material** at the **JSPS International Scientific Research Grant Committee**.

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

When the application is approved as a result of the screening at the International 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 (Fund for the Promotion of Joint International Research) will be provided if the research plan is deemed appropriate.

Remarks

※ **This proposal for grant-in-aid is to be used when applying for "Fund for the Promotion of Joint International Research (Fostering Joint International Research)," "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. Moreover, please refer to the Application Procedures for a definition of the Principal Investigator and the Research Collaborator.**

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

※ **Be sure the place the title of each entry column at the top of the page.**

※ **For each item, do not exceed the specified page limit.**

※ **You may delete the red sentences marked [＊] at the top of columns.**

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

※ **Before submitting your PDF file, be sure to check whether there are any defects in the content of your amended research proposal (e.g. missing script or diagrams, garbled text).**

I. Application Information (to be entered in the website)

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

The application information (to be entered in the website) constitutes the first part of the proposal for grant-in-aid (PDF file) that is prepared using the electronic application system.

For procedures for preparing and entering application information (to be entered in the website), please refer to the "FY2017 Procedures for Preparing and Entering Application Information (to be entered in the website) (Fund for the Promotion of Joint International Research (Fostering Joint International Research))."

(To be filled out on the website)

1. Requested Areas for Screening
2. Name of the Principal Investigator
3. Age
4. Research Institution, Academic Unit, and Position
5. Academic Degree, Field of Specialization, and Effort
6. Title of Proposed Project
7. Details of the Proposed Project that is Currently Adopted (Research Category, Title of Proposed Project, Research Period, Project Number, Research Field (Area) Number, Screening Sub-panel Number, Research Field (Area))
8. Scheduled Total Travel Period
9. Country and Counterpart Research Institution name of your Travel Destination and Travel Period
10. Budget for Proposed Project
11. Item to be pledged when Applying
12. Wish for Disclosure of Screening Results

II. Project Description File (items in the attached file)

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

The Principal Investigator should download the "Project Description File (items in the attached file)" from the JSPS website for grants-in-aid for scientific research, fill out in. He or she should then access the "electronic application system" and attach the filled-out file to the "electronic application system." (Files above 3 MB cannot be attached.)

When preparing the overall research plan, the instructions given below and the instructions given in each section should be observed. Characters and symbols in 11-point font size or larger should be used for (1) and (3) below.

The margin space on the form's top: 20 mm, bottom: 20 mm, left side: 25 mm, right side 25 mm. If these margins are changed, there is a possibility that the characters and other content will be lost when preparing your screening materials. Therefore, the settings should not be changed.

(1) The section "1 Purpose and Plan of the International Joint Research (including the research content and state of progress of the root research project)," "2 Significance and Necessity of Doing Research under the International Environment, Including the Overseas Joint Researchers and Overseas Research Institutions," "3 Role of Overseas Joint Researchers and Their Research Achievements," "4 Research Funding Received and Achievements," "6 Applicant's Role in International Research Activities during and after the Project and the Ripple Effects of the International Joint Research" and "8 Rationality and Justification of the Research Costs"

The applicant should enter them in accordance with the instructions given in the proposal for grant-in-aid.

(2) The section "5 Research Achievements"

The applicant should enter them in accordance with the instructions given in the proposal for grant-in-aid. Moreover, if he or she owns intellectual property rights, including industrial property rights, he or she should state them (e.g. patent application number).

(3) The section "7 Protection of Human Rights and Compliance with Laws and Regulations"

The applicant is to describe the measures and action that s/he will take if his/her funded project includes research requiring compliance with laws and regulations (such as those activities listed below).

- When conducting research that requires social consensus (consent and/or cooperation of person involved).
- Research that requires care in the handling of personal information (e. g. protection of the confidentiality of personal information, protection of human rights).
- Research that requires work involving bioethics and safety measures (e. g. human genome/gene analysis research, research involving the handling of a specified embryo, research entailing genetic modification experiments).
- Providing technology to non-resident persons or foreign countries (including logging data in a data storage medium, sending data by e-mail), or exporting goods regulated by the Foreign

Exchange and Foreign Trade Act (Act No. 228, 1949)

Please indicate if the above is not applicable.

(4) The section "9 Details of Budget"
Please make each entry including the total cost in this section, keeping the following points in mind.

① The section "(1) Travel Expenses and Accommodation Fees"
Enter the following expenses needed for the principal investigator to carry out the research plan of the proposed research project: Cost of travelling to and staying overseas, and cost of returning to Japan after the overseas stay ends. As these costs will be paid based on the rules and procedures of the principal investigator's affiliated research institution, when necessary, please consult the office in charge at the institution when filling out this column.

Regarding travel expenses for research activities at your overseas destination, do not enter them in this column, but put them in the "(2) Research Funding (Overseas) section.

To the extent that it does not impede your research activities at the overseas institution, you are allowed to make short visits back to Japan during your stay abroad. If such trips are necessary to carry out your project's research plan, those travel costs can be paid.

Other expenses can also be covered, including overseas travel and accident insurance, visas and vaccines.

② The section "(2) Research Funding (Overseas)" and "(3) Research Funding (Domestic)"
If when carrying out international joint research overseas, it is also necessary to conduct research activities in Japan, the cost of that domestic research can also be funded. Therefore, please enter your overseas expenses and domestic expenses separately.
The payment of research expenses is handled in the same manner as other KAKENHI Grant-in-Aid categories (e.g. Scientific Research). This funding, however is not applicable to carrying out your current research project (root research project).
As the funds for your overseas research activities are managed by your affiliated institution in Japan, when necessary, please consult with its office in charge when filling out this column.

＜Points to Keep in Mind＞
1) Regarding costs for equipment, if the applicant is purchasing many books and materials, he or she should enter details, such as "books relating to politics during the Middle Ages in the West," in such wording that the contents of the books and materials becomes clear. For machines and tools, not only the type but also the breakdown of each set should be stated. Equipment needed for your research activities at the overseas research institution may be purchased. Considering, however, the length of your overseas stay, please consider other

cost-efficient ways of acquiring the equipment such as renting or leasing.

However, this does not apply if your affiliated institution plans to continue using the equipment as its own property at the overseas institution after the proposed research project ends.

If equipment will be purchased for use in Japan, please describe the need for it in "8 Rationality and Justification of the Research Costs"

2) Regarding costs for consumables, the applicant should enter the name of each item, such as chemicals, test animals, and scientific glassware, etc..

3) Regarding travel expenses, the applicant should itemize travel expenses for each item, such as overseas/domestic travel expenses of the Principal Investigator, and Research Collaborator(s) (e.g. collection of materials, various surveys, research meetings, and the publication of research achievements). He or she should itemize the local transportation expenses, accommodation fees and daily allowance for overseas and domestic travel. Expenses for the principal investigator's travel to and stay in the counterpart country are to be entered in the section "(1) Travel Expenses and Accommodation Fees."

4) Regarding personnel expenditures and remunerations, the applicant should itemize honoraria, compensation, wages and salaries to Research Collaborator(s) (e.g. people engaged in organizing materials, assisting in experiments, performing translation or proofreading, providing technical knowledge, distributing and collecting questionnaires and collecting information materials for research), and payment to temporary staff agencies.

(Example: Organizing materials: [breakdown: X (number of people) × Y (number of months)] XXXX thousand yen)

5) Regarding Miscellaneous, the applicant should itemize costs other than the above-mentioned for conducting the research (e.g. the costs for printing, photocopying, developing/printing, correspondence (including stamps and phone calls), transport, renting or leasing the research facilities (only where the grant-aided project cannot be conducted in the facilities of the research institution), meetings (e.g. rental of the venue and meals (excluding alcohol)), equipment rental and leasing (e.g. computers, automobiles, experimental equipment), equipment repairs, transportation other than travel expenses, presentation of the research achievements (fees for contributing to the publications of academic societies, website creation, and preparation of pamphlets to publicize the research achievements, costs of PR activities disseminating research achievements to the general public, and other matters) , experiment waste disposal cost).

③ The section "Costs of Replacement Staff"

Principal investigators may enter expense items from those listed below to secure a person(s) to substitute for them at their affiliated research institutions while they are overseas. In addition it,

to facilitate the Principal Investigator's overseas stay, if there is a duty that cannot be carried out by his/her replacement staff for some reason, s/he may include the cost to carry out that duty at the overseas counterpart institution in the budget plan under "Expenses for Goods (equipment and consumables)." These expenses will be paid by your affiliated research institution based on its rules and procedures. When necessary, therefore, please consult the office in charge at the institution when filling out this column.

- ・ Salary of part-time lecturer to give lectures and perform other duties in place of the Principal Investigator
- ・ Honorarium and travel expense for inviting the part-time lecturer
- ・ Funds for paying a part-time staff, TA or RA to support the personnel who carry out the Principal Investigator's education, research, university committee and other duties in his/her absence.
- ・The cost of equipment used by the Principal Investigator in carrying out his/her duty to educate students at the counterpart institution.

The following types of expenditures are not allowed.

- ・The cost of computers, tables and chairs (etc.) used in preparing for lectures given by the replacement staff
- ・The cost of teaching aids and consumable supplies used in giving lectures by the replacement staff
- ・Travel costs of the replacement staff when traveling on other business such as related to entrance exams or public relations (etc.).
- ・If the replacement staff is a collaborating researcher in the root research project, the payment of an honorarium to him/her is not allowed.

When the cost of replacement staff exceeds 50% of the project budget, please describe the need for it in the column "8 Rationality and Justification of the Research Costs." Even if you do not have solid plan for the use of replacement staff at the time you apply for this grant, you may still apply for this funding.

＜Reference＞

【Usage Examples】

	Expenses for Goods (Equipment and Consumables)	Travel Expenses	Personnel Expenditure and Remuneration	Miscellaneous

Travel Expenses and Accommodation Fees		Enter costs classified as "Travel Expenses" under "Travel Expenses and Accommodation Fees" (e.g. transportation, lodging, per diem). *Travel between Japan and other countries and between other countries is covered.		Enter costs not included in the section "Travel Expenses" that are needed by the PI in traveling to and staying in the counterpart country (e.g. overseas travel and accident insurance, visa application costs)
Research Funding	Costs of purchasing articles and equipment needed for domestic and overseas research	Enter costs classified as "travel expenses" （Exclude the travel expenses classified as "Travel Expenses and Accommodation Fees" and "Cost of replacement staff"）	Enter costs to pay honoraria, compensation, wages, and salaries (etc.) to collaborators both overseas and in Japan, and to pay fees to worker-dispatch companies	Enter other costs not included to the left needed to carry out the research in both overseas and in Japan
Cost of Replacement Staff	Cost of equipment used by the Principal Investigator in carrying out his/her duty at the counterpart institution in the case that there is a duty that cannot be carried out by his/her replacement staff	Enter the travel cost required to invite the PI's replacement staff (e.g. transportation, lodging, per diem)	Enter costs to pay honoraria, compensation, wages, and salaries (etc.) to PI replacement staff and to pay fees to worker-dispatch companies	Enter costs not included in the section "Travel Expenses" and "Personnel Expenditure and Remuneration" that are needed to pay the PI's replacement staff

(5) The section "10 Application for Research Funding, Current State of Funding and Effort"

The applicant should state the situation of respectively "(1) research funding applied for," "(2) research funding received (and scheduled to be received)" and "(3) other activities" at the time of application, taking into account the following points.

・In the section "(1) research funding applied for" and "(2) research funding received (and

scheduled to be received)," the applicant should state not only KAKENHI projects but also other competitive funding systems.

・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 to which he or she belongs in "(1) research funding applied for" or "(2) research funding received (and scheduled to be received)."

・The basic funding that is uniformly delivered within the research institution for conducting the research activities as a job duty does not need to be included in "(1) research funding applied for" or "(2) research funding received (and scheduled to be received)." The effort for the research activities using such funding should be entered in "(3) other activities."

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

・If the applicant is a Fellow of the Japan Society for the Promotion of Science (JSPS Research Fellow) (SPD, PD, RPD) and receives a Grant-in-Aid for JSPS Fellows in FY2017, he or she should enter this in "(2) research funding received (and scheduled to be received)." Moreover, the grant-in-aid that is paid monthly by JSPS (research implementation costs) should not be entered.

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

The applicant should enter the name of the research funding, the research period and the name of the funding organization. Moreover, in the case of KAKENHI, he or she should only enter the research category, screening division (for Scientific Research on Innovative Areas (Research a proposed research project), including planned research or invited research), and the research period. However, for Grant-in-Aid for JSPS Fellows, he or she should also enter the project number.

> (Example 1) Screening division "General" in "Grant-in-Aid for Scientific Research (C)" with a research period from FY2016 to FY2019
> → Grant-in-Aid for Scientific Research (C) (General) (FY2016 to FY2019)
> (Example 2) "Challenging Research (Exploratory)" with a research period from FY2017 to FY2019
> →Challenging Exploratory research (FY2017 to FY2019)
> (Example 3) Planned Research in "Grant-in-Aid for Scientific Research on Innovative Areas (Research in a proposed research area)" with a research period from FY2017 to FY2021
> →Grant-in-Aid for Scientific Research on Innovative Areas (Research in a proposed research area) (Planned Research) (FY2017 to FY2021)
> (Example 4) Grant-in-Aid for JSPS Fellows with a research period from FY2016 to FY2018
> → Grant-in-Aid for JSPS Fellows (FY2016 to FY2018) 15J12345

2) "Title of the research project (name of the Principal Investigator)"

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

3) "Role (Principal Investigator or Co-Investigator (*kenkyū-buntansha*))"

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

4) "Budget for FY2017 (throughout the period) (Unit: 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 FY2017 in the upper part of the page. (Budget under application should be described the applied amount.) He or she should complete the total amount (the expected amount) that he or she will use himself/herself altogether during the whole research period in the lower part of the page in parenthesis.

Moreover, in case the applicant is the Co-Investigator (*kenkyū-buntansha*), he or she should fill in the amount of the share of expenses (the expected amount) he or she will receive and use himself/herself in FY2017 in the upper part of the page. He or she should complete the total amount of the share of expenses (the expected amount) he or she will use himself/herself altogether during the whole research period in the lower part of the page in parenthesis. (In case no share of expenses will be allotted, he or she should fill in "0" in the respective sections.)

Moreover, in case the applicant is the Principal Investigator of the KAKENHI, he or she should complete the total amount of the direct cost for the whole research period in the section "Differences in details of research and reasons for additional application for a grant for the current research project."

5) "Effort in FY2017"

The applicant should describe the time allocation rate (%) necessary for the implementation of each research activity in FY 2017. The entire working time as 100% is divided into "(1) research funding applied for," "(2) research funding received (and scheduled to be received)" 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. For the proposed research projects whose plan goes into effect in FY 2018, enter "0" for its effort.

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) "Differences in details of research and reasons for additional application for a grant for the proposed research project"

The applicant should clearly describe the difference focused on the details of research between other grants under application, provided or scheduled to be provided and the proposed research project, as well as the reason why the applicant applies to a grant for the proposed research project 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.

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Form S-1-24: Project Description File (items of attached file)

Fund for the Promotion of Joint International Research (Fostering Joint International Research) – 1

1. Purpose and Plan of the International Joint Research (including the research content and state of progress of the root research project)

> 1) Describe the research content and the state of progress of your KAKENHI root research project.
> 2) Describe the purpose and plan of your proposal in a way that makes clear how you are advancing the current root research project. Describe the plan for your research activities in Japan (if intended) when carrying out the overseas joint research. So as to present a clear picture of the research framework, describe also the role of research collaborators other than the overseas joint researchers (if they exist), such as collaborators who are also co-investigators in the root project.
> 3) If your current root research project is in its first fiscal year, describe why your plan for international joint research is necessary and how it is connected to your current root research taking into account its progress. Describe clearly and concretely so that these points are easy to understand.
> *** When preparing your research proposal, please be mindful that its screening will be conducted from multiple perspectives and from a wider range of fields.**

(Outline) ✱ **The applicant should enter a concise summary <u>within 10 lines.</u>**

(Body) ✱ **The applicant should enter the "Outline" and "Body" <u>within 2 pages</u> .**

2. Significance and Necessity of Doing Research under the International Environment, Including the Overseas Joint Researchers and Overseas Research Institutions

When writing the following descriptions, provide the names of the overseas joint researchers who are scheduled to carry out the international joint research and the names of their affiliated research institutions (overseas institutions), along with the scheduled period of your overseas stay.

1) Explain why doing international joint research is needed to advance your current KAKENHI project (root research project). When describing the significance and necessity of international joint research, do it within a context of domestic and international research trends in your field and other related factors. Describe concretely your research methodology.

2) Describe the state of the research environment at the overseas counterpart research institution. If you already have a relationship with the overseas institution and have created a framework with it for carrying out international joint research, please describe the content of that relationship and research framework.

∗ The applicant should enter a concise description within 1 page .

3. Role of Overseas Joint Researchers and Their Research Achievements

1) Give a clear and concreate description of the role and research content of the overseas joint researchers, how they fit within the project's research plan and methodology.

2) Describe also the heretofore research activities and research accomplishments (e.g. authoring papers) of the overseas joint researchers.

3) Describe the state of preparation with the overseas joint researchers in the run-up to implementing the international joint research.

＊**The applicant should describe <u>within 1 page</u> .**

4. Research Funding Received and Achievements

State the achievements of funded research that is being effectively used for planning the joint international research from the grants that the Principal Investigator has received (including KAKENHI, research funding provided by his or her research institution, research funding paid by any ministry/office, local public organization, research promotion corporation, private corporation and any current research funding). Classify the grants into KAKENHI and others. The following should be taken into consideration:

1) For each funded research project, state the research category (if funded by other than KAKENHI, the research funding system), period (fiscal year), title of the research project, whether the applicant is the Principal Investigator or Co-Investigator (kenkyu-buntansha), research funding (direct funding, amount of grant shared if applicant is a Co-Investigator). Also give a clear statement of the research achievements, of the interim and post-project assessment results, and of the research progress assessment results (only made by the funding organization). (With regard to your current research project (root research project), provide this information in the column "1 Purpose and Plan of the International Joint Research.")

2) The applicant should describe them and make a distinction by drawing a line between KAKENHI and other research funding.

＊**The applicant should enter a description within 1 page (about half-page).**

5. Research Achievements

In this column, <u>select</u> and list the PI's major papers/articles, books, industrial property rights, invited lectures (e.g. at international conferences). Number each of them in ascending order, and list them. <u>Forthcoming research papers/articles in academic journals may be included, only if they have been accepted for publication.</u>

  1) For published research papers/articles, state the title, the names of authors, name of the journal, referee reading (or not), volume, page numbers of the initial and final pages and the year of publication.

  2) The abovementioned sequence of such items is not compulsory as long as all of the items are included. <u>If there are many authors, only include several authors omitting others (if any authors' names are omitted, state the number of the authors and the order on the author list for the related researchers). The Principal Investigator should be marked with an underline.</u>

＊**The applicant should describe <u>within 2 pages</u> .**

6. Applicant's Role in International Research Activities during and after the Project and the Ripple Effects of the International Joint Research

1) Describe the kind of international research collaboration that this international joint research project is expected to generate.
2) Describe the kind of international role that the applicant will play in the future as a Principal Investigator.
3) Regarding 1) above, describe how such international research collaboration will contribute to advancing the applicant's research field and/or related fields.

＊**The applicant should describe within 1 page .**

7. Protection of Human Rights and Compliance with Laws and Regulations

Describe the measures and actions that you will take if your research involves compliance with the related laws and regulations (e.g. research requiring the consent and the cooperation of the other party, research requiring consideration for the handling of personal information and research requiring efforts regarding bioethics and safety measures when implementing the research plan). This applies to surveys, research, experiments which require an approval procedure in an ethics committee inside and outside the research institution, such as for example questionnaire surveys and 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 where this is not applicable.

∗ **The applicant should enter a description within 1 page (about half-page).**

8. Rationality and Justification of the Research Costs

The applicant is to describe the rationality, necessity and grounds for calculating "Travel Expenses and Accommodation Fees", "Research Funding" and "Cost of Replacement Staff" stated in the column "9. Details of Budget."
Also, if expenditure falls under either of the following cases, please describe its necessity.
1) When the "Cost of a Replacement Staff" exceeds 50% of the project's entire budget
2) When the purchase of equipment for domestic use is planned

* The applicant should enter a description within 1 page (about half-page).

9. Details of Budget

Regarding research funding required by the research plan, enter the names of articles to be purchased under each cost item, record their amounts and also the total amount in units of 1000 yen (round down numbers to the closest 1000 yen).

✱ **The applicant should describe within 2 pages .**

(1) Travel Expenses and Accommodation Fees

Item	Amount (thousands of yen)
Total	

(2) Research Funding (Overseas)

Item	Amount (thousands of yen)
Total	

(3) Research Funding (Domestic)

Item	Amount (thousands of yen)
Total	

(4) Cost of Replacement Staff

Item	Amount (thousands of yen)
Total	

10. Application for Research Funding, Current State of Funding and Effort

Since examiners will refer to the information stated here in the collegial screening when they discuss whether a research project will be able to be sufficiently implemented without causing unreasonable duplication or excessive concentration of research funding. It is necessary that the applicant correctly states the budget for the research projects that he or she receives and uses. The applicant should take into consideration the following points and enter (1) Research funding applied for, (2) Research funding received (and scheduled to be received) and (3) Other activities, at the time of application by the Principal Investigator. Regarding your root research project, do not fill out the column "Differences in details of research and reasons for additional application for a grant for the proposed research project." These points of the root project are described in "Purpose and Plan of the International Joint Research" (page 1 and 2). Distinguish between sources of research funding by drawing a line, if there is more than one. For the exact method for filling in the necessary data, the applicant should verify the Procedures for Preparing and Entering a Proposal for Grant-in-Aid for "Fund for the Promotion of Joint International Research (Fostering Joint International Research)".

  1) Fill in *Effort* with a percentage of time allocation (%) necessary for the implementation of the research where the entire yearly working time is set at 100%.

  2) State the title of the research project at the beginning of *Research funding applied for*.

  3) In the case of a KAKENHI for "Scientific Research on Innovative Areas (Research in a proposed research area)", the applicant should state whether it is "planned research" or "invited research".

  4) Include research funding to be competitively provided by the research institution to which the researcher belongs.

※The applicant may add lines as required.

(1) Research Funding Applied for

Funding system and name of the research funding (research period and name of the funding organization)	Title of the research project (name of the Principal Investigator)	Role (Principal Investigator or Co-Investigator (*kenkyu-buntansha*))	Budget for FY2017 (throughout the period) (Unit: Thousands of yen)	Effort in FY2017 (%))	Differences in details of research and reasons for additional application for a grant for the proposed research project (In the case of a Principal Investigator of a KAKENHI, the amount to receive for the whole research period)
Research project for which a grant is applied Fund for the Promotion of Joint International Research (Fostering Joint International Research)		Principal Investigator	( )		(total budget in thousands of yen)
			( )		(total budget in thousands of yen)

(2) Research funding received (and scheduled to be received)

Funding system and name of the research funding (research period and name of the funding organization	Title of the research project (name of the Principal Investigator)	Role (Principal Investigator or Co-Investigator (*kenkyu-buntansha*))	Budget for FY2017 (throughout the period) (Unit: Thousands of yen))	Effort in FY2017 (%))	Differences in details of research and reasons for additional application for a grant for the proposed research project (In the case of a Principal Investigator of a KAKENHI, the amount to receive
			( )		(total budget in thousands of yen)
			( )		(total budget in thousands of yen)

(3) Other Activities   Efforts：   %