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.

Remarks

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

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.