FY2018 Procedures for Preparing and Entering a Research Proposal Document for "Fund for the Promotion of Joint International Research (Fostering Joint International Research (B))" (New Proposal)

Applicants for KAKENHI should fill in this Research Proposal Document, 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 referred to as JSPS) prior to application. This Research Proposal Document is used as review 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 review at the International Scientific Research Grant Committee, a notice concerning the provisional grant decision is issued. The application will be submitted based on the notice. A KAKENHI will be disbursed if the research plan is deemed appropriate.

Items to be noted

* **This Procedures for Preparing and Entering is to be used to prepare Research Proposal Document for "Fund for the Promotion of Joint International Research (Fostering Joint International Research (B))" (hereinafter referred to as Fostering Joint International Research (B)) reviewed by the "Medium-sized Section" as "New Application".**

* **When preparing the Research Proposal Document, the Principal Investigator should make the preparations with responsibility, in accordance with the rules set forth in the Application Procedures.**

* **Make sure that the title of each column is at the top of the page. Also, please do not exceed the number of pages specified for each item. As a result of filling according to the instructions of each item, blank pages may be generated.**

* **Applicant can delete the sentences indicated by "*" on the form.**

* **Research Proposal Document prepared in English will be accepted.**

* **Before submitting, be sure to check whether the contents of the Research Proposal Document converted to the PDF file are complete (missing characters, charts, garbled characters, etc.).**

I. Style setting

The margin of style is set with upper 20 mm, lower 20 mm, left 25 mm, and right 25 mm. Please do not change the setting margins because there is a risk of missing characters etc. when preparing the review material.

II. Research Proposal Document (to be entered in the website)

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

The items to be entered in the website constitute the first part ("Section desired the review", "Name of Principal Investigator (PI)" etc.) and the second part ("Research Expenditures and Their Necessity", "The Status of Application and Acquisition of Research Grants") of the Research Proposal Document (PDF file) that is prepared using the Electronic Application System.

For procedures for entering items to be entered in the website, please refer to the "FY2018 Procedures for Preparing and Entering a Research Proposal Document" (to be entered in the website) ("Fostering Joint International Research (B)").

Items to be entered in the Website (First half)
- New Proposal or Continued
- Section Desired the Review
- Name of the Principal Investigator
- Position, Academic Unit (School, Faculty, etc.), and Research Institution of the Principal Investigator
- Title of the Research Project
- Name, Institution Name, and Position of the Overseas Joint Researcher Written in the Letter of Intent Submitted in Conjunction with the Research Proposal Document
- Site Where You Will Conduct the Research (Country, Region, etc.)
- Request for Disclosure
- Application as an Early-Career Researcher
- Project Members

Items to be entered in the Website (Second half)
- Research Expenditures and Their Necessity
- The Status of Application and Acquisition of Research Grants

III. Research Proposal Document (forms to be uploaded)

The following items are contents on the "Research Proposal Document (forms to be uploaded)". They constitute the intermediate part of the Research Proposal Document (PDF file).

The Principal Investigator should download the "Research Proposal Document (forms to be uploaded)" from the JSPS website for Grants-in-Aid for Scientific Research, and fill it in. He or she should then access the "Electronic Application System", and upload the filled-in file to the "Electronic Application System". (Files above 3 MB cannot be uploaded.)

When preparing the Overall Research Plan, the instructions given below and the instructions given in each column should be observed. Characters and symbols in <u>11-point font size or larger</u> should be used, considering large number of application forms for research project will be reviewed.

* When attaching the file to the electronic application system, the applicant should upload it in the column "S-63-1" in "Forms to be Uploaded and Letter of Intent by an Overseas Researcher" of "Management of Research Proposal Document" screen. Moreover, he or she should make sure that the file name starts with "kyokab1" (capital letters are possible).

(1) "Research Objectives, Research Method etc." column

In this column, the description should be given what kind of research you plan and its summary in this proposal in accordance with the instruction specified in the Research Proposal Document to be submitted this time so that the overall structure can be clarified.

(2) "Significance and Necessity of the Joint International Research, etc." column

In this column, the description should be given the characteristics of the research in accordance with the instruction specified in the Research Proposal Document so that the review committee will better understand the research proposal to be submitted this time.

Please describe the research activities that the applicant thinks is important to "(4) applicant's hitherto research activities". Applicant may describe activities that show applicant's ability to perform research as well. For example, there are research that leads to outcomes and research that could discover new issues in things that was not successful. (In this case, applicant may quote the paper or scientific presentation etc. entered in the "Research Achievements" column).

In addition, applicant can describe the period during which research was suspended, such as maternity leave and childcare leave, interruption due to acquisition of long-term care leave.

(3) "Research Achievements of the Principal Investigator (PI) and Co-Investigator(s) (Co-I(s))" column

Please enter in accordance with the instruction specified in the Research Proposal Document. In addition, when writing a paper, if there is no page number display by electronic journals etc., it is unnecessary to enter "first and last page". In addition, if you have intellectual property rights such as patents, please indicate that fact. (Patent application number, etc.)

(4) "Issues Relevant to Human Right Protection and Legal Compliance" column

Please enter in accordance with the instruction specified in the Research Proposal Document. If the proposed research does not fall under such categories, enter "N/A (not applicable)".

* In the column of "Research Expenditure and Their Necessity" and "The Status of Application and Acquisition of Research Grants", the description should be entered by the Electronic Application System starting from FY2018 Application for Research Proposal Document. When entering in this column, please refer to "FY2018 Procedures for Preparing and Entering a Research Proposal Document (items to be entered in the website) ("Fostering Joint International Research (B)")".

* For the application of Fostering Joint International Research (B), applicant should collect Letter of Intent from an overseas joint researcher in time for the application to confirm that applicant jointly conducts the research project with the overseas researcher. You can download the form from JSPS website (URL: http://www.jsps.go.jp/j-grantsinaid/index.html)

After confirming the points to be noted written in the form, applicant should fill in the necessary information, request the overseas joint researcher (the principal researchers of the group in case a group of researchers) to confirm the contents and give a signature, and upload the file to the electronic application system. Since a signature of an overseas joint researcher is on the form, please be sure to convert the form to PDF before uploading it to the electronic application system.

If there are multiple Letters of Intent from overseas joint researchers, upload the Letter of Intent from the one principal overseas joint researcher to the electronic application system.

Note that Principal Investigator should collect the original Letter(s) of Intent.

When attaching the PDF file to the electronic application system, the applicant should upload it in the column "Letter of Intent by an Overseas Joint Researcher (S-63-2)" in "Forms to be Uploaded and Letter of Intent by an Overseas Researcher" of "Management of Research Proposal Document" screen. Moreover, he or she should make sure that the file name starts with "kyokab2" (capital letters are possible).