

**FY2018 Procedures for Preparing and Entering a Research Proposal
Document (items to be entered in the Website)
(Fund for the Promotion of Joint International Research (Fostering
Joint International Research (B)))**

The confirmation of the content of the application and the preparation of the review material is based on the “Research Proposal Document (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 review, or it is possible that the research project will not be accepted for review, because of the content entered. Therefore, the applicant should prepare the Research Proposal Document with care.

Also, a part of content entered (title of Proposed Research Project, information of project member, effort, etc.) will be provided to the e-Rad.

Please select “application information input” of the research category for which an application is made from the “List of Research Categories for which Applications are accepted”. If you apply for Early-Career Scientists, after selecting the application requirements on the “confirmation of requirements” screen, the “application information input” screen will be displayed. On the screen of “application information input”, if the “Japanese ▶ English” button at the upper left of the screen is clicked, then the explanations are translated into English.

1. New proposal or continued

“New Proposal” has been selected in advance. (The applicant cannot select “Continued”.)

2. Section Desired the Review

In “Grants-in-Aid for Scientific Research-KAKENHI-, Review Section Table” (hereinafter referred to as “Review Section Table”), please enter a Medium-sized Section which you wish to be reviewed.

3. Name of the Principal Investigator

The information on Principal Investigator which has been registered in advance from the research institution will be automatically displayed. Principal Investigator in question should verify whether his/her name has been displayed correctly. If there is an error, please temporarily save the input data, then contact the secretariat of your research institution and follow the instructions.

4. Research Institution, Academic Unit (School, Faculty, etc.) and Position of the Principal Investigator

The information on Principal Investigator which has been registered in e-Rad will be automatically displayed. Principal Investigator should verify whether the information on his/her professional affiliation has been displayed correctly at the time he or she is preparing the Research Proposal Document. If the displayed information is incorrect, please contact the administrator of his/her research institution to correct the information in e-Rad.

5. Title of Research Project

In the column “Title of Proposed Research Project”, the applicant should enter a title for the proposed research project in a manner that the title specifically expresses the content of the research until the time of the completion of the research period. (The applicant should avoid general or abstract expressions.)

If there are only double-byte characters or double-byte and single-byte characters, you can enter up to 40 letters, and if there are only one-byte characters, up to 200 letters can be entered.

The applicant should keep in mind that voiced sound symbols (*dakuten*) and semivoiced sound symbols (*handakuten*) are not counted independently as one character, but that letters of the alphabet, numbers, symbols, etc. are all counted as one character and displayed as such. The applicant should avoid the use of chemical formulas and mathematical formulas as much as possible. (Display example Ca^{2+} → input as C a 2 + (counts as 4 characters))

As a general rule, changes in the title of the research project will not be accepted.

6. Name, Institution Name, and Position of the Overseas Joint Researcher Written in the Letter of Intent Submitted in Conjunction with the Research Proposal Document

The applicant should enter the name, institution name, and position of the overseas joint researcher written in the Letter of Intent submitted in conjunction with the Research Proposal Document. It is possible to enter these in Japanese or in English.

If there are only double-byte characters or double-byte and single-byte characters, you can enter up to 300 letters, and if there are only one-byte characters, up to 600 letters can be entered.

7. Site Where You Will Conduct the Research (Country, Region, etc.)

The applicant should enter the site where the joint international research is to be conducted (country, region, etc.) in pursuit of the proposed research project. If there are multiple sites to conduct the research, please enter the main one(s). You may enter more than one main site.

If there are only double-byte characters or double-byte and single-byte characters, you can enter up to 300 letters, and if there are only one-byte characters, up to 600 letters can be entered.

8. Request for disclosure

The applicant should select the appropriate item from among “Request for disclosure” or “Not Request for disclosure”, for the results of the document review etc., in case his/her proposed project is not selected.

* “Disclosure” of the review results will be made only to the applicant through the electronic application system (Except for the applicant, the results cannot be viewed by anyone including the person(s) belong to the research institution).

9. About the Application as an Early-Career Researcher

At least 3 domestic researchers should be involved in the Fostering Joint International Research (B) as project members including at least one early-career researcher (*) (Desirable number of researchers is 5).

In case the early-career researcher applies as a Principal investigator, his/her project is eligible even when it is conducted by 1 or 2 early-career researchers.

* < Application Requirements of Early-Career Researcher >

- (1) Be a researcher who is less than 8 years after his/her acquisition of Ph.D. (as of April 1st, 2018).
- (2) Be a researcher who is less than 8 years after his/her acquisition of Ph.D. (as of April 1st, 2018) except period of childcare leave etc. (prenatal/postpartum break, childcare leave).
- (3) Be a researcher whose Ph.D. is not yet acquired at the time of application and who is 39 years old or younger (as of April 1st, 2018).

When early-career researcher apply as a Principal Investigator, his/her eligibility (application requirements) will be checked on the electronic application system. Points to note are as follows:

The researchers who meet the requirement (1) or (3) will be registered as early-career researchers on the electronic application system after it automatically identifies with the date of Ph.D. acquisition and date of birth registered on e-Rad.

The researchers who meet the requirement (2) should check the checkbox at “I will apply as an Early-Career Researcher” and enter the maternity leave or childcare leave period.

10. Project Members List

Concerning the planned research of “Fostering Joint International Research (B)”, it is possible to involve the “Co-Investigator” and the “Research Collaborator” in the research. For the definitions

of “Principal Investigator”, “Co-Investigator”, “Research Collaborator”, please refer Application Procedures for Grants-in-Aid for Scientific Research.

In addition, the applicant should fill in the column “Project Members List” while keeping in mind the following points.

(1) Organization of Project Members

At least 3 domestic researchers should be involved in the Fostering Joint International Research (B) as project members including at least one early-career researcher (Desirable number of researchers is 5). (For early-career researcher, please refer to “9. About the Application as an Early-Career Researcher”.)

In case the early-career researcher applies as a Principal investigator, his/her project is eligible even when it is conducted by 1 or 2 early-career researchers.

The applicant should organize a project members keeping in mind the points mentioned adverb. The concrete input method is shown below.

(2) Project Members Input (Principal Investigator)

- **In the column “Distinction”**, it will be automatically displayed as “Principal Investigator”.
- **In the column “Researcher Number”, “Name (Pronunciation in katakana and Kanji etc)”, “Age (as of April 1, 2018)”, and “Research Institution, Academic Unit (School, Faculty, etc.), Position”** of the Principal Investigator, the information on the Principal Investigator which has been registered in e-Rad will be automatically displayed. Principal Investigator should verify whether the information has been displayed correctly.
- **In the column “Academic Degree”**, Principal Investigator should fill in his/her academic degree.
- **In the column “Role in This Project”**, the Principal Investigator should fill in, how the Principal Investigator and the Co-Investigator(s) will cooperate to carry out the research, in a way that clarifies the respective connections between the researchers, and highlighting the allotment of research tasks in the research implementation plan FY2018. Principal Investigator should also enter those information of Co-Investigator.
- **In the column “Research Expenditure for FY2018”**, the share of the grant to the Principal Investigator and the Co-Investigator(s) should be entered in units of thousand yen, based on the research plan. Principal Investigator should also enter those information of Co-Investigator.

The total amount of all the shares of the grant to each researcher should correspond to “Research Expenditure for FY2018 (Thousand Yen)” displayed in the screen. If it does not correspond, “error” is displayed on the confirmation screen after entering.

- **In the column “Effort”**, the Principal Investigator should enter the time allocation rate (an integral number between 1 and 100), assuming that the research project for which the current application is being made would be adopted.

When determining the time allocation rate, the Principal Investigator 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 adopted, the Principal Investigator will be requested to confirm the effort anew at that time and to perform the procedure of formal application for grant delivery. If the effort is changed at that time, it is necessary to correct the effort in e-Rad before formal application for grant delivery.

(3) Project Members Input (Co-Investigator)

- **Concerning the entry column for the Project Members List (Co-Investigator)**, when pressing the button “Add” on the left side of the entry screen one time for every member of the project, the edit box in which the data need to be entered is displayed.

The Principal Investigator should delete edit boxes for data entry that are not being used (when he or she entered data but finally does not use them, or when he or she did not enter data at all), by pressing the button “Delete” on the left side.

The column “Number of Project Members”, displayed on the lowermost part of the screen is displayed automatically, according to the number of edit boxes for data entry.

If the number in the column “Number of Project Members” and the total number of persons for whom data have actually been entered do not correspond, “error” is displayed on the confirmation screen, the data have been entered. Therefore, the applicant should always delete edit boxes for data in which no data has been entered.

- **In the column “Distinction”**, it will be automatically displayed as “Co-I(s)”.
- **In the column “Researcher Number”, “Name (Pronunciation in katakana and Kanji etc)”, “Age (as of April 1, 2018)”, and “Research Institution, Academic Unit (School, Faculty, etc.), Position”** of the Co-Investigator, enter the researcher number of the Co-Investigator and click on the [Search] button, his/her information will be displayed, and click [OK] button.
Since the Co-Investigator may belong to more than one research institution, please ask the Co-Investigator at first to confirm which affiliation he/she wishes to list for the application.
- **In the columns “Academic Degree” and “Effort”**, the contents which the Co-Investigator

entered in the consent process of Co-Investigator will be displayed.

- **In the columns “Role in This Project” and “Research Expenditure for FY2018”,** the Principal Investigator should enter the contents. (Please refer to the column “(2) Project Members Input (Principal Investigator)” for the entry method).

【About the Consent Process of Co-Investigator】

- The consent both from Co-Investigator him/herself and his/her research institution should be given on the electronic application system to list him/her on the project members as a Co-Investigator.
- To make a request for Co-Investigators, check the checkbox at “Request” in the “Status of Consent” row and save it temporarily. The researcher registered in the field is provisionally requested to participate in the research project as a Co-Investigator. Check the checkbox again to confirm that you want to request him/her to participate in the research project. (In addition, please contact him/her that you had made the Co-Investigator request on the system.)
- When the consent both from Co-Investigator him/herself and his/her research institution have been given, the “Status of Consent” will be changed to “Obtained the consent from the Co-Investigator” and “Obtained the consent from the institution”.
- You cannot request the researcher to become a Co-Investigator whose status of consent is “Dissented by the Co-Investigator” or “Dissented by the Institution”. Press [Delete] button on the left hand side of that column and delete the frame into which the data is being entered.
- Before you make a request to the researcher to become a Co-Investigator, **you should read “Grants-in-Aid for Scientific Research-KAKENHI- Written Consent of the Co-Investigator”.**

* Please refer to the Kakenhi (Grants-in-Aid for Scientific Research) Electronic Application System Operation Manual (URL: http://www.shinsei.jsps.go.jp/kaken/topkakenhi/shinsei_ka.html) for the detail information on the consent process of Co-Investigator such as operating environment, operating method, and so on.

(4) An overseas joint researcher who conducts a joint international research is a “Research Collaborators”. It is unnecessary to enter the information on overseas joint researcher into the project members of the research project. However, the Principal Investigator should mention them in a column where he/she explains the overall research plan in the Research Proposal Document. For example, describe them in concrete and clear terms so that the framework of the joint international research is clear including the role of overseas joint researchers in the column “Research Objectives, Research Method, etc.”

11. Research Expenditure and Their Necessity

In this column, details of research expenditure, their necessity and the basis of their estimation should be given in connection with the “Research Proposal Document (forms to be uploaded)”. In that case, please pay attention to “Target expenditure (direct expense)” and “Ineligible expenditure” described below. Also, please be aware that research plan with research expenditure less than 100,000 yen in any year of the research period will not be eligible for call for proposal.

“Target expenditure (direct expense)”

The expenditure necessary for the implementation of the research plan (including the budget necessary for summarizing the research achievements) is eligible.

“Ineligible expenditure”

The following expenditures are not included in the funding:

- ① Expenditure for buildings and other facilities (excluding the expenditure for minor installations which became necessary because of the introduction of goods that have been purchased by means of direct expense)
- ② Expenditure for handling accidents or disasters that occurred during the implementation of funded project
- ③ Personnel cost/Honoraria for the Principal Investigator or Co-Investigator(s)
- ④ Other expenditure which fall under indirect expense*

* Indirect expense is expenditure necessary for the management of the research institution and other things that arise during the implementation of the research project (corresponding with 30% of the amount of the direct expense). The expenditure is used by the research institution. This time, it is scheduled to set up indirect expense for the research categories for which a call for proposals is organized. However, the Principal Investigator does not need to state that indirect expense in the Research Proposal Document.

Research expenditure and usage breakdown are automatically calculated from the details of each expense. In the detail column of each expenditure, the data input column is displayed by pushing the necessary number of “Add” button on the left side of the input screen. For data entry fields that you do not use (if you have entered but do not use it or if you did not enter at all), please delete the data entry field by pressing the “Delete” button on the left side. Please enter the amount in thousand yen units and round off fractions smaller than one thousand yen. After completing all the details of each expense, please click the recalculate button.

Please note the following points when entering details of each expense.

○ Equipment Costs

When purchasing a large number of books and materials, please input to some extent, such as the contents of the books and materials, as “Western medieval political history related books”. Also, in the case of machinery and equipment, simply enter a set of ○ ○ ○ as well as its breakdown.

○ Consumables Expenses

Please enter for each product name such as chemicals, laboratory animals, glassware, etc.

○ Necessity of the Equipment Costs and the Consumables Expenses

Please enter the necessity and the basis of the estimation of equipment cost and consumables expenses you entered. In any fiscal year of this research, if the “equipment costs” exceeds 90% of the total research expenditure and there is expenditure which accounts for a particularly large proportion in “consumables expenses”, you must enter the necessity of the expenditure to carry out the research.

○ Domestic and Overseas Travel Expenses

As for the domestic and overseas travel expenses for Principal Investigator, Co-Investigator(s), , and Research Collaborators (data collection, various investigations, meetings of research, announcement of results of research, etc.), please enter the expenditures (transportation fee, accommodation fee, daily allowance) etc. for each matter.

○ Personnel Cost / Honoraria

Please enter the expenditures for each matter such as honoraria, compensation, wages and salaries to Research Collaborator(s) (postdoctoral researchers, research assistants (RA), researchers belonging to overseas research institutions, and others) who 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 yen)

○ Miscellaneous Expenses

Except for equipment cost, consumables expenses, travel expenses, personnel cost / honoraria, please enter the expenditures to carry out the research (e.g. the costs for printing, photocopying, developing/printing, correspondence (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 (rental of the venue and meals (excluding alcohol)), equipment rental (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) for each matter.

○ Necessity of Travel Expenses, Personnel Cost / Honoraria, and Miscellaneous Expenses

Please enter the necessity and the basis of the estimation of travel expenses, personnel cost / honoraria, and miscellaneous expenses you entered. In any fiscal year of this research, if the “travel expenses” and / or “personnel cost / honoraria” exceeds 90% of the total research expenses and there is expenses which accounts for a particularly large proportion in “miscellaneous expenses”, you must enter the necessity of the expenditure to carry out the research.

12. The Status of Application and Acquisition of Research Grants

The entries in this column will be referred to by the review committee in order to ensure that the grant status would not constitute a case of “unreasonable duplication and/or excessive concentration in the grant allocation” so that the proposed research project can be duly carried out in parallel with other projects. List, at the time of submission of this KAKENHI application by Principal Investigator, please input (1) research grant application(s) in the review process, (2) research grant(s) adopted and to be delivered, and (3) other activities.

- Please enter this research project to be entered at the head of “(1) research grant application(s) in the review process”.
- Please enter not only KAKENHI but also other competitive funding system in “(1) research grant application(s) in the review process” and “(2) research grant(s) adopted and to be delivered”.
- Please also enter research grants to be allocated competitively within the research institution to which you belong in “(1) research grant application(s) in the review process” or “(2) research grant(s) adopted and to be delivered”.
- There is no need to enter the fundamental research grants that are allocated uniformly so that research activities etc. can carry out as duties within their research institution in “(1) research grant application(s) in the review process” or “(2) research grant(s) adopted and to be delivered”. The effort of the research activities that utilize such grants is included in “(3) other activities”.
- If the applicant is a Research Fellowship for Young Scientists (SPD/PD/RPD) and applied for a Grant-in-Aid for JSPS Fellows in FY2018, please enter it in “(1) research grant application(s) in the review process”. If the applicant is a Research Fellowship for Young Scientists (SPD/PD/RPD)

and plan to receive a Grant-in-Aid for JSPS Fellows in FY2018, please enter it in “(2) research grant(s) adopted and to be delivered”. Moreover, please do not enter the Grant-in-Aid that is paid monthly by JSPS (research implementation costs).

In the detail column of “(1) research grant application(s) in the review process” and “(2) research grant(s) adopted and to be delivered”, the data input column is displayed by pushing the necessary number of “Add” button on the left side of the input screen. For data entry fields that you do not use (if you have entered but do not use it or if you did not enter at all), please delete the data entry field by pressing the “Delete” button on the left side.

○ “Role in this Project”

Please select “PI” if the role of the researcher is a Principal Investigator or select “Co-I” if the role of the researcher is a Co-Investigator.

○ “Funding Scheme, Grant Category (Funding Organization)”

In case of KAKENHI, please select the research category. For cases other than KAKENHI, please select “Other” and enter the name of the research grant and the name of the funding organization in the lower row.

○ “Research Period”

Please enter the research period.

○ “Title of Proposed Research Project”

Please enter the title of proposed research project.

○ “Name of Principal Investigator”

If applicant select “Co-I” in the column of Role in the Project, please enter the name of the Principal Investigator (or equivalent) of the research subject.

○ “Research Expenditure for FY2018 (Research Expenditure for the whole period) (Unit: thousand yen)”

Enter the amount of direct expense of research expenditure to be received and used by himself / herself in FY2018 (items under application is the applied amount) in the upper row, and at the same time enter the total amount (planned amount) to be used by himself / herself during the whole period in the lower row.

If applicant select “Co-I” in the column of Role in the Project, please enter the amount of

contribution (planned amount) to be received and used by himself / herself in FY2018 in the upper row, and at the same time enter the total amount of contribution (planned amount) to be used by himself / herself during the whole period in the lower row. (Please enter "0" if contributions are not distributed in the respective column.

○ “Effort Percentage in FY2018 (%)”

Based on 100% of the total working hours for “(1) research grant application(s) in the review process”, (2) research grant(s) adopted and to be delivered” and “(3) other activities” to be entered in this column, please enter the allocation rate (%) of the time required for conducting activities etc. The “total working hours” does not mean time spent only on research activities, but entire actual working time, including time spent on educational activities and other activities.

In KAKENHI, please enter “-” (hyphen) if applicant enter a research category (such as Specially Promoted Research) that can be duplicated but not adopted in duplicate.

In addition, when conducting research by the competitive funding system, please be sure to enter the effort related to the research activity. When the research project for which the current application is being made is selected, the applicant will be requested to confirm the effort anew at that time and to perform the procedure of formal application for grant delivery. If the effort is changed at that time, it is necessary to correct the effort it e-Rad before formal application for grant delivery.

○ “Distinction of the research contents and reason for submission of this KAKENHI application in addition to the other projects”

Please explicitly enter the items focusing on the research grant application(s) in the review process or research grant(s) adopted and to be delivered, distinction of the research contents, and reason for submission of this KAKENHI application in addition to the other projects of the research project.

If applicant is a Principal Investigator of KAKENHI, please enter the total amount of direct expense for the whole research period in that column.