

FY2009 Procedures for Preparing and Entering a Proposal for Grant-in-Aid for "Young Scientists (Start-up)"

Applicants for grants-in-aid for scientific research should fill 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") prior to application. This proposal for grant-in-aid is used as **screening material** at the **JSPS 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 Scientific Research Grant Committee, a notice concerning the informal decision on funding is issued. The application will be submitted based on the notice. A grant-in-aid for scientific 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 "Young Scientists (Start-up)", "New Application" .**
- ※ **When preparing the proposal for grant-in-aid, the Principal Investigator should make the preparations in a responsible way, in accordance with the rules set forth in the Application Procedures.**
- ※ **No modifications can be made to the prescribed form.**
- ※ **Proposals for grant-in-aid prepared in English will be accepted. However, the items necessary for clerical processing of the application information (to be entered in the website) should be entered in Japanese.**

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

The following items, which are application information (to be entered in the website), should be entered directly by the Principal Investigator, by accessing the electronic application system of JSPS (hereinafter called "electronic application system") using the ID and password provided by his or her research institution.

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 "Procedures for Preparing and Entering Application Information (to be entered in the website) ("Grant-in-Aid for Young Scientists (Start-up)")".

(To be entered in the website)

1. Desired Area for Screening
2. Item Number of Related research fields
3. Screening Sub-panel Number
4. Name of the Principal Investigator
5. Age
6. Position, Academic Unit, and Research Institution of the Principal Investigator
7. Academic Degree, Field of Specialization and Effort
8. Who is eligible to apply

9. Date of recruitment
10. Date of recruitment (the date when the applicant became eligible to apply for a grant-in-aid for scientific research for the first time or again)
11. Period of maternity leave before and after childbirth or child-care leave
12. Number of working hours per week
13. Informally agreed amount of the Grant-in-Aid for JSPS Fellows and number of the proposed project of the Grant-in-Aid for JSPS Fellows
14. Title of Proposed Project
15. Budget of Proposed Project
16. Wish for Disclosure of Screening Results

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

The following items are information about the “File Containing the Project Description (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 “File Containing the Project Description (items in the attached file)” from the JSPS website for grants-in-aid for scientific research, fill it in. He or she should then access the “electronic application system”, and attach the filled-in file to the “electronic application system”.

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), (3).

- (1) The section “Purpose of the Research, Research Plan and Methods, “Current Research Environment”, “Distinctiveness of the Proposed Project for which Currently an Application is Being Made in Case the Applicant is Participating in Other Projects, etc.”, Rationality and Justification of the Budget for Proposed Project”**

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

- (2) The section “Recent Research Activities”**

The applicant should enter them in accordance with the instructions given in the proposal for grant-in-aid. (Pages cannot be added.) 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 “Protection of Human Rights and Compliance with the Laws and Regulations”**

The applicant should describe the measures and action that he or she will take, if his/her research involves compliance with the related laws and regulations, such as research requiring the consent and the cooperation of the other party when implementing the research plan, research requiring consideration for the handling of personal information and research requiring efforts regarding bioethics and safety measures.

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 in which personal information is involved, interview surveys, the use of samples provided by patients, analysis study of human genome, recombinant DNA experiments, experiments on animals, etc. Please indicate where this is not applicable.

- (4) In the section “Statement of Costs for Equipment”** the applicant should enter the items by fiscal year and give the total cost, taking into account the following.

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.

- (5) In the section “Statement of Costs for Consumables”**, the applicant should enter the name of

each item, such as chemicals, test animals, scientific glassware and separate printing of research papers/articles, etc., separately, divide them for each fiscal year, and add the total sum.

(6) In the section “**Statement of Travel Expenses**”, the applicant should enter the items divided for each fiscal year, and add the total sum, taking into account the following points.

1) The applicant should divide travel expenses into domestic and overseas travel expenses and itemize them for each item, such as overseas/domestic travel expenses of the Principal Investigator, Co-Investigator (*kenky-buntansha*), Co-Investigator (*renkei-kenkysha*), and other people who collaborate on the research (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.

2) The applicant should itemize personnel costs and the like, such as honoraria, compensation, wages and salaries to people who assist in the research (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 yen)

3) 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 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)).

(7) **The section “Application for Research Funding, the Current State of Funding and Effort”**

The applicant should enter the state of respectively “(1) the research funding applied for”, “(2) the research funding to be provided” and “(3) other activities” at the time of application by the Principal Investigator, taking into account the following points. Distinguish between sources of research funding, if there is more than one.

Moreover, 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 to be provided.

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 to be provided. 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 grant-in-aid for scientific research in which the researcher participates as a Co-Investigator (*renkei-kenkysha*) should be stated in (3) other activities, if applicable

1) **“Funding system, name of research funding and research period (e.g. name of 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 grants-in-aid for scientific research, he or she should only enter the research category, screening division (for Scientific Research in Priority Areas, whether planned research or invited research), and the research period.

(Example 1) Screening division “General” in “Scientific Research” (C) with a research period from FY2008 to FY2011

- Scientific Research (C) (General) (FY2008 to FY2011)
(Example 2) “Challenging Exploratory Research” with a research period from FY2009 to FY2011
→ Challenging Exploratory research (FY2009 to FY2011)
(Example 3) Planned Research in “Scientific Research in Priority Areas” with a research period from FY2008 to FY2009
→ Scientific Research in Priority Areas (Planned Research) (FY2008 to FY2009)

2) “Title of Proposed Project (name of the Principal Investigator)”

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

3) “Role (separating Principal Investigator or Co-Investigator (*kenky-buntansha*))”

The applicant should enter “Principal Investigator”, if the role of the researcher in question is Principal Investigator, and “Co-Investigator (*kenky-buntansha*)”, if he or she is Co-Investigator (*kenky-buntansha*).

4) “Budget for Proposed Project for FY2008 (throughout for the entire period) (in thousands of yen)”

The applicant should enter the amount of eligible costs (direct costs) supported by the research funding to be received during FY2009 (amount of research funding applied for) and put the total amount for the entire research period in parentheses in the next line.

Moreover, for a Co-Investigator (*kenky-buntansha*) or a person engaged in any other role, the amount of the shared grant to be received during FY2009 (planned amount) should be entered, and the total amount of the shared grant to be received for the entire research period should be put in parentheses on the next line.

5) “Effort”

The applicant should enter the time allocation rate (%) of time necessary for the implementation of each of the research activities with the entire working time relating to (1) “research funding applied for”, (2) “research funding to be granted” and (3) “other activities” stated in the section as 100%. 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.

Moreover, the applicant should put a dash (“-”) when stating a research category for which duplicate applications are permitted but not both of them are selected at the same time (e.g. Specially Promoted Research) for grants-in-aid for scientific research.

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 the Cross-ministerial Research and Development management system(e-Rad)

6) “Differences in Details of Research and Reasons for Additional Application for a Grant for the Current Research Project”

The applicant should clearly enter the differences in the details of research between the research supported by a grant under application or to be approved, on the one hand, and the present research project, on the other hand, and the reasons for the application for a grant for the present research project, in addition to any other research funding. Highlight only key points when entering this information.

III. Miscellaneous

The applicant should enter the name of the research institution and the name of the Principal Investigator at the bottom of the page, if required.