

**FY2021 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 (A)))**

The confirmation of the content of the application and the preparation of the review material is based on the “Research Proposal Document”, 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, effort, etc.) will be provided to the e-Rad.

Please select “application information input” of the research category from the “List of Research Categories Accepting Applications”. 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.

Input Screen of “Research project information”

1. Requested Area for Review

Please enter the area in which you wish your application to be reviewed. (Please refer to “Application Procedures for Fund for the Promotion of Joint International Research (Fostering Joint International Research (A).)”)

Areas for Review	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
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2. Firstly related to Basic Section/Secondly related to Basic Section (This content is not converted to the PDF file.)

In “Grants-in-Aid for Scientific Research-KAKENHI-, Review Section Table” (hereinafter referred to as “Review Section Table”), select one Basic Section (01010~90150) firstly related to the research project. Also, it is possible to select optionally one more section as secondly related to Basic Section.

3. Name of the Principal Investigator

The information on Principal Investigator which has been registered in e-Rad 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. Age

The information on Principal Investigator which has been registered in e-Rad will be automatically displayed. Therefore, the Principal Investigator should verify whether his/her age as of April 1, 2020, has been registered correctly.

5. 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 there is an error, please temporarily save the input data, then contact the secretariat of your research institution and follow the instructions.

6. Academic Degree, Effort (Time Spent on Project)

- **In the “Academic Degree” column**, Principal Investigator should fill in his/her academic degree.
- **In the “Effort” column**, the Principal Investigator should enter the time allocation rate (an integral number between 1 and 100) for each fiscal year of the research period (up to 3 years), assuming that the research project for which the current application is being made would be adopted. If you are scheduled to start your research project in FY2021, please fill in “0” in the “FY2020” column

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.

7. 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.) Applicants should note that the entire Research Proposal Document, including the title of the research project will be reviewed and will be publicized widely in the Grants-in-Aid for Scientific Research (KAKENHI) Database (KAKEN) if the research proposal is adopted. Therefore, make sure to select a title that effectively reflects the content of your research project.

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.

8. Research Abstract

The applicant should enter the purpose of the research project for which he or she applies, and the methods and other matters to achieve purpose of the research in a clear manner (including significance and necessity as joint international research). 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 500 letters, and if there are only one-byte characters, up to 1000 letters can be entered.

9. Details of the Research Project that is Currently Adopted

In the “Details of the Research Project that is Currently Adopted” column, the following listed information is automatically entered with regard to the root research project. Listed information includes the research category, title of research project, research period, project number, review section / research field (area) number, review sub-panel number, and review section / research field (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.

10. Scheduled Total Travel Period

In the “Scheduled Total Travel Period” column, 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. In addition, 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.

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

In the column “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.

Moreover, please enter the scheduled travel period in that international joint research will be carried out in the each above-described counterpart research institution. (If the period is undecided at the time you submit this application, please enter the gist of that.)

12. Item to be pledged when Applying

Check the box if you have obtained the consent of the overseas joint researcher(s) with whom you plan to carry out international joint research. (You may not apply if the box is not checked.)

13. 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).

Input Screen of “Research Expenditure and Description of Each Expenditure Categories”

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. Please also be aware that a research plan with a research expenditure of less than 100,000 yen over the entire research period is not eligible under this application call.

When selecting projects, consideration will be given to allotting applicants the full amount of their requested in their application form.

(1) “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. Under the grant category “Fostering Joint International Research (A),” the expense items (i.e. Equipment Costs, Consumables Expenses, Travel Expense, Personnel Cost/Honoraria, Miscellaneous Expenses) are entered under three categories: “Travel Expenses and Accommodation Fees,” “Research Expense,” and “Cost of Replacement Staff.”

The purpose of Fostering Joint International Research (A) is to support research plans carried jointly by PIs with researchers at overseas universities and research institutions for a set period of time. This should be born in mind when calculating the costs necessary to implement the research plan. Expenses need to carry out related research activities in Japan may be included.

As, however, project funding is to be expended based on the rules of your affiliated research institutions, they should be consulted so as to follow their rules when calculating expenses. Particularly when calculating travel expenses, accommodation fees, and cost of replacement staff, be sure to coordinate and check with the administrative staff in charge at your affiliated institution in order to avoid excessive use of such expenses.

	Expenses for Goods (Equipment Costs/ Consumables Expenses)	Travel Expense	Personnel Cost/Honoraria	Miscellaneous Expenses
Travel Expenses and Accommodation Fees	/	○	/	○
Research Funding	○	○	○	○
Cost of Replacement Staff	○	○	○	○

* If any expenditure in the categories “Research Funding” and “Cost of Replacement Staff”

exceeds 6-million yen or if any equipment will be purchased for the use in Japan, the necessity of such expenditure should be specified.

(2) Differentiating root research projects

Projects under the Fund for the Promotion of Joint International Research (Fostering Joint International Research (A)), root research projects, and other KAKENHI projects cannot pool their funding, which must be separated. Direct expenses for the projects under the Fund cannot be used to cover the expenses for the research projects under other KAKENHI such as root research projects. You should be particularly careful when you spend the research expenses within the country.

(3) “Ineligible expenditure”

The following expenditures are not included in the funding:

- ① Expenditure for buildings and other facilities (excluding the expenditure for 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
- 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. And the output in PDF will be the upper limit to 2 pages.

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. 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.

In the "Description of Travel Expenses and Accommodation Fees" column, the necessity of research expenditure and the basis of their estimation should be given clearly and concretely based on their relation to your research plan.

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

2. Research Funding (Overseas/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.

In the "Description of Research Funding" column, the necessity of research expenditure and the basis of their estimation should be given clearly and concretely, showing how they differ from the root research project and are based on your research plan. Moreover, if the following cases apply, please describe their necessity.

- If any expenditure in the categories "Research Funding" exceeds 6-million yen, the necessity of such expenditure should be specified.

- If any equipment will be purchased for the use in Japan, the necessity of the purchase for international joint research should be specified.

3. Cost of Replacement Staff

Principal investigators may enter expense items from those listed below needed to secure a person(s) to substitute for them at their research institution. 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 costs and consumables expenses)." 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.

In the "Description of Cost of Replacement Staff" column, the relation between the entered expense and Principal Investigator's duties at his/her research institution should be described clearly and concretely. Moreover, when the cost of replacement staff exceeds 6-million yen, its necessity should be specified.

<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		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)

		countries is covered.		
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

4. Points to Keep in Mind Regarding the Details of Budget

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

○Equipment Costs

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. (As for the books, the same way to journalize should be applied even if they were not handled as equipment.). 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. Moreover, the applicant should enter Specification and place of installation (institution) in the section “Item”.

Consumables Expenses

The applicant should enter the name of each item, such as chemicals, test animals, and scientific glassware, etc..

Travel Expense

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).

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. In addition, enter the status at the time of collaboration (such as project assistant professor, postdoctoral fellow, student in Doctoral course/Master's course) of the people to whom the personnel cost or honoraria to be paid if it is obvious.

(Example) Organizing materials: [breakdown: X (number of students in Doctoral courses) × Y (number of months)] = XXXX yen. (Refer to the Application Procedures for Grants-in-Aid for Scientific Research.)

Miscellaneous Expenses

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).

The Input Screen of “ 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.

- This research project should be entered at the head of “(1) research grant application(s) in the review process”.
- Not only KAKENHI but also other competitive research funds (including foreign ones) (*) should be entered in “(1) research grant application(s) in the review process” and “(2) research grant(s) adopted and to be delivered”.

(*) The Integrated Innovation Strategy 2020 states that “Regarding the acceptance of funds from foreign countries, we [the Government of Japan] will make information disclosure of the situation, etc. as a requirement at the time of a research funds application.” In response, starting from the FY2021 call for proposals, it is clearly stated that applicants submitting KAKENHI grant applications must declare any foreign research funds in “The Status of Application and Acquisition of Research Grants” column in the Research Proposal Document. Enter all domestic and foreign competitive research funds as well as any research funding, including subsidies from private foundations, funds for contract research and joint research in the review process and/or adopted and to be delivered.

- There is no need to enter the fundamental research grants that are allocated 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”. Moreover, the effort in the research project supported by a KAKENHI in which the researcher participates as Research Collaborator 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 FY2020, 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 FY2019, 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 FY2021 (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 FY2021 (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 FY2020 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 FY2021 (%)”

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 addition, when conducting research by the competitive research grants 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, and other relevant information”

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.

In addition, enter the affiliated institution and title/position in submitting or accepting the research project.

If applicant is a Principal Investigator of KAKENHI, please enter the total amount of direct expense for the whole research period including the shared amount to the Co-Investigators in this column.