

## **FY2020 Procedures for Preparing and Entering a Research Proposal Document for “Fund for the Promotion of Joint International Research (Fostering Joint International Research (A))” (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 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 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 (A))” (hereinafter referred to as Fostering Joint International Research (A)), “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. Characters and symbols in 11-point font size or larger (10-point or larger in English) should be used, considering a large number of application forms for research project will be reviewed.**
- \* **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 but in that case, do not delete them.**
- \* **The sentences in italics on the form should be deleted but do not delete other instructions and boxes.**
- \* **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. 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)” (hereinafter referred to as “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 “FY2020 Procedures for Preparing and Entering a Research Proposal Document” (to be entered in the website) (“Fostering Joint International Research (A)”).

### Items to be entered in the Website (First half)

- Requested Areas for Review
- Firstly related to Basic Section,/Secondly related to Basic Section
- Name of the Principal Investigator
- Age
- Position, Academic Unit (School, Faculty, etc.), and Research Institution of the Principal Investigator
- Academic Degree, Effort
- Title of Research Project
- Research Abstract
- Details of the Research Project that is Currently Adopted (\*)
- Scheduled Total Travel Period
- Country and Counterpart Research Institution name of your Travel Destination and Travel Period
- Item to be Pledged When Applying
- Request for Disclosure

(\*) Projects that are being carried out in the KAKENHI categories of “Grant-in-Aid for Scientific Research (excluding “Overseas Academic Research”)” or “Grant-in-Aid for Early-Career

Scientists (including “Grant-in-Aid for Young Scientists”)” at the time of grant application. Those projects are hereinafter called “root research projects.”

Items to be entered in the Website (Second half)

- Research Expenditure and Description of Each Expenditure Categories
- The Status of Application and Acquisition of Research Grants

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

- \* When attaching the file to the electronic application system, the applicant should upload it in the column “S-61” in “Forms to be Uploaded” of “Management of Research Proposal Document” screen.

### **(1) “Summary, Significance and Necessity of the Joint International Research, etc.” column**

In this column, write in up to ten lines a summary of the joint international research including its significance and necessity in accordance with the instructions contained in the Research Proposal Document. The summary should give the reviewers a deeper understanding of your research and be centered on advancing your KAKENHI root project.

### **(2) “Research Objectives and Research Method of the Joint International Research, etc.” column**

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

### **(3) “Role of Overseas Joint Researchers and the state of preparation” column**

In this column, describe the role of the overseas joint researchers in the proposed project and the

state of preparation and coordination with them and with the overseas counterpart research institutions. Follow the instructions specified in the Research Proposal Document. Please note that this grant does not support simple overseas dispatches such as for studying abroad.

**(4) “Applicant’s Ability to Conduct the Research and the Research Environment” column**

Enter in accordance with the instruction specified in the Research Proposal Document.

The description for the “(1) applicant’s hitherto research activities” should be focused on the research activities relevant to the submitted research plan to show the feasibility of the research plan.

The description in this column is to explain the feasibility of the research plan. On citing research achievements (research papers, books, patents, invited talks, etc.) they should be given not as an exhaustive list but as supporting evidence to prove the applicant’s ability to conduct the proposed research.

Sufficient information should be given so that the reviewers can identify the research achievements. In the case of a research paper, for example, the relevant bibliographic information, including the title of the paper, the author(s), the title and the volume of the journal, the publication year, and the pages of the article should be given.

The research papers that can be cited are only those already published or accepted for publication.

In case that the applicants have periods during which the researches were suspended due to acquisition of maternity leave, childcare leave, care leave and so on, they may choose to write about it in this column.

**(5) “Issues Relevant to Human Right Protection and Legal Compliance” column**

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)”.

\*When entering in the column of “Research Expenditure and Description of Each Expenditure Categories” and “The Status of Application and Acquisition of Research Grants”, refer to “FY2020 Procedures for Preparing and Entering a Research Proposal Document (items to be entered in the website) (“Fostering Joint International Research (A)”)”.