

II. Research Proposal Document (forms to be uploaded)

The Research Proposal Document (forms to be uploaded) consists of five files (forms S-64 (1) through S-64 (4) and S-64 (L)). The Principal Investigator should download each of the forms from the JSPS Grants-in-Aid for Scientific Research (KAKENHI) webpage, then upload the completed forms into the Electronic Application System. You should note the following in preparing the Research Proposal Document:

- Make sure that the title of each item appears at the top of the page. Do not exceed the maximum number of pages specified for each item. As you prepare the documents in accordance with the instructions on each item, you may end up with blank pages, which is okay. In such case, do not delete those blank pages.
- Delete the Notes on the forms. Do not delete any other instructions. Also leave the text box lines.
- Out of consideration to the review process in which many research proposal applications will be reviewed, please use a font size of 11 points or larger (10 points or larger for English).
- 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.
- You cannot upload files of 10MB or larger. Prepare the documents in appropriate file size.

II-1. Research Proposal Document [Form S-64 (1)] (forms to be uploaded)

This file should be prepared either in Japanese or in English. When preparing the file, the instructions given for each column should be observed.

- * The Preliminary Screening will be conducted based only on the “Application Information (items to be entered in the Website) (first half),” this form, “Research Proposal Document [form S-64(3)] (forms to be uploaded),” and “Research Proposal Document [form S-64(L)] (forms to be uploaded).” Therefore, in this form, do not refer to information contained in forms other than those listed above. Meanwhile, this form will not be used for overseas review, so the information contained in this form should not be referenced in other forms. For example, in [Form S-64 (2)], you cannot reference any of the graphics you include in this form (and vice versa), so you should illustrate the necessary figures in each form.

II-2. Research Proposal Document [Form S-64 (2)] (forms to be uploaded)

This file should be prepared either in English. When preparing the file, the instructions given for each column should be observed.

You should take special cautions in **describing sensitive research ideas, etc. that may cause substantial disadvantage to the applicant in case such ideas, etc. were leaked.**

- * Note for the description of “Details of the applicants’ ability to conduct the research, the research environment”,
Focus on describing research activities relevant to your research plan in order to demonstrate the feasibility of the plan. Also describe the Co-Investigators, focusing on research activities relevant to their

anticipated roles.

For research achievement (research papers, publications authored, industrial property rights, invited lectures, etc.), avoid listing exhaustive information, but rather appropriately provide key achievements such as supporting literature that could explain the feasibility of your research plan. When describing your research achievements, provide sufficient information so that said achievements can be identified, e.g., the title of the paper, author names, title of the academic journal, volume and page numbers, and year of publication in case of a research paper, and bibliographic information, etc. in case of a book. Note, however, that you may cite only those research papers that have been published or accepted for publication.

If you have suspended your research activity for a certain period due to maternity and/or childcare leaves or nursing care leave, you may state so here.

* Note for the “Plan for Fostering Early-career Researchers” column,

Under this research category, it is vital that you send off early-career researchers to overseas research institutions long a term as possible and enable them to be exposed to various opportunities. As such, include plans for these initiatives as much as possible in this column. Even if it is difficult to send graduate students (doctoral students) abroad for a long term, it is still important for them to spend time abroad for as long as possible and gain various experiences, so the plans may include short- and medium-term stays and/or multiple stays as the case may be. You are also expected to utilize online means to carry out your joint international research efficiently. However, from the perspective of fostering human resources, it is essential for early-career researchers to physically go overseas and gain research experience. Therefore, to the extent possible, you should plan the research project so that the works in which early-career researchers will be involved are mainly conducted abroad.

II -3. Research Proposal Document [Form S-64 (3)] (forms to be uploaded)

This file should be prepared in English. When preparing the file, the instructions given for each column should be observed.

1.”Application Requirements that PI must meet”

This column asks you to demonstrate that the Principal Investigator is a researcher who has a record of excellent research achievements and an international research network, together with evidence (to prove that such achievements and results actually exist). Note the following when presenting evidence:

- If presenting a top 10% most highly cited international joint paper

You should determine at your discretion, whether the paper to present is eligible using commercial databases, analytical tools, etc. You should specify at your discretion which databases and other tools to use and/or your own definition of Top 10% (such as subject area, applicable year, date of search, etc.), and attach evidence (screen shot images, etc.) in the form of graphic figures to enable the reviewers to acknowledge that your paper is a top 10% international joint paper. The international co-authors of your paper do not have to be the Overseas Joint Researchers of this proposal. Note that if you fail to provide

evidence or if the definition of Top 10% is extremely arbitrary, reviewers may determine that you are not eligible.

- If presenting other evidences

If your research area does not use Top 10% international joint paper as an indicator, you should attach as evidence, achievements and results that are acknowledged in your research area to demonstrate that you are a “Japanese researcher who has a record of excellent research achievements and an international research network.” When providing information available on the web as evidence, be sure to attach screen shot images and other evidence in addition to the URL links.

You may provide multiple items of evidence instead of a top 10% international joint paper, but you must limit the volume of information within the given number of pages.

Whether each such evidence meets the eligibility criteria will be judged in the review.

2. “CURRICULUM VITAE (CV)”

The applicant should prepare this section on separate pages for each Principal Investigator and Co-Investigator (in the order mentioned in the column “Project Members List”), according to the instructions below and the instructions mentioned in the respective columns to be filled in. Add pages for the second Co-Investigator and beyond (in this case, add the page numbers in the header, e.g., pp. 3-(7) and 3-(8) for the second Co-Investigator, pp. 3-(9) and 3-(10) for the third Co-Investigator, and so on).

- (1) In the column “Research Institution, Academic Unit (School, Faculty, etc.) and Position”, the applicant should enter his/her research institution, academic unit (school, faculty, etc.) and position at the time of the preparation of the Research Proposal Document.
- (2) In “Role in this Project”, the applicant should enter concisely the roles of the researchers in the proposal.
- (3) In “Research Career and Experience”, the applicant should enter their principal research career and experience since graduation in their last school in a retroactive chronological order. When entering your research achievements, provide sufficient information so that said achievements can be identified, e.g., the title of the paper, author names, title of the academic journal, volume and page numbers, and year of publication in case of a research paper, and bibliographic information, etc. in case of a book. Note, however, that you may cite only those research papers that have been published or accepted for publication.

II-4. Research Proposal Document [Form S-64 (4)] (forms to be uploaded)

This file should be prepared either in Japanese or in English. When preparing the file, the instructions given for each column should be observed.

II-5. Research Proposal Document [Form S-64 (L)] (forms to be uploaded)

This file should be prepared in English by the overseas joint researchers in person.

When preparing the file, the instructions given for each column should be observed.

Note that the uploaded Letters of Intent will be reviewed as part of the Research Proposal Document. Therefore, as set forth in the Application Procedures ((2) Electronic Submission of the Research Proposal Document, 4 on page 33), when requesting the submission of the Letters of Intent, explain to the overseas joint researchers in advance that their names and other personal information contained in the Research Proposal Document will be used for administrative tasks of KAKENHI grants (which may include providing personal information to external contractor(s) in charge of the electronic processing and management of KAKENHI data).

* If you have several overseas joint researcher engagements, you can attach up to three sets of this form (provided, minimum one set is mandatory). When uploading two or more sets of this form, change the header of the form as follows: for the first overseas joint researcher, the header should read S-64-(L)-(1)-1, S-64-(L)-(1)-2, and so on; for the second researcher, the header should read S-64-(L)-(2)-1, S-64-(L)-(2)-2, and so on; and for the third researcher, the header should read S-64-(L)-(3)-1, S-64-(L)-(3)-2, and so on.