

Application Procedures for Grants-in-Aid for Scientific Research-KAKENHI-

FY2022

JSPS Research Fellows [JSPS International Research Fellow]

(Forms / Procedures for Preparing and Entering a Research Proposal Document)

January, 2022

Japan Society for the Promotion of Science (https://www.jsps.go.jp/)

1. Screen Image of Research Proposal Document (items to be entered in the Website) of Grant-in-Aid
for JSPS Research Fellows [JSPS International Research Fellow]1
2. Output Image of Research Proposal Document of Grant-in-Aid for JSPS Research Fellows [JSPS
International Research Fellow]5
3. Procedures for Preparing and Entering a Research Proposal Document for "JSPS Research
Fellows [JSPS International Research Fellow]" FY20228
4. Confirmation on the Application of the Grant-in-Aid for JSPS Research Fellows [JSPS
International Research Fellow] FY2022 ("Confirmation of Grant Application Form")11
* Application Guidelines and "Confirmation of Grant Application Form" can be downloaded from the
following homepage:
URL: https://www.jsps.go.jp/j-grantsinaid/21_tokushourei/index.html

* When inputting your Proposal for Grant-in-Aid, please refer to the Operation Manual of the KAKENHI Electronic Application System.

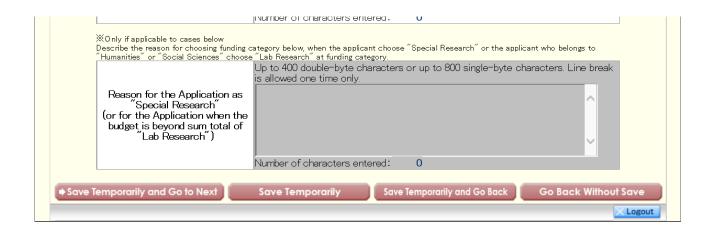
URL: https://www-shinsei.jsps.go.jp/kaken/index.html

【英語】応募情報(Web入力項目)画面イメージ【特別研究員奨励費(外国人特別研究員)】

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科学研究費助成事業(特別研究員奨励費)(外国人特別研究員)研究計画調書

令和XX年XX月XX日 X 版

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Procedures for Preparing and Entering a Research Proposal Document for "JSPS Research Fellows [JSPS International Research Fellow]" FY2022

Applicants for the 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 a 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 adopted as a result of the review at the Scientific Research Grant Committee, a notice concerning the provisional grant decision will be issued. By the form of the formal application for grant delivery, the submission based on the notice will be done. The KAKENHI will be disbursed if the research plan, etc. are acknowledged as appropriate.

The principal investigator (host researcher) will receive a login ID and password for the Cross-Ministerial R&D Management System (hereinafter referred to as "e-Rad") from his/her host research institution to use in accessing JSPS Electronic Application System. Application entries are entered directly into the Electronic Application System. When filling out the application (preparing your Research Proposal Document), please follow the instructions provided in each section.

Items to be noted

The following items related to the host researcher and the international research fellow will be automatically displayed on the application form. If errors are found in the automatically displayed information, put the system on "Temporarily Save" and contact the admin office of your research institution for instructions.

- Name of the Host Researcher (Principal Investigator)
- Researcher Number
- Research Institution
- Academic Unit
- Position
- Panel Review Section/Research Category (of JSPS International Research Fellow)
- Name of JSPS International Research Fellow
- ID Number of JSPS International Research Fellow
- Nationality of JSPS International Research Fellow
- Title of Proposed Project

1. "JSPS International Research Fellow (Co-Investigator)" section

1) "Funding Category" section

Select your researcher status including whether it is for Lab-Research, Non-Lab Research, or Special Research.

2) "Fellowship Tenure" section

Automatically displayed are starting date and months of the Fellow's tenure recorded in his/her notice of selection. If these have changed, please enter the corrected data. By pushing the "Recalculate" button, the last day of the tenure will be automatically displayed. If, however, the first day of the Fellow's tenure is postponed and it causes a delay in the application period, the change in tenure may not be made until that application round begins. (For the application rounds, please see page 27 of the "Application Procedures for Grants-in-Aid for

Scientific Research -KAKENHI-FY2022 JSPS Research Fellows [JSPS International Research Fellow].

2. "Research expenditure" section

Make entries based on your research plan in each fiscal year entered in "research plan" section. Amounts should be entered in units of a thousand yen in the "Fiscal Year" and "Item" columns. (Numbers will be rounded down to the closest thousand yen.). Enter an amount of \(\frac{\pma}{100,000}\) or more for the total research expenditure in each fiscal year of your research period. (Amounts of less than \(\frac{\pma}{100,000}\) will be cut in \(\frac{\pma}{100,000}\) units.)

By pushing the "Recalculation" button, the Subtotal and Annual Budget amounts will be automatically displayed.

Extra lines may not be added. Bundle related goods and articles together and enter them within the prescribed number of lines.

Note the following points when entering details of each expense. However, the way to journalize each expense should be handled in accordance with such as the accounting rules of the research institutions to which the applicant belongs including but not limited to the following examples.

(1) "Equipment costs" section

When several books and/or documents are purchased, their contents should be clearly described, such as a "Book on medieval political history in the West." (As for the books, the same way to journalize should be applied even if they were not handled as equipment.). In the case of machinery and equipment, simply enter a set of XXX as well as its breakdown.

(2) "Consumables expense" section

Enter the name of each chemical, lab animal, glass tool and other items to be purchased.

(3) "Travel Expenses" section

Domestic and overseas trips by the Principal Investigator, Co-Investigator, and Research Collaborator(s) for such travel as to conduct surveys/research, attend research meetings, report research results, etc. Costs covered include travel expenses, lodging costs, and per diem (Per diem to International Research Fellow is not included in the funding). Enter each cost item.

(4) "Personnel cost / Honoraria" section

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, etc.) 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.)

(5) "Miscellaneous expenses" section

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. (Refer to the Application Procedures for Grants-in-Aid for Scientific Research)) item by item.

3. "Purpose of the Research" section, "Research Plan" section

Please make entries following the instructions in each section. You may use English.

4. "Reason for the Application as Special Research" section

If you choose "Special Research" (funding in an amount that exceeds the Lab-Research limit) or if in the Panel Review Sections (Research Category) you choose "Lab-research" for a humanities or social science project, please give a clear and concise reason for doing so. You may use English.

令和4(2022)年度科学研究費助成事業(特別研究員奨励費) (外国人特別研究員)の応募等に係る確認書

Confirmation on the Application of the Grant-in-Aid for JSPS Research Fellow (JSPS International Research Fellow) FY2022

遂行するために、私の日本側受入研究者である	
(職名)氏	(機関名)
交付に係る研究代表者として事務手続を行うことに協力するとともに、受入研	がこの科研費の応募
ナた後は、同人と連帯して科研費の適正な管理に努め、関係法令・規則を 遵 守	究者が科研費の交付
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振興会「科学の健全な発展のために」編集委員会、研究倫理 e ラーニングコー	の心得ー』日本
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全な発展のために一誠実な科学者の心得一」の内容のうち、研究者が研究遂行	術振興会「科学
ついて、十分内容を理解し確認すること	上配慮すべき事
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will act as my representative in official matters related to applying for and receiving the grant. Once my host researcher receives the grant, I will cooperate with him/her in carrying out the most effective use and management of the research funds. I also agree to respecting all related rules and regulations.

In addition, I have read, understand and will comply with the KAKENHI supplementary conditions and the terms stipulated in the following.

- · You have to recognize that citizens have placed trust in scientific research and that KAKENHI are funded with their tax, and you therefore have to use KAKENHI in a proper and efficient way and refrain from committing research misconduct during my research.
- You have to fulfil the requirement for the research ethics education coursework either by reading a textbook such as "For the Sound Development of Science The Attitude of a Conscientious Scientist -" ("For the Sound Development of Science" Editorial Committee on JSPS), by taking an e-Learning course such as the "e-Learning Course on Research Ethics [eL CoRE] or "APRIN Japan e-learning program (eAPRIN)", or by participating in the research ethics education course conducted at his/her institution based on the "Guidelines for Responding to Misconduct in Research" (Adopted August 26, 2014 by the MEXT), prior to the formal application for grant delivery
- You have to understand thoroughly and confirm on what the researchers should consider, in conducting of their researches, from amongst the contents of both the statement "Code of Conduct for Scientists -Revised Version-" by the Science Council of Japan and the booklet "For the Sound Development of Science -The Attitude of a Conscientious Scientist-" by the JSPS, by the time of the formal application for grant delivery of the concerned research project.
- · If he/she plans to handle any technology that is restricted under the Foreign Exchange and Foreign Trade Act (Act No. 228 of 1949), he/she should carefully determine how to handle such restricted technology and other manners in accordance with the laws and the rules etc. of the research institution.
- •Before submitting the application, researchers, in accordance with the rules on handling information stipulated by the research institution, must appropriately share the status of all research activities that he/she is involved in, including information on research funds, side jobs, etc., as well as information on donations etc. and information on supports other than monetary funds through the provision of facilities, equipment, and the like. (The applicant should enter "Application for Research Funding, the Current State of Funding" at the time of application in an attached table.)

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(Signature)

別 紙 (Attached Table)

(1) 応募中の研究	費(Research Grant	Application(s) in the Rev	iew Process)
資金制度·研究費名(研究期間·配分機関等名)(Funding system and name of the research funding (research period and name of the funding organization))	研究課題名(研究代表者氏名) (Title of the research project (name of the Principal Investigator)	役割(代表・分担の別) (Role in this project(Principal Investigator/Co-Investigator))	令和 4 年度の研究経費(期間全体の額) (Research expenditure for 2022 (throughout the period)) (Unit:thousand yen)	所属組織と役職 (Affiliated institution and title/position)

(2)受入予定の研究	究費(Research Gra	nt(s) Adopted	and to be De	livered)
資金制度・研究費名(研究期間・配分機関等名)(Funding system and name of the research funding (research period and name of the funding organization))	研究課題名(研究代表者氏 名) (Title of the research project (name of the Principal Investigator)	役割(代表・分担の別) (Role in this project(Principal Investigator/ Co-Investigator))	令和4年度の研究経費(期間全体の額) (Research expenditure for 2022 (throughout the period)) (Unit:thousand yen)	所属組織と役職 (Affiliated institution and title/position)

(記入方法)

確認書提出時点における「(1)応募中の研究費」、「(2)受入予定の研究費」について、次のことに留意し、それぞれの状況を記入してください。

- ・「(1) 応募中の研究費」、「(2) 受入予定の研究費」欄には、応募・受入を予定している全ての研究 費等(国外のものを含む)について記入してください。
- ・複数の研究費を記入する場合は、線を引いて区別して記入してください。
- ①「資金制度・研究費名(研究期間・配分機関等名)」 研究費の名称、研究期間、配分機関等名を記入してください。
- ②「研究課題名(研究代表者氏名)」

研究課題名を記入してください。なお、研究分担者等で参画している場合は、() 書きで当該研究課題 の研究代表者等の氏名を記入してください。

③「役割(代表・分担の別)」

当該研究者の役割が研究代表者等の場合は「代表」と、研究分担者等の場合は「分担」と記入してください。

④「令和4年度の研究経費(期間全体の額)」

令和4年度に本人が受け入れ自ら使用する研究費の直接経費の額(応募中のものは応募額)を上段に記入し、併せて研究期間全体で自ら使用する総額(予定額)を下段に()書きで記入してください。

また、本人が研究分担者等の場合は、令和4年度に本人が受け入れ自ら使用する分担金の額(予定額)を上段に記入し、併せて研究期間全体で自ら使用する分担金の総額(予定額)を下段に()書きで記入してください(分担金が配分されない場合は、それぞれ「0」を記入してください。)。

なお、通貨の単位は問いませんが、分かるようにしてください。

⑤「所属組織と役職」

当該研究課題を応募又は受入れるに当たっての所属組織と役職を記入してください。

(Description)

The applicant should enter the state of respectively "(1) Research Grant Application(s) in the Review Process" and "(2) Research Grant(s) Adopted and to be Delivered" at the time of application, taking into account the following points.

- 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".
- Distinguish between sources of research funding, if there is more than one.
- ① 「Funding system and name of the research funding(research period and name of the funding organization)」
 The applicant should enter the name of the research funding, the research period and the name of the funding organization.
- ② 「Title of the research 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 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 in this project(Principal Investigator/ Co-Investigator)」
 The applicant should enter "Principal Investigator", if the role of the researcher in question is Principal Investigator, and "Co-Investigator", if he or she is Co-Investigator.
- ④ 「Research expenditure for 2022 (throughout the period) (Unit:thousand yen)」

The applicant should fill in the amount of the direct cost of the research expenditure that he or she will receive and use himself/herself in FY2022 in the top of the page. (Items under application is the applied amount.) He or she should complete the total amount (the expected amount) that he or she will use himself/herself altogether during the whole research period in the bottom of the page between brackets.

Moreover, in case the applicant is the Co-Investigator, he or she should fill in the amount of the share of expenses (the expected amount) he or she will receive and use himself/herself in FY2022 in the top of the page. He or she should complete the total amount of the share of expenses (the expected amount) he or she will use himself/herself altogether during the whole research period in the bottom of the page between brackets. (In case no share of expenses will be allotted, he or she should fill in "0" in the respective sections.) The unit of currency does not matter, but please be aware of it.

⑤ 「Affiliated institution and title/position」

Enter the affiliated institution and title/position in submitting or accepting the research project.