

FY2024 Procedures for Preparing and Entering Research Proposal Document (items to be entered in the Website) (Grant-in-Aid for Research Activity Start-up)

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, information of project member, effort, etc.) will be provided to the e-Rad.

Select “application information input” of the research category (Grant-in-Aid for Research Activity Start-up) from the “List of Research Categories Accepting Applications” in the electronic application system. When you select the applicable application requirement on the “Confirmation of Application Requirements” screen, the “Management of Research Proposal Document” screen will be displayed. Next, please select “Application Information Input” in the entered application information (“Research project information”, “Research Expenditure and Their Necessity”, “The Status of Application and Acquisition of Research Grants”). The respective input screen will be displayed. 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.

“Confirmation of Application Requirements”screen

Researchers who satisfy either Condition A) or B) below are eligible to apply for this grant. Please select the applicable application requirement.

- A) An individual who obtains eligibility for KAKENHI application on or after September 20, 2023, and has not submitted an application under the call for proposals for the following research categories(*) announced by MEXT and JSPS.

- B) An individual who has not submitted an application under the call for proposals for the following research categories(*) announced by MEXT and JSPS because he/she was on maternity leave or was raising a preschooler(*) in FY2023.

Note1 Regarding the Grant-in-Aid Eligibility, please refer to the Application Procedures for the “Grant-in-Aid for Research Activity Start-up” FY2024.

Note2 Pertinent FY2024 Grants-in-Aids: “Grant-in-Aid for Specially Promoted Research”, “Grant-in-Aid for Transformative Research Areas”, “Grant-in-Aid for Scientific Research”, “Grant-in-Aid for Challenging Research”, and “Grant-in-Aid for Early-Career Scientists”.

Note3 Including the period of childcare leave.

Note4 If the researcher satisfies Condition B), “Background Description Regarding the Eligibility for Grant-in-Aid for Research Activity Start-up” must be submitted to JSPS before applying. “Background Description Regarding Grant-in-Aid for Research Activity Start-up” must be prepared and submitted by the research institution, so researchers planning to apply should promptly communicate their intention to the research institution. Please refer to the Application Procedures.

“Research project Information”input screen

1. Review Section

In “Grants-in-Aid for Scientific Research-KAKENHI-, “Research Activity Start-up FY2024” Review Section Table” which appears in the “List” on the electronic application system, please enter a review section which you wish to be reviewed. Please refer to the Application Procedures.

2. 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.

3. 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/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.

4. Academic Degree and Effort

In the column “Academic Degree”, Principal Investigator should fill in his/her academic degree.

Enter the last educational status only. The applicant should enter the time allocation rate (an integral number between 1 and 100) in the column “Effort”, assuming that the research project for which the current application is being made would be selected.

When determining the time allocation rate, the applicant 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 total yearly working hours of the researcher is set at 100%”. Moreover, 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.

Moreover, 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 in e-Rad before formal application for grant delivery.

5. Eligibility for Application

The application requirements with Condition A) or B) selected previously is displayed. Please confirm that your requirements information is registered correctly.

6. Date of Acquisition of the Eligibility to Apply for Grants-in-Aid for Scientific Research (for applicants with Condition A) only)

In this date column, state the year, month and day that the applicant newly acquired or reacquired the eligibility to apply for Grant-in-Aid (KAKENHI).

7. Date of birth of the child (scheduled date) (for applicants with Condition B) only)

Please state the date of birth of the child (scheduled date) in this column.

8. Research Project Number of Grant-in-Aid for JSPS Research Fellows (for applicants with Condition A) only)

Applicants who were awarded JSPS Research Fellowships before acquiring eligibility for this research category and received notice of provisional grant decision for FY2024 Grant-in-Aid for Scientific Research—KAKENHI (Multi-year Fund) (JSPS Fellows) are to enter your Project Number in the Grant-in-Aid for JSPS Fellows Project No. field.

The Grant-in-Aid for JSPS Fellows Project No. is printed on the Notice of Official Grant Decision.

(Examples)

If you are a JSPS Research Fellow: 12KJ3456

If you are an International Research Fellow: 12KF3456

9. Title of Research Project

In the column “Title of Proposed Research Project”, the applicant should enter a title for the proposed research project. The title should express the content of the research until the end of the research period in concrete terms. (The applicant should avoid general or abstract expressions.) In giving a title to the research project 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 your title includes double-byte characters, you can enter up to 80 bytes (40 double-byte characters); if you are using only single-byte characters, you can enter up to 200 bytes (200 single-byte characters).

Note that double-byte characters are counted as 2 bytes and single-byte characters are counted as 1 byte. Voiced sound symbols (dakuten) and semivoiced sound symbols (handakuten) are not counted independently as one character, but that letters of the double-byte alphabet, numbers, symbols, etc. are all counted as 2 bytes and displayed as such. Bearing this in mind, applicants should avoid the use of chemical formulas and mathematical formulas as much as possible. (Example: “C a 2 +” entered in double-byte characters will be counted as 8 bytes, whereas “Ca2+” will be 4 bytes.) As a general rule, changes in the title of the research project will not be accepted.

10. Request for disclosure

The applicant should select the appropriate item from among “Request for disclosure” or “Not Request for disclosure”, for the results of review, , in case his/her proposed project is not selected.

* “Disclosure” of review results will be made through the electronic application system 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).

Once you select “Not Request for disclosure” JSPS will not disclose the review results for any reason whatsoever.

“Details of Research Expenditure and Their Necessity” input screen

Please input the details of each expense required for this research proposal based on the Research Proposal Document (forms to be uploaded). In that case, please pay attention to “Target expenditure

(direct expense)” and “Ineligible expenditure” described below. Also, please be aware that research plan with research expenditure less than 100,000 yen in any year of the research period will not be eligible for call for proposal.

“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.

“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 or Co-Investigator(s)
- 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 pressing the “Add” button necessary times 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 rounding off fractions smaller than one thousand yen. After completing the input of all the details of each expense, please click the recalculate button. And the output in PDF will be the upper limit to 2 pages.

Please 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 you belong including but not limited to the following examples.

- Equipment Costs

When purchasing a large number of books and/or materials, please input, to some extent, the contents of the books and/or materials to clarify what they are, such as “the books related to the Western medieval political history” (As for the books, the same way to journalize should be applied even if they were not handled as equipment.). Also, in the case of the machinery and equipment, not only enter simply with a set of something but also with its breakdown.

- Consumables Expenses

Please enter for each product name such as chemicals, laboratory animals, glassware, etc.

- Necessity of the Equipment Costs and the Consumables Expenses

Please enter the necessity and the basis of the estimation for the equipment costs and consumables expenses you have inputted. In any fiscal year of this research period, if the “equipment costs” exceeds 90% of the total research expenditure in any FY of the period and there is expenditure which accounts for a particularly large proportion in “consumables expenses”, you must enter the necessity of the expenditure to carry out the research. In addition, in such cases as equipment were purchased by the combined use from the grants, enter into the column of unit price the amount using for this concerned research project together with mentioning to the effect that this is the combined use.

- Domestic and Overseas Travel Expenses

As for the domestic and overseas travel expenses for Principal Investigator and Research Collaborators (data collection, various investigations, meetings of research, announcement of results of research, etc.), please enter the expenditures (transportation fee, accommodation fee and daily allowance), etc. for each matter.

- 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

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, including children and students and other matters), experiment waste disposal cost), the cost of “buyout”, i.e. someone taking over a part of the duties (other than research) of the Principal Investigator. (Refer to the Application Procedures for Grants-in-Aid for Scientific Research)) item by item..

○ Necessity of Travel Expenses, Personnel Cost / Honoraria, and Miscellaneous Expenses

Please enter the necessity and the basis of the estimation of travel expenses, personnel cost/honoraria, and miscellaneous expenses you entered. In any fiscal year of this research, if the “travel expenses” or “personnel cost/honoraria” exceeds 90% of the total research expenses in any FY of the research period and there is expenses which accounts for a particularly large proportion in “miscellaneous expenses”, you must enter the necessity of the expenditure to carry out the research.

“The Status of Application and Acquisition of Research Grants” input screen (*This content will not be converted to the PDF file.)

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. Principal Investigator should input and confirm each of the following information up to the time of current application such as (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 is 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.

And, Note the following points about joint research, etc. with a non-disclosure agreement will be handled.

- For the time being, you can submit without entering the name of the partner institution and the amount of research expenses accepted, if it is difficult to submit due to unavoidable circumstances such as when it is difficult to submit based on the contents of the confidentiality agreement that has already been concluded, etc.

And it should also be noted that when concluding a confidentiality agreement, etc. in the future, it is assumed that only necessary information may be submitted when applying for competitive research funds. Provided, if the parties to the agreement mutually agree on the scope of information to be kept confidential and reasonable grounds for such confidentiality (e.g., in case such information is materially important to corporate strategy and is deemed extremely confidential), the agreement can be formulated to prohibit the submission of such confidential information.

※The submitted information may be shared among the funding agencies and related ministries as well as information that has not been subject to a confidentiality agreement, but even in this case, the information will be shared only with those who have confidentiality obligations.

- There is no need to enter the fundamental research grants that are allocated so that research activities, etc. can carry out as duties within the research institution to which the researcher belongs 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 and so on 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”.

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 System/Research Grant Name (Funding Agency Name)”

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 the 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 FY2024 (Research Expenditure for the whole period) (Unit: thousand yen)”

Enter the amount of direct expense of research expenditure to be received and used by him/herself in FY2024 (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 him/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

allotment (planned amount) to be received and used by him/herself in FY2024 in the upper row, and at the same time enter the total amount of allotment (planned amount) to be used by him/herself during the whole period in the lower row. (Please enter "0" if contributions are not distributed in the respective column)

○ “Effort Percentage in FY2024 (%)”

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 KAKENHI, please enter “-” (hyphen) if applicant enter a research category (such as Specially Promoted Research) that can be duplicated but not adopted in duplicate.

In addition, when conducting research by the competitive research funds, 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. You must enter the affiliated institutions and titles/positions for each and all of the projects, even if they are the same as the affiliated institution and your title/position under which you are submitting this application..

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.