

Supplement



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

FY2024

Fund for the Promotion of Joint International Research
(Fostering Joint International Research)

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

This English version is provided for convenience of prospective KAKENHI applicants
who experience difficulty in reading the Japanese original, which should be referred to, in case of dispute.

July 16, 2024

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

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* Forms for Research Proposal Document (forms to be uploaded) will be downloaded from the JSPS website below.

(URL) https://www.jsps.go.jp/english/e-grants/grants09_fostering.html

FY2024 Procedures for Preparing and Entering a Research Proposal Document for “Fund for the Promotion of Joint International Research (Fostering Joint International Research)” (New Proposal)

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 Institution 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.

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)” (hereinafter referred to as Fostering Joint International Research) as “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 in the main text, considering a large number of application forms for research project will be reviewed.**
- * **Research Proposal Document consists of “Items to be entered in the Website” and “Forms to be uploaded”.**
- * **Make sure that the title of each column is at the top of the page. Also, 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 eliminate any pages.**
- * **The important notes 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 and the contents shown in the “Status of Application and Acquisition of Research Grants” column 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 (“Requested Area for Review”, “Name of Principal

Investigator (PI)” etc.) and the second part (“Research Expenditure and Description of Each Expenditure Category”) of the Research Proposal Document that is prepared using the Electronic Application System. The “Status of Application and Acquisition of Research Grants” column will not be shown in the Research Proposal Document PDF file. Instead, the content shown on the electronic application system will be reviewed.

For procedures for entering items to be entered in the website, please refer to the “FY2024 Procedures for Preparing and Entering a Research Proposal Document” (to be entered in the website) (“Fostering Joint International Research”).

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

【Research Project Information】

- Requested Area for Review
- Firstly related to Basic Section/Secondly related to Basic Section
- Name of the Principal Investigator
- Age
- Research Institution, Academic Unit (School, Faculty, etc.), and Position
- 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”, “Grant-in-Aid for Early-Career Scientists (including “Grant-in-Aid for Young Scientists”)” or “Grant-in-Aid for JSPS Fellows” 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 Category】

- Research Expenditure
- Details of Travel Expenses • Accommodation Fees
- Research Funding (Overseas • Domestic)
- Cost of Replacement Staff

【The Status of Application and Acquisition of Research Grants】

- 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 out. He or she should then access the “Electronic Application System”, and upload the filled-in file to the “Electronic Application System”. (Only files 5MB or under can be attached.)

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.

(1) “Summary, Significance and Necessity of the Joint International Research, etc.” 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 research project.

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

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. Such as his/her records of joint international research and research history in overseas institutions should be included as necessary.

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 the Protection of Human Right and Compliance with Laws and Regulations” 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 “FY2024 Procedures for Preparing and Entering a Research Proposal Document (Items to be entered in the website) (“Fostering Joint International Research”).

機関番号	研究種目番号	応募区分番号	審査希望分野番号	整理番号
00000	61	1	0000	0000

令和X(20XX)年度

国際共同研究加速基金（国際共同研究強化） 研究計画調書

令和XX年XX月XX日

X 版

審査希望分野		
研究代表者 氏名	(フリガナ)	
	(漢字等)	
年齢 (RX.4.1現在)	XX 歳 (S . 年 月生まれ)	
所属研究機関		
部 局		
職		
学 位		
エフォート	令和X年度	
	令和X年度	
	令和X年度	
	令和X年度	
研究課題名		
研究の要約		

現在採択されている課題の情報	研究種目名						
	研究課題名						
	研究期間						
	課題番号						
	審査区分／細目(分野)						
通算渡航予定期間	ヶ月						
渡航先及び渡航期間							
研究経費 〔千円未満の端数は切り捨てる〕		研究経費 (千円)	使用内訳(千円)				
			設備備品費	消耗品費	旅費	人件費・謝金	その他
	渡航費・滞在費						
	研究費						
	代替要員確保のための経費						
	総計						
開示希望の有無							

1. Significance and Necessity of the Joint International Research

This research proposal will be reviewed in the requested areas for review (see Application Procedures for Grants-in-Aid for Scientific Research-KAKENHI-). When filling out the application form, please refer to the Rules concerning the review and assessment for Grants-in-Aid for Scientific Research (see Application Procedures for Grants-in-Aid for Scientific Research-KAKENHI-).

Write within 3 pages a summary of the joint international research including its significance and necessity. The summary should be centered on advancing your KAKENHI root project.

A succinct summary of the research proposal should be given at the beginning. The main text should describe clearly and concretely why doing international joint research is needed to advance your current root research project. When describing the significance and necessity of international joint research, do it within a context of domestic and international research trends in your field and other related factors.

[SUMMARY]

Notes to observe when preparing the Research Proposal Document

○Read the following important notes carefully before preparing this form. Delete this entire text box when completing in this form○

* Note 1:

1. The Research Proposal Document should be prepared in such a way that its content is easily understood by reviewers who are from a different area with consideration that it will be reviewed from diverse viewpoints by a review committee consisting of reviewers with different backgrounds.
2. Thoroughly check the 'Purpose and Funding target' in the application guideline and create your research plan.

* Note 2:

1. Read carefully the "Procedures for Preparing and Entering a Research Proposal Document" when preparing the document.
2. The document should be written with font size 10-point or larger.
3. The title and instructions on the upper part of each page should be left intact.
4. Do not exceed the maximum number of pages specified in the instructions. In case blank page(s) occur, leave them as they are (do not eliminate any page).

○Read the following important notes carefully before preparing this form. Delete this entire text box when completing in this form○

[1. Significance and Necessity of the Joint International Research (continued from the previous page)]

[1. Significance and Necessity of the Joint International Research (continued from the previous page)]

2. Research Objectives, Research Method of the Joint International Research, etc.

Give the names of the overseas joint researchers who will participate in the international joint research and the names of their research institutions (overseas institutions) and give a scheduled period of overseas stay. Then, provide the following description within 3 pages.

- 1) Describe the research objectives, research method and state of progress of your KAKENHI root research project.
- 2) Describe the research objectives and research method of your proposed project clearly and concretely in a way that makes clear how you are advancing the current root research project. Describe the plan for your research activities in Japan (if intended) when carrying out the overseas joint research. So as to present a clear picture of the research framework, describe also the role of research collaborators other than the overseas joint researchers (if they exist), such as collaborators who are also co-investigators in the root project.

Overseas Joint researcher(s)	
Overseas Joint Research Institution(s)	

[2. Research Objectives, Research Method of the Joint International Research, etc. (continued from the previous page)]

[2. Research Objectives, Research Method of the Joint International Research, etc. (continued from the previous page)]

3. Role of Overseas Joint Researchers and the State of Preparation

Describe the following clearly and concretely within 2 pages.

- 1) The role and research content of the overseas joint researchers in the proposed project
- 2) The state of preparation with the overseas joint researchers in the run-up to implementing the international joint research
- 3) The heretofore research activities and research accomplishments (e.g., authored papers) of the overseas joint researchers

If you already have a relationship with the overseas institution and have created a framework with it for carrying out international joint research, please describe the content of that relationship and research framework.

4. Applicant's Ability to Conduct the Research and the Research Environment

Descriptions of (1) applicant's hitherto research activities to date (including main research achievements), and (2) research environments of overseas counterpart institutions (including research facilities and equipment, research materials, etc.) relevant to the conduct of the proposed research should be given within 2 pages to show the feasibility of the research plan by the applicant PI.

If the applicant has conducted any international efforts related to his/her research plan (such as his/her records of joint international research and research history in overseas institutions), they should be included as necessary in "(1) applicant's research activities to date". Also, if the applicant has taken leave of absence from research activity for some period, he/she may choose to write about it therein.

Notes to observe when preparing the Research Proposal Document

○Read the following important notes carefully before preparing this form. Delete this entire text box when completing in this form.○

*** Note:**

1. *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.*
2. *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.)*
3. *The research papers that can be cited are only those already published or accepted for publication.*

○Read the following important notes carefully before preparing this form. Delete this entire text box when completing in this form.○

5. Issues Relevant to Human Right Protection and Legal Compliance

(cf. Application Procedures for Grants-in-Aid for Scientific Research)

In case the proposed research involves such issues that require obtaining consent and/or cooperation of the third party, consideration in handling of personal information, or actions related bioethics and/or biosafety (including the laws, regulations, and the guidelines in the country/region(s) where the joint international research is to be conducted), the planned measures and actions for these issues should be stated within 1 page.

This applies to research activities that would require approval by an internal or external ethical jury, such as research involving questionnaire surveys and/or interviews and/or behavior surveys (including personal histories and images) including personal information, handling of donated specimens, human genome analysis, recombinant DNA, and experimentation with animals.

If the proposed research does not fall under such categories, enter “N/A (not applicable)”.

(金額単位：千円)

渡航費・滞在費の説明

(2) 研究費

(金額単位：千円)

[illegible]

(3) 代替要員確保のための経費

(金額単位：千円)

[illegible]

代替要員確保のための経費の説明


FY2024 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))

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, there is a possibility that the information entered in the website will have an influence on the results of the review, or 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.

In the “List of Research Categories Accepting Applications” screen of the Electric Application system, select “Application Information Input” for Fund for the Promotion of Joint International Research (Fostering Joint International Research).

First, the “Confirmation of the Research Project that is Currently Adopted” screen will be displayed. Choose the project for the application as your root research project by clicking on the radio button. If you choose the Grant-in-Aid for JSPS Fellows as the fund for your root research project, enter the project number as well as your login ID and password for the Grant-in-Aid for JSPS Fellows (Grant) System for your identity verification.

The “**Management Your Research Proposal Document**” Screen will appear. Next, select “Application Information Input” beside the application information you wish to enter (“Research Project Information”, “Research Expenditure and Description of Each Expenditure Category,” or “The Status of Application and Acquisition of Research Grants”). The entry screen for each item will appear. You can switch the entry screen to English by clicking the “Japanese  English” button in the upper left side of each entry screen.

“Research project information” Input Screen

1. Requested Area for Review

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

Areas for Review	①Informatics ②Environmental Science ③Humanities ④Social Sciences ⑤Mathematics/Physics	⑥Chemistry ⑦Engineering ⑧Biological Sciences ⑨Agricultural Sciences ⑩Medicine, 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 administrative office 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, 2024, has been displayed correctly.

5. Research Institution, Academic Unit (School, Faculty, etc.) and Position

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.

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 FY2025, please fill in “0” in the “FY2024” 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 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.) In addition, 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).

Here, one double-byte character is counted as 2 bytes, and one single-byte character is counted as 1 byte. Note that voiced sound symbols (*dakuten*) and semi-voiced sound symbols (*handakuten*) are not counted as an independent character, but that double-byte alphabets, numbers, symbols, etc. will be counted and displayed as one character. As such, you should try to avoid the use of chemical formulae or mathematical expressions when possible. (E.g., $C a 2 +$ entered in double-byte characters will be counted as 8 bytes, whereas Ca^{2+} using single-byte characters will be 4 bytes.)

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/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. In entering your abstract, keep in mind that your proposal will be subject to review from diversified perspectives by a broad set of reviewers. In addition, you can enter up to 1000 letters (one double-byte character is counted as 2 bytes, and one single-byte character is counted as 1 byte.).

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 on the “Confirmation of the Research Project that is Currently adopted” screen. 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 you have multiple research projects qualify as the root research project and you want to select another research project as the root research project, save the current screen temporarily and go back to the “Confirmation of the Research Project that is Currently adopted” screen, and select the root research project afresh.

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/countries, 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 adopted. With regard to the review results (the approximate ranking within the requested area for review) in the event that your research proposal is not adopted, select either “I request the disclosure of review results” or “I do not request the disclosure of review results.”

* “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).

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

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

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,” 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 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 Expenses	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), 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 in Japan.

(3) “Ineligible expenditures”

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 than expenditures above, expenditure which falls 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 to 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, he/she 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 countries is covered.		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)
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
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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 Expenses

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, including pupils and students, and other matters), experiment waste disposal cost).

“The Status of Application and Acquisition of Research Grants” input screen

1. “The Status of Application and Acquisition of Research Grants” column

(This content is not converted to the PDF file.)

The entries in this column will be referred to by the reviewers in order to determine whether 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.” Therefore, it is strictly required that the information on the Principal Investigator of the research project at the time of application be correctly entered and confirmed, including “(1) Research Grant Application(s) in the Review Process”, “(2) Research Grant(s) Adopted and to be Delivered”, “(3) Research Expenses Other than e-Rad”, and “(4) Organizations You Belong to and Your Positions (Including Concurrent Positions, Participation in a Foreign Recruitment Program, Position of Professor Emeritus without Employment Contract)”. You can add the information on each researcher registered in e-Rad on the relevant screen by referring to and selecting such information. If you have revised the added information, such revisions will not be reflected in e-Rad. Therefore, make sure to revise the registered information in e-Rad.

*Linkage of the application and acceptance information in e-Rad usually takes about 60 minutes, but it may take longer. Make registration in e-Rad well in advance, because last-minute registration before the application deadline may lead to linkage failure.

- 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”, “(2) Research Grant(s) Adopted and to be

Delivered”, and “(3) Research Expenses Other than e-Rad”.

“(3) Research Expenses Other than e-Rad” refers to research expenses that fall under the following (A) or (B).

(A) Those that are not competitive research funds

(B) Those that are competitive research funds but whose application was not made in e-Rad

Research expenses that fall under the above should be entered in “(3) Research Expenses Other than e-Rad”.

(*) 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.

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

- With regard to effort, enter the allocation rate (%) of the time required for conducting research activities, etc. for “(1) Research Grant Application(s) in the Review Process”, “(2) Research Grant(s) Adopted and to be Delivered”, and “(3) Research Expenses Other than e-Rad”, based on 100% of the total working hours in FY2024 for “(1) Research Grant Application(s) in the Review Process”, “(2) Research Grant(s) Adopted and to be Delivered”, “(3) Research Expenses Other than e-Rad”, “(4) Organizations You Belong to and Your Positions (Including Concurrent Positions, Participation in a Foreign Recruitment Program, Position of Professor Emeritus without Employment Contract)”, and (5) Other Activities. 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.
- 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 “(5) Other Activities”. Moreover, the effort in the research project supported by a KAKENHI in which the researcher participates as Research Collaborator is included in “(5) Other Activities”.

- If the applicant is a JSPS Research Fellow for Young Scientists (PD/RPD/DC) and plan to receive a Grant-in-Aid for JSPS Fellows in FY2024, enter it in “(2) Research Grant(s) Adopted and to be Delivered”. Moreover, do not enter the Grant-in-Aid that is paid monthly by JSPS (research implementation costs).
- If the applicant has added or revised “(3) Research Expenses Other than e-Rad” and “(4) Organizations You Belong to and Your Positions (Including Concurrent Positions, Participation in a Foreign Recruitment Program, Position of Professor Emeritus without Employment Contract)”, he/she should be sure to make necessary additions or revisions on the “Researcher Details” page in e-Rad.

(1) Research Grant Application(s) in the Review Process” and “(2) Research Grant(s)

○ “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 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 himself / 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 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 FY2024 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 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 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 in 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.

(3) Research expenses other than e-Rad

○ “Kind of Contract”

Select the kind of the contract.

○ “Partner institution”

Enter the partner institution and select the name of the country where it is located from the list.

○ “Funding system”

Enter the name of the funding system. Enter “-” (hyphen) for those without the name of the system, such as joint research grants.

○ “Research Period”

Enter the research period.

○ “Title of the Research Project”

Enter the title of the research project.

○“Budget Amount”

Enter the budget amount. Select the appropriate currency unit in the case of an overseas project.

○“Effort”

Enter effort in FY2024. Be sure to enter the effort related to the relevant research activity.

If you have revised effort information added from e-Rad registration details, such revisions will not be reflected in e-Rad. Therefore, be sure to make necessary revisions on the “List of Effort Page” of e-Rad.

In addition, when the research project for which the current application is being made is selected, you 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.

○“Whether or not a confidentiality agreement concluded”

Choose whether or not you have concluded a confidentiality agreement. **If you have chosen “Yes” in the “Whether or not a confidentiality agreement concluded” column, entering items other than the partner institution (and the name of the country where it is located) and the budget amount is mandatory.**

(4) Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract)

○“Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract)”

Enter organizations you belong to and your positions; for example, concurrent positions, participation in a foreign recruitment program, or position of professor emeritus without employment contract.

○“Location of partner institution”

Select the location of the partner institution.

Confirmation of the Research Project that is Currently Adopted (Items to be entered in the Website) Screenshot

JSPS

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応募者向けメニュー(Menu for Applicant)> 研究計画調書作成 (受付中研究種目一覧) (Create Research Proposal Document(List of Research Categories Accepting Applications))> 現在採択されている課題の情報の確認(Confirmation of the Research Project that is Currently Adopted)> 応募情報入力(Application Information Input)> 応募情報又は研究計画調書確認(Application Information or Research Proposal Document Check)> 応募情報又は研究計画調書確認完了(Application Information or Research Proposal Document Confirmed))

現在採択されている課題の情報の確認

Confirmation of the Research Project that is Currently Adopted

国際共同研究強化に応募できるのは、20XX年7月1日現在で「基盤研究」「若手研究」又は「特別研究員奨励費」に採択されており、応募時点において研究計画を実施中の研究代表者（20XX年4月1日現在で45歳以下の者）です。

該当する「現在採択されている課題の情報」を以下の選択肢から選択して[次へ進む]ボタンをクリックしてください。

The applicant must have been selected for a Grant-in-Aid for Scientific Research, Grant-in-Aid for Early-Career Scientists or a Grant-in-Aid for JSPS Research Fellows as of 1 July 20XX. At the time of this grant application, s/he must be a Principal Investigator in that currently implemented Grant-in-Aid project, and be of an age under 45 years old on or before April 1, 20XX.

Please select the Research Project that is Currently Adopted from the following options and click the [Next] button.

現在採択されている課題の情報 the Research Project that is Currently Adopted									
○	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0056b3; color: white; font-weight: bold;">研究種目名 Research Category</td> <td>基盤研究 (C) (一般)</td> </tr> <tr> <td style="background-color: #0056b3; color: white; font-weight: bold;">研究課題名 Title of Research Project</td> <td>○○○○○○○○○に関する研究</td> </tr> <tr> <td style="background-color: #0056b3; color: white; font-weight: bold;">研究期間 Research Period</td> <td>20XX年度～20XX年度</td> </tr> <tr> <td style="background-color: #0056b3; color: white; font-weight: bold;">課題番号 Project Number</td> <td>99999999</td> </tr> </table>	研究種目名 Research Category	基盤研究 (C) (一般)	研究課題名 Title of Research Project	○○○○○○○○○に関する研究	研究期間 Research Period	20XX年度～20XX年度	課題番号 Project Number	99999999
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研究期間 Research Period	20XX年度～20XX年度								
課題番号 Project Number	99999999								
○	<div style="font-size: 0.8em;"> 「特別研究員奨励費」を選択する場合は、該当課題の課題番号と、本人確認のため「特別研究員奨励費（交付）システム」のログインID、パスワードを入力してください。 If you select "Grant-in-Aid for JSPS Research Fellows", please enter its Research Project Number, and your login ID and password for "Grant-in-Aid for JSPS Research Fellows (Grant) system" for identity verification. </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0056b3; color: white; font-weight: bold;">課題番号 Project Number</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="background-color: #0056b3; color: white; font-weight: bold;">ID</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="background-color: #0056b3; color: white; font-weight: bold;">パスワード Password</td> <td><input style="width: 100%;" type="password"/></td> </tr> </table>	課題番号 Project Number	<input style="width: 100%;" type="text"/>	ID	<input style="width: 100%;" type="text"/>	パスワード Password	<input style="width: 100%;" type="password"/>		
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ID	<input style="width: 100%;" type="text"/>								
パスワード Password	<input style="width: 100%;" type="password"/>								

➡ 次へ進む
Next

✖ キャンセル
Cancel

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Management of Research Proposal Document (Items to be entered in the Website) Screenshot

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ログアウト

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応募者向けメニュー(Menu for Applicant) > 研究計画調書管理(Management of Research Proposal Document)

研究計画調書管理

Management of Research Proposal Document

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	研究課題名 Title of Research Project	作成日 Date of Creation
令和X(20XX)年度 国際共同研究加速基金（国際共同研究強化）	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日

<注意事項>

- 研究計画調書は以下の応募情報を入力して作成します。

< Note >

- By entering the following application information, Research Proposal Document will be created.

応募情報 Application Information	処理状況 Processing Status	応募情報入力 Application Information Input
研究課題情報 Research project information	作成済 Created	修正 Modify
研究経費と各経費の説明 Research Expenditure and Description of Each Expenditure Category	作成中 Creating	再開 Restart
研究費の応募・受入等の状況 ※PDFファイルには変換されません。 The Status of Application and Acquisition of Research Grants Note: Not converted to PDF.	作成済 Created	修正 Modify

<注意事項>

- 添付ファイル項目を全て登録することで、PDFを作成することができます。
- 添付ファイル項目以外の項目が未入力の状態でも、「提出確認用」の透かしの入ったPDFを作成することができます。
- 添付ファイル項目についてはWordファイルの代わりにPDFファイルを選択することも可能です。（PDFファイルは添付ファイル項目様式（Word又は本会並びに文部科学省が提供する様式）を基に作成したものに限りです。）
- 添付ファイル項目の頁総数に不足がある場合は、PDF変換時にエラーとなります。
- 添付ファイル項目様式の余白設定を変更すると、エラーとなる場合がありますので、余白設定は変更しないでください。

< Note >

- You can create a PDF file after you finish registering all forms to be uploaded.
- You can create a PDF watermarked as 「提出確認用」 (for pre-submission revision) before you enter items other than the items in forms to be uploaded.
- A PDF file can be used instead of a Word file for the forms to be uploaded. (A PDF file must be created using the forms to be uploaded in accordance with the Word file or the format provided by the JSPS or the MEXT)
- If there is a shortage in the total number of pages of the forms to be uploaded, an error will occur during PDF conversion.
- Do not change the margin setting of the forms to be uploaded. Doing so may cause errors.

添付ファイル項目 Forms to be Uploaded	ファイル登録/登録済みファイルダウンロード File Registration / Registered File Download
S-61 <div> <div>ファイルの選択</div> <div>ファイルが選択されていません</div> </div>	<div>登録 Register</div>

次へ進む
Next

戻る
Return

ログアウト
Log out

Application Information Input (Items to be entered in the Website) Screenshot ①

JSPS
科研費電子申請システム
Help
Logout

応募者向けメニュー> 研究計画調書作成 (Application Information Input) > 応募情報又は研究計画調書確認 > 応募情報又は研究計画調書確認完了

Application Information Input
English > Japanese

29 minutes have been passed since the screen had been displayed.
Last Saved Date : XXXX.XX.XX XX:XX

< Note >

- Field marked in asterisk (*) is mandatory.
- If the system remains idle for a certain period of time, a session time out may clear any information entered. Click [Save Temporarily] periodically to store changes. In such instance, please read the frequently asked questions on the electronic application system information page.
- If you wish to return to "Management of Research Proposal Document", click the [Save Temporarily and Go Back] button.
- The system may experience problems when multiple windows or tabs are opened. Please avoid an access from multiple windows or tabs.

Save Temporarily and Go to Next
Save Temporarily
Save Temporarily and Go Back
Go Back Without Save

Research Proposal Document for "Fund for the Promotion of Joint International Research (Fostering Joint International Research)" (FY 20XX)

Requested Areas for Review
*

Note: Not converted to PDF

Firstly related to Basic Section	*	
Secondly related to Basic Section	List	

※ You can not refer to Secondly related to Basic Section from the list. Please enter the number.

Name of the Principal Investigator	(Pronunciation in katakana) ダイヒョウ イチロウ (Kanji etc) 代表 一郎	
Age	XX Years Old (Date of Birth: XXXX.XX.XX)	
Research Institution	(Number) 99999	AAA大学
Academic Unit (School, Faculty, etc.)	〇〇学部	
Position	研究員	
Academic Degree	*	
Effort ※Enter your effort percentage for each FY of the research period.(up to 3 years)	FY 20XX	* %
	FY 20XX	* %
	FY 20XX	* %
	FY 20XX	* %
Title of Research Project	(Up to 40 double-byte characters or up to 200 single-byte characters) *	
Research Abstract ※Please be sure to include the necessity and significance as Fostering Joint International Research	(Up to 500 double-byte characters or up to 1000 single-byte characters. No line breaks are allowed.) *	

Application Information Input (Items to be entered in the Website) Screenshot ②

Details of the Research Project that is Currently Adopted	Research Category	基盤研究 (C) (一般)				
	Title of Research Project	○○○○○○○○○○に関する研究				
	Research Period	20XX年度～20XX年度				
	Project Number	99999999				
	Review Section / Research Field (Area) Number	2304				
	Review Sub-panel Number	A-1				
Review Section / Research Field (Area)	リハビリテーション科学・福祉工学					

Save temporarily and return to selection of the Research Project that is Currently Adopted

Scheduled Total Travel Period	* <input type="text"/> Months
Country and Counterpart Research Institution name of your Travel Destination and Travel Period	(Up to 300 double-byte characters or up to 600 single-byte characters. No line breaks are allowed.)
	<div></div>

*Country and Counterpart Research Institution name of your Travel Destination are required fields. Please enter Travel Period only if you have settled the Travel Period of each Travel Destination.

29 minutes have been passed since the screen had been displayed. [Save Temporarily](#)

* The contents entered in Research Expenditure and Description of Each Expenditure Categories screen are displayed.

	Research Expenditure (Thousands of Yen)	Breakdown (Thousands of Yen)				
		Equipment Costs	Consumables Expenses	Travel Expenses	Personnel Cost/Honoraria	Miscellaneous Expenses
Travel Expenses and Accommodation Fees	0			0		0
Research Funding	0	0	0	0	0	0
Cost of Replacement Staff	0	0	0	0	0	0
Sum Total	0	0	0	0	0	0

29 minutes have been passed since the screen had been displayed. [Save Temporarily](#)

【Item to be Pledged When Applying】

Please confirm the item below and check the box if you pledge it to be true. (If you do not check the box, you may not apply.)

☐ Based on my project-description file, I have prepared a research proposal in agreement with my specified overseas joint researcher(s).

Request for disclosure *

[Save Temporarily and Go to Next](#)
[Save Temporarily](#)
[Save Temporarily and Go Back](#)
[Go Back Without Save](#)

[Logout](#)

Application Information Input (Research Expenditure and Description of Each Expenditure Categories) (Items to be entered in the Website) Screenshot ①

JSPS
科研費電子申請システム
Help Logout

応募者向けメニュー> 研究計画書作成 (Application Information Input: 応募情報又は研究計画書確認済> 応募情報又は研究計画書確認完了)

Application Information Input (Research Expenditure and Description of Each Expenditure Category)
English Japanese

29 minutes have been passed since the screen had been displayed.
Last Saved Date : XXXX.XX.XX XX:XX

< Note >

- Field marked in asterisk (*) is mandatory.
- If the system remains idle for a certain period of time, a session time out may clear any information entered. Click [Save Temporarily] periodically to store changes. In such instance, please read the frequently asked questions on the electronic application system information page.
- If you wish to return to "Management of Research Proposal Document", click the [Save Temporarily and Go Back] button.
- The system may experience problems when multiple windows or tabs are opened. Please avoid an access from multiple windows or tabs.

Save Temporarily and Go to Next Save Temporarily Save Temporarily and Go Back Go Back Without Save

Research Proposal Document for "Fund for the Promotion of Joint International Research (Fostering Joint International Research)" (FY 20XX)

[Research Expenditure and Description of Each Expenditure Category (Round off the fractions less than 1000 yen)]

- 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)".
- Projects under the Fund for the Promotion of Joint International Research (Fostering Joint International Research), root research projects, and other KAKENHI projects cannot pool their funding, which must be separated. This should be borne in mind when computing the funding needed to carry out a research plan for a project under the Fund.

In filling out this column, please refer to the "Procedures for Preparing and Entering Research Proposal Document (to be entered on the Website)"

Research expenditure and usage breakdowns are automatically calculated from the details of each expenses. Please click on the recalculate button when you have completed inputting details of each expenses.
Details of each research expenditure are sorted and saved in ascending order of item of expense when temporarily saved.

	Research Expenditure (Thousands of Yen)	Breakdown (Thousands of Yen)				
		Equipment Costs	Consumables Expenses	Travel Expenses	Personnel Cost/Honoraria	Miscellaneous Expenses
Travel Expenses and Accommodation Fees	0			0		0
Research Funding	0	0	0	0	0	0
Cost of Replacement Staff	0	0	0	0	0	0
Sum Total	0	0	0	0	0	0

[Details of Budget (Round off fractions smaller than 1000 yen.)]

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

- Regarding equipment costs, please enter the specifications and the place of installation (or the institution's name) in the section "Item".
- Regarding travel expenses, please enter the breakdown of each item, as such as transportation, lodging and per diem.
- Regarding personnel costs and honoraria, please enter the breakdown, that is, X (a number of people) × Y (a number of months), of each item.

*Please first check the rules of your affiliated research institution and accordingly calculate the expenses.
Particularly when deemed necessary in calculating travel expenses and accommodation fees and the cost of replacement staff, coordination should be carried out with the section in charge at your affiliated research institutions.

<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.
- 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.
- 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.

Recalculation
Amount (Thousands of Yen)

Travel Expenses and Accommodation Fees		
Category	Item	Amount
Delete		0
Delete		0
Delete		0
Add		0
Subtotal		0

Description of Travel Expenses and Accommodation Fees

(Up to 500 double-byte characters or up to 1000 single-byte character. Line break is allowed three time only. The line break is zero character on the screen display but it is counted as a two byte character per one command. Be sure to input about the necessity etc. on the above.)

Number of characters entered : 0

29 minutes have been passed since the screen had been displayed.
Save Temporarily

Application Information Input (Research Expenditure and Description of Each Expenditure Categories) (Items to be entered in the Website) Screenshot 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.

Recalculation

Amount (Thousands of Yen)

Research Funding (Overseas)			
	Category	Item	Amount
Delete *		*	*
	▼		0
Delete *		*	*
	▼		0
Delete *		*	*
	▼		0
Add			
Subtotal			0

Amount (Thousands of Yen)

Research Funding (Domestic)			
	Category	Item	Amount
Delete *		*	*
	▼		0
Delete *		*	*
	▼		0
Delete *		*	*
	▼		0
Add			
Subtotal			0

Description of
Research
Funding

(Up to 500 double-byte characters or up to 1000 single-byte character. Line break is allowed three time only. The line break is zero character on the screen display but it is counted as a two byte character per one command.
Be sure to input about the necessity etc. on the above.)

Number of characters entered : 0

29 minutes have been passed since the screen had been displayed.

Save Temporarily

Application Information Input (Research Expenditure and Description of Each Expenditure Categories) (Items to be entered in the Website) Screenshot ③

<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.
- 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.
- 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.

Recalculation

Amount (Thousands of Yen)

Travel Expenses and Accommodation Fees			
	Category	Item	Amount
Delete *	*	*	*
	▼		0
Delete *	*	*	*
	▼		0
Delete *	*	*	*
	▼		0
* Add			
Subtotal			0

Description of Travel Expenses and Accommodation Fees	(Up to 500 double-byte characters or up to 1000 single-byte character. Line break is allowed three time only. The line break is zero character on the screen display but it is counted as a two byte character per one command. Be sure to input about the necessity etc. on the above.)
	<div></div>
	Number of characters entered : 0

29 minutes have been passed since the screen had been displayed.

Save Temporarily

Application Information Input (The Status of Application and Acquisition of Research Grants) (Items to be entered in the Website) Screenshot ①

JSPS
科研費電子申請システム

Help
Logout

応募者向けメニュー> 研究計画調書作成 (Application Information Input) 応募情報又は研究計画調書確認 応募情報又は研究計画調書確認完了

Application Information Input (The Status of Application and Acquisition of Research Grants)
English
Japanese

29 minutes have been passed since the screen had been displayed.
Last Saved Date : XXXX.XX.XX XX:XX

<Note>

- Field marked in asterisk (*) is mandatory.
- If the system remains idle for a certain period of time, a session time out may clear any information entered. Click [Save Temporarily] periodically to store changes. In such instance, please read the frequently asked questions on the electronic application system information page.
- If you wish to return to "Management of Research Proposal Document", click the [Save Temporarily and Go Back] button.
- The system may experience problems when multiple windows or tabs are opened. Please avoid an access from multiple windows or tabs.

Save Temporarily and Go to Next
Save Temporarily
Save Temporarily and Go Back
Go Back Without Save

Research Proposal Document for "Fund for the Promotion of Joint International Research (Fostering Joint International Research)" (FY 20XX)

[The Status of Application and Acquisition of Research Grants]

* Click "Add" on the left-hand side of the window to insert additional research project fields. Click "Delete" on the left-hand side of each field to delete unused fields. (if any field is not used or no longer required)

Note: PI: Principal Investigator, Co-I(s) : Co-Investigator(s)

The entries in this column will be referred to 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. Therefore, it is strictly required that all the relevant information on research grants be correctly entered. List, at the time of submission of this KAKENHI application, (1) research grant application(s) in the review process and (2) research grant(s) receiving and/or adopted to be delivered and (3) Research expenses other than e-Rad and (4) Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract) of Principal Investigator. Refer to the "Procedures for Preparing and Entering Research Proposal Document (to be entered in the Website)" for the specific entry method of this form.

* Click the [Refer to e-Rad Registration Details] button for each item on this screen, and the "Reference to e-Rad Information Details (The Status of Application and Acquisition of Research Grants)" screen will show up, where you can select and add your research integrity information registered on e-Rad. Nevertheless, enter information on research expenditure and research projects for application at the research institution level directly on this screen, as it is not linked to the system.

* Linkage to e-Rad usually takes about 60 minutes, but it may take longer. Make registration well in advance, because last-minute registration before the application deadline may lead to linkage failure.

* You can revise on this screen the information that you have added on the "Reference to e-Rad Information Details (The Status of Application and Acquisition of Research Grants)" screen. If you have revised effort, (3) Research Expenses Other Than e-Rad and (4) Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract), make sure to revise your researcher information on e-Rad.

- In the "Effort" column, enter the percentage of hours allocated to each research project, with the total yearly working hours set at 100%.
- If the applicant has acquired competitive research grants within his/her research institution, they should be also listed.

Name of the Researcher
代表 一郎

(1) Research Grant Application(s) in the Review Process

* Under the grant category "Fostering Joint International Research", the research expenditure is to be computed without sticking to fiscal year divisions, so that only the research expenditure throughout the period is displayed.

Refer to e-Rad registration details

	Role in This Project	1. Funding System/Research Grant Name (Funding Agency Name) 2. Research Period 3. Title of the Research Project 4. Name of the Principal Investigator	Research Expenditure for FY 20XX (throughout the period) (Unit : thousand yen)	FY 20XX Effort (%)	Distinction of the Research Contents and Reason for Submission of This KAKENHI Application in Addition to the Other Projects, and Other Relevant Information (Affiliated institution and title/position in submitting the application for the project shown left) (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
	代表(PI)	1. [this KAKENHI application] 国際共同研究加速基金 (国際共同研究強化) 2. FY ~ FY 3. 4.	(9,999,999)	XX%	Sum Total 9,999,999 Thousand Yen
Delete	*	1. *Please select "Role" at first. * 2. FY ~ FY 3. * 4. (Family Name) * (First Name)	*	* %	Affiliated institution and title/position in submitting the application for the project shown left * Sum Total * Thousand Yen
Add					

(2) Research Grant(s) Receiving and/or Adopted to be Delivered

Application Information Input (The Status of Application and Acquisition of Research Grants) (Items to be entered in the Website) Screenshot ②

(2) Research Grant(s) Receiving and/or Adopted to be Delivered

Refer to e-Rad registration details

Role in This Project	1. Funding System/Research Grant Name (Funding Agency Name) List 2. Research Period 3. Title of the Research Project 4. Name of the Principal Investigator	Research Expenditure for FY 20XX (throughout the period) (Unit : thousand yen)	FY 20XX Effort (%)	Distinction of the Research Contents and Reason for Submission of This KAKENHI Application in Addition to the Other Projects, and Other Relevant Information (Affiliated institution and title/position in accepting the project shown left) (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
代表(P1)	1.[root research projects]基礎研究 (C) (一般) 2.FY 20XX~FY 20XX 3.○○○○○○○○○○に関する研究 4.	*	*	本応募研究課題の基幹課題であり、基幹課題の内容を格段に発展させるために本種目に応募する。 Affiliated institution and title/position in accepting the project shown left* Sum Total* Thousand Yen
Delete	1.* [Please select "Role" at first.] 2.FY * ~FY * 3.* 4. (Family Name) * (First Name)	*	*	Affiliated institution and title/position in accepting the project shown left* Sum Total* Thousand Yen
* Add				

(3) Research expenses other than e-Rad

Refer to e-Rad registration details

- If you have revised on this screen the information that you have added on the Reference to e-Rad Information Details (The Status of Application and Acquisition of Research Grants) screen, such revisions will not be reflected on e-Rad. Therefore, make sure to revise your researcher information on e-Rad.

Kind of Contract	1. Partner institution (Country of Partner institution) 2. Funding system 3. Research Period	Title of Research Project	Budget Amount	Effort (%)	Whether or not a confidentiality agreement concluded
Delete	1.* Country of Partner institution* List 2.* 3.FY *20XX ~FY *20XX	*	*	*	*
Delete	1.* Country of Partner institution* List 2.* 3.FY * ~FY *	*	*	*	*
* Add					

(4) Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract)

Refer to e-Rad registration details

- If you have revised on this screen the information that you have added on the Reference to e-Rad Information Details (The Status of Application and Acquisition of Research Grants) screen, such revisions will not be reflected on e-Rad. Therefore, make sure to revise your researcher information on e-Rad.

Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract)	Location of partner institution
Delete	* List
Delete	* List
* Add	

Total of the Effort in (4), (5) Other Activities	10%
Total of the Effort in (1), (2) and (3) Above	90%

* Save Temporarily and Go to Next
Save Temporarily
Save Temporarily and Go Back
Go Back Without Save

Logout

Application Information Input (The Status of Application and Acquisition of Research Grants) (Items to be entered in the Website) Screenshot ③

JSPS
科研費電子申請システム
Help Logout

応募者向けメニュー> 研究計画調書作成 (Application Information Input)> 応募情報又は研究計画調書確認> 応募情報又は研究計画調書確認完了

Confirm the Application Information (The Status of Application and Acquisition of Research Grants)

29 minutes have been passed since the screen had been displayed.

Research Proposal Document for "Fund for the Promotion of Joint International Research (Fostering Joint International Research)" (FY 20XX)

[The Status of Application and Acquisition of Research Grants]

Name of the Researcher	代表 一郎
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(1) Research Grant Application(s) in the Review Process

Role in This Project	1. Funding System/Research Grant Name (Funding Agency Name) 2. Research Period 3. Title of the Research Project 4. Name of the Principal Investigator	Research Expenditure for FY 20XX (throughout the period) (Unit : thousand yen)	FY 20XX Effort (%)	Distinction of the Research Contents and Reason for Submission of This KAKENHI Application in Addition to the Other Projects, and Other Relevant Information (Affiliated institution and title/position in submitting the application for the project shown left) (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
代表(PI)	1. [this KAKENHI application]国際共同研究加速基金 (国際共同研究強化)		XX%	Sum Total 9,999,999 Thousand Yen
	2. FY 20XX~FY 20XX			
	3. ○○○○○○についての研究	(9,999,999)		
	4.			
分担(Co-I(s))	1. 基礎研究 (S)	9,999,999	XX%	○○○○○○○○○○○○○○ Affiliated institution and title/position in submitting the application for the project shown left: ○○○○○○○○大学○○○○○ Sum Total - Thousand Yen
	2. FY 20XX~FY 20XX			
	3. ○○○○○○についての研究	(9,999,999)		
	4. 代表 一郎			

(2) Research Grant(s) Receiving and/or Adopted to be Delivered

Role in This Project	1. Funding System/Research Grant Name (Funding Agency Name) 2. Research Period 3. Title of the Research Project 4. Name of the Principal Investigator	Research Expenditure for FY 20XX (throughout the period) (Unit : thousand yen)	FY 20XX Effort (%)	Distinction of the Research Contents and Reason for Submission of This KAKENHI Application in Addition to the Other Projects, and Other Relevant Information (Affiliated institution and title/position in accepting the project shown left) (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
代表(PI)	1. [root research projects]基礎研究 (C) (一般)	9,999,999	XX%	本応募研究課題の基課題であり、基課題の内容を格段に発展させるために本種目に応募する。 Affiliated institution and title/position in accepting the project shown left: ○○○○○○○○大学○○○○○ Sum Total 9,999,999Thousand Yen
	2. FY 20XX~FY 20XX			
	3. ○○○○○○○○○○に関する研究	(9,999,999)		
	4.			
分担(Co-I(s))	1. 基礎研究 (S)	9,999,999	XX%	○○○○○○○○○○○○○○ Affiliated institution and title/position in accepting the project shown left: ○○○○○○○○大学○○○○○ Sum Total - Thousand Yen
	2. FY 20XX~FY 20XX			
	3. ○○○○○○についての研究	(9,999,999)		
	4. 代表 二郎			

(3) Research expenses other than e-Rad

Kind of Contract	1. Partner institution (Country of Partner institution) 2. Funding system 3. Research Period	Title of Research Project	Budget Amount	Effort (%)	Whether or not a confidentiality agreement concluded
Grant	1. ○○○大学 (CHINA)	○○○○○○○○○についての研究	99,999 香港ドル	2%	YES
	2. ○○○○○○○○○○○○				
	3. FY 20XX~FY 20XX				
Other Research Expenditure	1. ○○○大学 (JAPAN)	○○○○○についての研究	999,999 Thousand Yen	13%	NO
	2. ○○○○○○○○○○○○事業				
	3. FY 20XX~FY 20XX				

(4) Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract)

Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract)	Location of partner institution
独立行政法人医療○○○○機関 ○○○委員会 委員	JAPAN
○○○○機関 ○○○委員会 専門委員	JAPAN

Total of the Effort in (4), (5) Other Activities	10%
Total of the Effort in (1), (2) and (3) Above	90%

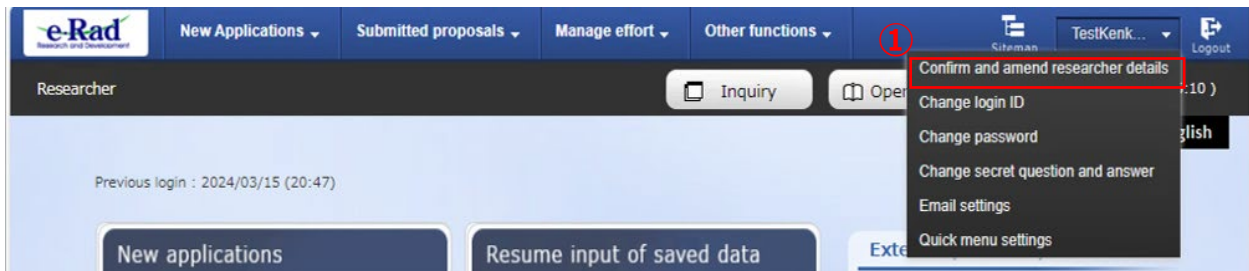
➡ Go to Next
Return to Edit Window

Logout

43

(Reference) e-Rad Modify Researcher Details Page

<e-Rad top page>



<e-Rad Modify Researcher Details page>

The screenshot shows the 'Modify Researcher Details' page. The 'Main research institution' tab is selected and highlighted with a red box and the number 2. Below the tabs, there is a section for 'Status of research expenses outside e-Rad and status of notification to job titles and affiliated institutions'. This section contains three parts: (1) Research expenses other than e-Rad, (2) Organizations you belong to and your positions, and (3) Pledge status. In part (1), there is a table with columns: Kind of Contract, Partner institution, Budget amount, Effort (%), Whether or not a confidentiality agreement concluded, and Delete. Below the table, there is a red box with the number 3 and the text 'Add line'. In part (2), there is a table with columns: Side business, participation in a foreign recruitment program, or an emeritus professor without an employment contract, etc., Location of partner institution, and Delete. Below the table, there is a red box with the number 3 and the text 'Add line'. In part (3), there is a checkbox labeled 'Reported' and a yellow box with the number 4 and the text 'Mandatory'.

- ① Click [Confirm and amend researcher details] from a pull-down menu for the researcher name shown at the upper right corner of the e-Rad top page.
- ② Click the [Main research institution] tab on the “Modify Researcher Details” page.
- ③ Fill in the necessary items for (1) Research expenses other than e-Rad and (2) concurrent positions, participation in a foreign recruitment program, position of

professor emeritus without employment contract, etc. Add lines by clicking [Add line] if necessary.

- ④ Confirm that you have properly reported the items listed in ③ to your affiliated institution and tick the box in “(3) Pledge status.” **You cannot make application if you have not ticked the box.**