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 <u>"Fund for the Promotion of Joint International Research (Fostering Joint International Research)" (hereinafter referred to as Fostering Joint International Research)</u> 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.**
* **<u>Characters and symbols in 11-point font size or larger (10-point or larger in English) should be used in the main text</u>, 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").