Procedures for Preparing and Entering a Research Proposal Document (Items to be entered in the Website) for “Fund for the Promotion of Joint International Research (International Leading Research)”

Applicants for the KAKENHI should fill in this Research Proposal Document, giving details of the research project based on the Application Procedures, and submit it to the Independent Administrative Legal Entity Japan Society for the Promotion of Science (hereinafter referred to as “JSPS”) prior to the 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. The applicant should submit the form of formal application for grant delivery based on the notice. The KAKENHI will be disbursed if the research plan, etc. are acknowledged as appropriate.

Items to be noted

* **This Procedures is to be used to prepare Research Proposal Document for <u>“International Leading Research”</u>.**
* **The Principal Investigator should prepare the Research Proposal Document with responsibility, in accordance with the rules set forth in the Application Procedures.**
* **The Research Proposal Document for this research category consists of:**
  Items to be entered in the Website (first half)
  Forms to be uploaded (first half) [form S-64 (1) (2) (3) (4)]
  Items to be entered in the Website (second half)
  Forms to be uploaded (second half) [form S-64(L)]
  Items to be entered in the Website (The content will not be shown in the PDF file but only on screen display)
* **Unless specifically instructed, items to be entered in the Website must be entered in Japanese or English. Forms to be uploaded must be prepared in the language as directed in these Procedures.**
* **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 (no missing characters, charts, garbled characters, etc.).**
* **The reviewers of this research category will conduct the review based on the content of the items/forms in the following chart. For detailed information, please refer to the Application Procedures.**

	Reviewers （Preliminary Screening）	Review comments by domestic researchers	Review comments by overseas researchers	Reviewers （Document review）
Items to be entered in the Website (first half), 【Both in Japanese and English】	○	○		○
Items to be entered in the Website (first half), 【In English】			○	
Form S-64 (1)	○	○		○
Form S-64 (2)		○	○	○
Form S-64 (3)	○	○	○	○
Form S-64 (4)		○		○
Items to be entered in the Website (second half)		○		○
Form S-64 (L)	○	○	○	○
Items to be entered in the Website (Not be shown in the PDF file)		○		○

I. Introduction

The Principal Investigator directly enters the items to be entered in the website after accessing the KAKENHI electronic application system (hereinafter referred to as “system”) using the ID and the password for the Cross-Ministerial Research and Development Management System (hereinafter referred to as “e-Rad”), which has been provided by his/her research institution.

Also, a part of content entered (title of proposed research project, information of project member, effort, etc.) will be provided to the e-Rad.

*** The confirmation of the content of the application and the preparation of the review material is based on the “Items to be entered in the Website”. It is possible that the information entered in the website will have an influence on the results of the review, or it is possible that the research project will not be proceeded for review because of the contents entered, therefore, the applicant should prepare the application information with care.**

Select “Application Information Input” of International Leading Research on the “List of Research Categories” screen of the system, and the “Management of Research Proposal Document” screen will be displayed. Next, select “Application information input” of “Research project information”, “Research Expenditure and Description of Each Expenditure Categories” and “The Status of Application and Acquisition of Research Grants”, and the respective screen will be displayed. On each screen, click “Japanese ▶ English” button at the upper left of the screen to switch into English.

For detailed information regarding operating environment, operation method, please refer to the “User’s Guide”（URL:https://www-shinsei.jsps.go.jp/kaken/english/index.html）

I-1. Items to be entered in the Website (First half)

Research project information

1. Review Section (Section of Category) (This content will not be converted to PDF file.)

The applicant should select one appropriate category for which he/she wishes review from among "Humanities and Social Sciences", "Science and Engineering" or "Biological Sciences".

2. Firstly related (most relevant) to Medium-sized Section/Firstly related to Basic Section/Secondly related to Basic Section (This content will not be converted to PDF file.)

From the Grants-in-Aid for Scientific Research-KAKENHI-, Review Section Table (hereinafter referred to as "Review Section Table") which appears in the "List" on the System, select one Medium-sized Section which is firstly related (most relevant) to your research project.

Next, select one Basic Section firstly related to the research project from the Review Section Table. Also, for Basic Section, it is possible to select optionally one more section as secondly related to Basic Section.

3. Name of the Principal Investigator

The information of the Principal Investigator which has been registered in e-Rad will be automatically displayed, so he/she should verify whether his/her name is displayed correctly. If there is an error, save temporarily the input data, then contact the secretariat of his/her research institution and follow the instructions.

Moreover, in the lower column (English), the applicant should enter his/her name in alphabet, in the order family name, first name.

4. Position, Academic Unit (School, Faculty, etc.) and Research Institution of the Principal Investigator

The information on Principal Investigator which has been registered in e-Rad will be automatically displayed, so he/she should verify whether his/her name is displayed correctly. If there is an error, save temporarily the input data, then contact the secretariat of his/her research institution and follow the instructions.

Moreover, in each section (English) below, the applicant should enter the respective information in English.

5. Title of the Research Project

In the column "Title of the research Project," the applicant should enter a title for the proposed research project. <u>The title should express the content of the research</u> of the whole research period in concrete terms. (The applicant should avoid general or abstract expressions.) In giving a title to the research project, applicants should note that the entire Research Proposal Document, including the title of the research project will be reviewed and will be publicized widely in the Grants-in-Aid for Scientific Research (KAKENHI) Database (KAKEN) if the research proposal is adopted.

In the upper column (Japanese), you can enter up to 40 double-byte characters (80 bytes).

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

Moreover, in the lower column (English), the applicant should enter the information in English within 200 characters (only single-byte characters). Double-byte symbols cannot be entered.

Revision on the title of the research project is not allowed in principle.

6. Research Abstract (Both in Japanese and English.)

The applicant should enter the purpose of the research project, and the methods and other matters to achieve the purpose of the research in a clear manner. Please note that the review is to be conducted from diverse viewpoints by a review committee consisting of reviewers with different backgrounds.

Research abstract can be entered up to 1000 bytes, both in Japanese and in English. (Double-byte characters are counted as 2 bytes and single-byte characters are counted as 1 byte).

If you are applying in English, copy the information you entered in the "English" column to the "Japanese" column.

7. Overseas joint researchers who prepared the Letter of Intent

Enter the names of the researchers, their affiliated institutions, positions, and enter or select country or region in which the affiliated institutions are located. The number of researchers you enter here must match the number of the Letters of Intent to be submitted. There are no restrictions on the number of overseas joint researcher engagements, but only up to three researchers may prepare and submit the Letters of Intent (minimum one researcher is mandatory).

8. Research Expenditure

The contents entered in the "Research Expenditure and Description of Each Expenditure Categories" of **"Items to be entered in the Website (Second half)"** will be automatically displayed in the "Research Expenditure" column.

Moreover, in the lower column the amount in US dollars is shown automatically.

Make sure to confirm the exchange rate used for conversion on the system screen.

9. Researchers in related research areas who belong to overseas research institutions and are considered as suitable as persons in charge of the writing of the review comments. (This content will not be converted to PDF file.)

In the column "Researchers in related research areas **who belong to overseas research institutions and are considered as suitable as persons in charge of the writing of the review comments**", the applicant should enter the information of researchers of whom he/she thinks that they have the most thorough knowledge of the research area related to the research project, and of whom he/she thinks that they are

able to assess accurately the content of the research project. He/she should enter the information of researchers who belong to overseas research institutions (3 to 5 persons). (At the time, the “Name,” the “Research Institution,” and the “E-mail” are items which must be entered.)
JSPS plans to reference the overseas researchers in the related research areas entered here upon selecting overseas reviewers.
However, researchers who are members of the proposed research project and persons who fall under the points from ① to ⑤ below are excluded.

① Kinship or a close personal relationship that is equivalent.
② A close relationship in which joint research is conducted.
(For example, a person with whom the applicant has a close relationship in the implementation of a joint project, the writing of a co-authored research paper, or who is a member of a research association with the same purpose.)
③ A relationship in which the researcher belongs to the same research unit (a researcher who belongs to the same laboratory).
④ A close master and pupil relationship or a direct employment relationship.
⑤ An antagonistic relationship that could be considered as a relationship in which the selection of the research project or the assessment directly benefits the grader, or a competitive relationship.

Moreover, if there are researchers of whom the applicant thinks that they are not appropriate as domestic or overseas researchers in charge of the writing of the review comments, because they are in a competitive or antagonistic position, or because of other reasons, the applicant should enter in the respective sections “Researchers who belong to domestic research institutions and whom the applicant wishes to avoid as persons in charge of the writing of the review comments” and “Researchers who belong to overseas research institutions and whom the applicant wishes to avoid as persons in charge of the writing of the review comments” (optionally, up to three persons for each section).

10. Contact Information of the Principal Investigator (This content will not be converted to PDF file.)

In the “Contact Information of the Principal Investigator” column, enter the information in case direct contact with the Principal Investigator is required.

11. Project Members List

The research plan for International Leading Research must be carried out with the participation of Co-Investigators and/or Research Collaborators. For the definitions of “Principal Investigator.” “Co-Investigator,” and “Research Collaborator,” please refer to the Application Procedures for Grants-in-Aid for Scientific Research.
In addition, the applicant should keep in mind the following points.

(1) Project Members Input (Principal Investigator)

・**In the column “Status of Research Integrity Pledge (Linked to e-Rad Registration Details)”**, the status of pledge to appropriately report to the affiliated institution in accordance with the relevant rules and regulations, the information necessary to ensure the transparency of all research activities that the Principal Investigator is involved in, including donations, etc. registered in e-Rad and non-monetary support such as facilities and equipment, will be linked and automatically displayed.

Application cannot be made if the status is not “Pledged”; therefore, make sure that the status has been registered in e-Rad. Linkage of the researcher information in e-Rad usually takes about 30 to 60 minutes, but it may take as long as several hours during busy times. Make your registration in e-Rad well in advance, because a registration made on the final day for accepting applications may lead to linkage failure due to the reason above.

・**In the column “Distinction,”** it will be automatically displayed as “Principal Investigator”.

・**In the column “Researcher Number,” “Name (Pronunciation in katakana ; Kanji etc.),” “Age (as of April 1, 2026),” and “Research Institution, Academic Unit (School, Faculty, etc.), Position”** of the Principal Investigator, the information on the Principal Investigator which has been registered in e-Rad will be automatically displayed. Principal Investigator should verify whether the information is displayed correctly.

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

・**In the column “Role in This Project,”** the Principal Investigator should fill in, how the Principal Investigator and the Co-Investigator(s) will cooperate to carry out the research, in a way that clarifies the respective connections between the researchers, and highlighting the allotment of research tasks in the research implementation plan FY2026. Principal Investigator should also enter those information of Co-Investigator(s).

・**In the column “Research Expenditure for FY2026,”** the share of the grant to the Principal Investigator and the Co-Investigator(s) should be entered in units of thousand yen, based on the research plan. Principal Investigator should also enter those information of Co-Investigator(s).

The total amount of all the shares of the grant to each researcher should correspond to “Research Expenditure for FY2026 (Thousand Yen)” displayed in the screen. If it does not correspond, “error” will be displayed on the confirmation screen after entry.

・**In the column “Effort,”** the Principal Investigator should enter the time allocation rate (an integral number between 1 and 100), assuming that the research project for which the current application is being made would be adopted.

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 there are any changes with the effort by that time, it is necessary to correct the effort in e-Rad before submitting formal application for grant delivery.

(2) Project Members Input (Co-Investigator)

・**Concerning the entry column for the Project Members List (Co-Investigator)**, when pressing the button "Add" on the left side of the entry screen one time for each member of the project, the edit box in which the data need to be entered will be displayed.

The Principal Investigator should delete edit boxes for data entry that are not being used (when he/she entered data but finally did not use them, or when he/she did not enter data at all), by pressing the button "Delete" on the left side.

The column "Number of Project Members", displayed on the lowermost part of the screen is displayed automatically, according to the number of edit boxes for data entry.

If the number in the column "Number of Project Members" and the total number of persons for whom data have actually been entered do not correspond, "error" will be displayed on the confirmation screen. Therefore, the applicant should delete unused edit boxes or the edit boxes in which no data has been entered.

・**In the column "Status of Research Integrity Pledge (Linked to e-Rad Registration Details)"**, the status of pledge to appropriately report to the affiliated institution in accordance with the relevant rules and regulations, the information necessary to ensure the transparency of all research activities that the Co-Investigator is involved in, including donations, etc. registered in e-Rad and non-monetary support such as facilities and equipment, will be linked and automatically displayed.

Application cannot be made if the status is not "Pledged"; therefore, the Principal Investigator should check the status of pledge on the relevant screen and request Co-Investigator(s) who have "Not Pledged" to do so for their affiliated institution and register the status in e-Rad. Linkage of the researcher information in e-Rad usually takes about 30 to 60 minutes, but it may take as long as several hours during busy times. Make registration in e-Rad well in advance, because a registration made on the final day for accepting applications may lead to linkage failure due to the reason above.

・**In the column "Distinction,"** it will be automatically displayed as "Co-I(s)".

In the column "Researcher Number," "Name (Pronunciation in katakana ; Kanji, etc.)," "Age (as of April 1, 2026)," and "Research Institution, Academic Unit (School, Faculty, etc.), Position" of the Co-Investigator, enter the researcher number of the Co-Investigator and click [Search] button, his/her information will be displayed, then click [OK] button.

Since the Co-Investigator may belong to more than one research institution, ask the Co-Investigator at first to confirm which affiliation he/she wishes to list for the application.

・**In the columns "Academic Degree" and "Effort"**, the contents which the Co-Investigator entered in the consent process of Co-Investigator will be displayed.

・**In the columns "Role in This Project" and "Research Expenditure for FY2026"**, the Principal Investigator should enter the contents. (Please refer to "(1) Project Members Input (Principal Investigator)" for the entry method).

[About the Consent Process of Co-Investigator]

- The consent both from Co-Investigator him/herself and his/her research institution should be given on the system to list him/her on the project members as a Co-Investigator.
- To request other researchers to participate in the research project as Co-Investigators, check the "Request" box in the "Status of Consent" row, and save the changes temporarily on the electronic application system. The researcher registered in the field is provisionally requested to participate in the research project as a Co-Investigator. In addition, contact him/her that the applicant had made the Co-Investigator request on the system.
- When the consent both from Co-Investigator him/herself and his/her research institution have been given, the "Status of Consent" will be changed to "Obtained the consent from the Co-Investigator" and "Obtained the consent from the institution".
- The applicant cannot request the researcher to become a Co-Investigator whose status of consent is "Dissented by the Co-Investigator" or "Dissented by the Institution". Press [Delete] button on the left hand side of that column and delete the frame into which the data is being entered.
- When the applicant requests the researchers to become a Co-Investigator, **his/her official request should be made based on the high probability in obtaining the consent from the Co-Investigator-to-be after surely confirming the following items with the researchers.**

  ① For this research project, the Co-Investigator has to bear responsibility for the implementation of the research project in cooperation with the Principal Investigator.

  ② As well as the Co-Investigator understands and complies with both the KAKENHI supplementary conditions (funding conditions) and the terms stipulated in the (a), (b), and (c) below, and receives a share of KAKENHI from the Principal Investigator and use it properly.

  (a) The Co-Investigator has to recognize that citizens have placed trust in scientific research and that the KAKENHI are funded with their tax, and he/she therefore has to use the KAKENHI in a proper and efficient way and refrain from committing research misconduct in the research.

  (b) The Co-Investigator has to fulfil the requirement for the research ethics education coursework either by reading a textbook such as "For the Sound Development of Science - The Attitude of a Conscientious Scientist –" ("For the Sound Development of Science" Editorial Committee on JSPS), by taking an e-Learning course such as the "e-Learning Course on Research Ethics [eL CoRE] or "APRIN e-learning program (eAPRIN)", or by participating in the research ethics education course conducted at his/her institution based on the "Guidelines for Responding to Misconduct in Research" (Adopted August 26, 2014 by MEXT), prior to the formal application for grant delivery (or, in case the grant has already been delivered, by the time the "application for approval of change for the Co-Investigator" is submitted by the Principal Investigator to JSPS).

  (c) The Co-Investigator has to understand thoroughly and confirm on what the researchers should consider, in conducting of their researches, from amongst the contents of both the statement "Code of Conduct for Scientists -Revised Version-" by the Science Council of Japan and the booklet "For the Sound Development of Science -The Attitude of a Conscientious Scientist-"

by JSPS, by the time of the formal application for grant delivery of the concerned research project. (Or, by the time when the “application for approval of change of the Co-Investigator” is to be submitted to JSPS by the Principal Investigator, in case the official grant decision thereof has been already made.)

* **The Co-Investigator(s)-to-be of the International Leading Research should input “The Status of Application and Acquisition of Research Grants” of their own in the course of the consent process.** When entering the column above, refer to “Items to be entered in the Website (Not be shown in the PDF file) The Status of Application and Acquisition of Research Grants” of this Procedures for Preparing and Entering a Research Proposal Document.

(3) **Joint researchers other than Co-Investigators become “Research Collaborators.”** Of such Research Collaborators, there are no items to be entered in the Website for those who are not overseas joint researchers, but the applicant should appropriately identify them in the relevant columns in the Research Proposal Documents (forms to be uploaded).

(4) **In each column where (English) is written**, the applicant should enter the respective items in English.

(5) **In the “Number of Research Collaborators (Postdocs, Graduate Students)” column, enter the average number (planned) of Research Collaborators (PDs and DCs) that will be participating in the Japanese research team during the research period.**

I-2. Items to be entered in the Website (Second half)

Research Expenditure and Description of Each Expenditure Category

Under this research category, the research expenditure is roughly divided into the following expenditure categories depending on the intended use:

Research Funding (overseas): Expenditures that are mainly made abroad, such as research grants, etc. to be used by Japanese researchers to conduct research while staying at overseas research institutions (excluding expenditures that fall under Human Resources Development Costs).

Research Funding (domestic): Expenditures that are mainly made domestically, such as research grants, etc. to be used by Japanese researchers to conduct research in Japan (excluding expenditures that fall under Human Resources Development Costs).

Expenses for Human Resources Development: Expenses for research activities and training to support early-career researchers to become self-reliant, such as overseas travel expenses for early-career researchers, hiring expenses, research costs that they can use autonomously, etc.

In this column, enter the expense item and details of each research expenditure as well as the necessity and basis of estimation for each of the expenditure categories of research grants (overseas, domestic) and expenses for Human Resources Development in line with the Research Proposal Document (forms to be uploaded). In doing so, check the “eligible expenditures (direct expenses)” and “ineligible expenditures” described below. Also note that research proposals with research expenditures of less than 100,000 yen in any fiscal year of the research period are not eligible for the call for proposals.

Additionally, if, of the expense items, the total of the equipment costs, travel expenses, personnel costs/honoraria exceed 90% of the total research expenditure, or if either the consumable expenses or any other expense item take up a significantly large portion of the total research expenditure, use either of the columns “Description of research grants” or “Description of Human Resources Development costs” to describe the necessity (breakdown, etc.) of such expenditures.

“Eligible expenditure (direct expense)”

The expenditure necessary for the implementation of the research plan (including the budget necessary for summarizing the research achievements) is eligible.

“Ineligible expenditure”

The following expenditures are not included in the funding:

① Expenditure for buildings and other facilities (excluding the expenditure for installations which became necessary because of the introduction of goods that have been purchased by means of direct expenses)

② Expenditure for handling accidents or disasters that occurred during the implementation of funded project

③ Personnel costs/Honoraria for the Principal Investigator or Co-Investigator(s)

④ Other 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), and is to be used by the research institution.
It is scheduled to set up indirect expense for the research categories for which a call for proposals is organized this time. 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. Also, 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), delete the data entry field by pressing the “Delete” button on the left side.

Enter the amount of each column in thousand yen units rounding off fractions smaller than one thousand yen. After completing all the details of each expense, click the recalculate button.
Note the following points when entering details of each expense. However, the way to journalize each expense should be handled in accordance with such as the accounting rules of the research institutions to which the applicant belongs including but not limited to the following examples.

(1) “Equipment Costs”

When purchasing equipment in the final year of the research period, enter the particular reasons (necessity) for the purchase.

○ When purchasing a large number of books and/or materials, input, to some extent, the contents of the books and/or materials to clarify what they are, such as “the books related to the Western medieval political history” (As for the books, the same way to journalize should be applied even if they were not handled as equipment.).

○ In the case of machinery and equipment, simply enter a set of XXX as well as its breakdown.

(2) “Consumables Expenses” “Travel Expenses” “Personnel Cost/Honoraria” and “Miscellaneous Expenses”

○ For consumables expenses, enter for each product name such as chemicals, laboratory animals, glassware, etc.

○ For travel expenses of Principal Investigator, Co-Investigator(s), and Research Collaborator(s) (data collection, various investigations, meetings of research, announcement of results of research, etc.), enter the expenditures (transportation fee, accommodation fee and daily allowance), etc. for each matter.

○ For personnel cost/honoraria, enter the expenditures for each matter such as honoraria, compensation, wages and salaries to Research Collaborator(s) (postdoctoral researchers, research assistants (RA), researchers belonging to overseas research institutions, and others) who engaged in organizing materials, assisting in experiments, performing translation or proofreading, providing technical knowledge, distributing and collecting questionnaires and collecting information materials for research), and payment to temporary staff agencies. In addition, enter the status at the time of collaboration (such as project assistant professor, postdoctoral fellow, student in Doctoral course/Master's course, etc.) of the people to whom the personnel cost or honoraria to be paid if it is obvious.

(Example: Organizing materials: [breakdown: X (number of students in Doctoral courses) × Y (number of months)] = XXXX yen)

○ For miscellaneous expenses, except for above mentioned expenditure, enter the expenditures to carry out the research (e.g. the costs for printing, photocopying, developing/printing, correspondence (stamps and phone calls), transport, renting or leasing the research facilities (only where the grant-aided project cannot be conducted in the facilities of the research institution), meetings (rental of the venue and meals (excluding alcohol)), equipment rental (e.g. computers, automobiles, experimental equipment), equipment repairs, transportation other than travel expenses, presentation of the research achievements (fees for contributing to the publications of academic societies, website creation, and preparation of pamphlets to publicize the research achievements, costs of PR activities disseminating research achievements to the general public including children and students, and other matters), experiment waste disposal cost, the cost of “buyout”, *i.e.* someone taking over a part of the duties (other than research) of the Principal Investigator or Co-Investigator(s).) item by item. When an applicant wishes to use the buyout system, enter the word “buyout” in the “Item” column of the Research Proposal Document form.

I-3. Items to be entered in the Website (The content will not be shown in the PDF file but only on screen display.)

The Status of Application and Acquisition of Research Grants

The entries in this column will be referred to by the review committee in order to ensure that the grant status would not constitute a case of "unreasonable duplication and/or excessive concentration in the grant allocation" so that the proposed research project can be duly carried out in parallel with other projects. Therefore, it is strictly required that all the relevant information on research grants be correctly entered.

Principal Investigator and Co-Investigator should enter and confirm following information up to the time of current application such as "(1) Research Grant Application(s) in the review process", "(2) Research Grant(s) Adopted and to be Delivered","(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 30 to 60 minutes, but it may take as long as several hours during busy times. Make your registration in e-Rad well in advance, because a registration made on the final day for accepting applications may lead to linkage failure due to the reason above.

In addition, **as for the information of the Co-Investigator, the contents which have been entered by the Co-Investigator in the course of the consent process are displayed on the screen. Therefore the Principal-Investigator should confirm the contents which the Co-Investigator has entered and fill in the column of the "total research expenditure for the whole research period" for the research project applied.**

・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" and "(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.

・There is no need to enter the fundamental research grants that are allocated so that research activities, etc. can be carried 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 participating in project research conducted according to the specific purpose (mission) of his/her research institution, also enter the funded research grants. If the research grants funded to individuals are not clear, fill in "Distinction of the research contents and the reason for submission of this KAKENHI application in addition to the other projects" to that effect.

・If the applicant is a Research Fellow for Young Scientists (PD/RPD/CPD/DC) and plan to receive a Grant-in-Aid for JSPS Fellows in FY2026, 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)

Please enter the following information as of the time of application.

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

・Research project relevant to this application
・Research projects for which your KAKENHI application is currently in the review process (projects where you serve as the Principal Investigator or Co-Investigator)
・Research projects for which your application for Competitive Research Funds, etc. other than KAKENHI is currently in the review process (projects for which you made application through e-rad)

(2) Research Grant(s) Adopted and to be Delivered
・Research projects for which KAKENHI has been adopted and to be delivered in FY2026 (projects where you serve as the Principal Investigator or Co-Investigator)
・Research projects for which Competitive Research Funds, etc. other than KAKENHI have been adopted and to be delivered in FY 2026 (projects for which you made application through e-Rad)

○ “Role in this Project”
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, select the research category. For cases other than KAKENHI, “Other” and enter the name of the research grant and the name of the funding organization in the lower row.

○ “Research Period”
Enter the research period.

○ “Title of Proposed Research Project”
Enter the title of proposed research project.

○ “Name of Principal Investigator”
If the applicant selects “Co-I” in the column of Role in the Project, enter the name of the Principal Investigator (or equivalent) of the research subject.

○ “Research Expenditure for FY2026 (Research Expenditure for the whole period) (Unit: thousand yen)”
Enter the amount of direct expense of research expenditure to be received and used by him/herself in FY2026 (items under application is the applied amount) in the upper row, and at the same time enter the total amount (planned amount) to be used by him/herself during the whole period in the lower row.
If applicant select “Co-I” in the column of Role in the Project, enter the amount of allotment (planned amount) to be received and used by him/herself in FY2026 in the upper row, and at the same time enter the total amount of allotment (planned amount) to be used by him/herself during the whole period in the lower row. (Enter "0" if contributions are not distributed in the respective column.) <u>Even when adding e-Rad registration details, the applicant should directly enter the amount of research expenditure, as it is outside the scope of linkage.</u>

○ “Effort Percentage in FY2026 (%)”

Enter Effort (the allocation rate (%) of the time required for conducting 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 FY2026 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.

In addition, when conducting research by the competitive research funds, 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 there are any changes with the effort by that time, it is necessary to correct the effort in e-Rad before submitting formal application for grant delivery.

○ “The distinctions between the research contents and the reason for submission of this KAKENHI application in addition to the other projects.

Give a clear description, focusing on the distinctions between the content of this research proposal and contents of any research grant application(s) in the review process or research grant(s) you are receiving (and/or research grant(s) adopted and to be delivered), and the reason you are submitting this application in addition to such other research grants.

Also, enter the affiliated institution and your title/position under which you will be submitting the application or receiving grant delivery for this 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 the applicant is the Principal Investigator of KAKENHI, please enter the total amount of direct expense for the whole research period including the shared amount to the Co-Investigator(s) in the section “Sum Total.”

(3) Research expenses other than e-Rad

Please enter the following information at the time of application.

- Research projects for which your application for Competitive Research Funds, etc. other than KAKENHI is currently in the review process (projects where you serve as the Principal Investigator or Co-Investigator whose application was not made in e-Rad)
- Research projects for which Competitive Research Funds, etc. other than KAKENHI have been adopted and to be delivered in FY 2026 (projects for whose application was not made in 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 for the entire research period. Select the appropriate currency unit in the case of an overseas project.

○ “Effort”
Enter effort in FY2026. 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.