

## **FY2024 Procedures for Preparing and Entering a Research Proposal Document Fund for the Promotion of Joint International Research (International Collaborative Research)**

Applicants for KAKENHI should fill in this Research Proposal Document, giving details of the research project based on the Application Procedures, and submit it to **the Independent Administrative Legal Entity Japan Society for the Promotion of Science** (hereinafter referred to as JSPS) prior to application. This Research Proposal Document is used as review material at the JSPS Scientific Research Grant Committee.

The applicant should fill out 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 (International Collaborative Research)” (hereinafter referred to as International Collaborative Research) reviewed by the “Medium-sized Section” 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.**
- \* **In this document, characters and symbols in 11-point font size or larger (10-point or larger in English) should be used, 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, please 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 delete them.**
- \* **The sentences in italics on the form should be deleted but do not delete other instructions and boxes.**
- \* **Research Proposal Document prepared in English is accepted.**
- \* **Before submitting, be sure to check whether the contents of the Research Proposal Document converted to the PDF file and the content shown in the “Status of Application and Acquisition of Research Grants” column are complete (missing characters, charts, garbled characters, etc.).**

## **I. Research Proposal Document (items 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)”, 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 (“Section desired the review”, “Name of Principal Investigator (PI)” etc.) and the second part (“Research Expenditures and Their Necessity”, “The Status of Application and Acquisition of Research Grants”) 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.

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

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

- New Proposal or Continued
- Medium-sized Section
- Name of the Principal Investigator
- Position, Academic Unit (School, Faculty, etc.), and Research Institution
- Title of the Research Project
- Name, Institution Name, and Position of the Overseas Joint Researcher Written in the Letter of Intent Submitted in Conjunction with the Research Proposal Document
- Site Where You Will Conduct the Research (Country, Region, Visiting schedule, etc.)
- Request for Disclosure
- Application requirements if applying as an Early-Career Researcher
- Project Members (Principal Investigator and Co-Investigator(s))

### Items to be entered in the Website (Second half)

- Research Expenditures and Their Necessity
- 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 it in. He or she should then access the “Electronic Application System”, and upload the filled-in file to the “Electronic Application System”. (Files above 5 MB cannot be uploaded.)

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

In order to enable reviewers to gain better understanding on the proposed research project, provide a summary on this joint international research including its significance and necessity. Focus mainly on the research plan that the Principal Investigator will carry out at the overseas research institution, etc. where he/she will be visiting in person. Follow the instructions given in the Research Proposal Document. The description of the summary should be about 10 lines long.

### (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.

For the purpose of offering an overview of the proposed research project, follow the instructions given in the Research Proposal Document and provide a statement on what you aim to achieve through the proposed research. In particular, give a clear description on the kind of role that those participating early career researchers will assume within the research plan while staying abroad.

### (3) “Role of Overseas Joint Researchers and the state of preparation” column

Enter in accordance with the instruction specified in the Research Proposal Document.

Principal Investigator should give concrete contents of his/her research plan, relate the roles to be assigned to them and obtain his/her/their full consent.

### (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 research activities to date” should be focused on the research activities relevant to the submitted research plan to show the feasibility of the research plan. Any international efforts related to the applicant’s research plan (such as his/her records of joint international research and research history

in overseas institutions) should be included as necessary. In case the Co-Investigator involved, it should be focused on the research activities relevant to the prospected roles in the research plan by the Co-Investigator.

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 Human Right Protection and Legal Compliance” column**

Please 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 Their Necessity” 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) (“International Collaborative Research”)”.

**III. Letter of Intent**

For the application of International Collaborative Research, applicant should collect Letter of Intent from an overseas joint researcher in time for the application to confirm that applicant jointly conducts the research project with the overseas researcher(s) and upload the letter with the Research Proposal Document (forms to be uploaded) to the electronic application system. You can download the form (S-63-2) on JSPS website, and read carefully before filling out.

Uploaded Letter of Intent will be used in review process as a part of the Research Proposal Document.

Please inform a researcher to whom you request to write Letter of Intent the following:

Personal information of overseas Co-Investigator given in Letter of Intent and Research Proposal Document will be used for administrative tasks of KAKENHI grants; the above includes providing personal information to external contractor(s) in charge of the electronic processing and management of KAKENHI data. You can also refer to (3) Electronic Submission of the Research Proposal Document, 4), Application Procedures for Grants-in-Aid for Scientific Research.

Until the both Research Proposal Document and Letter of Intent have been uploaded, applicant cannot submit (send) them to his/her research institution.