FY2023 Procedures for Preparing and Entering a Research Proposal Document for "Grant-in-Aid for Research Activity Start-up"

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 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 "Research Activity Start-up" 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, considering a large number of application forms for research project will be reviewed.**

* **The 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 delete them.**

- **The sentences 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 your application, be sure to check that the content of your Research Proposal Document (converted PDF file) and the information displayed in the Status of Application and Acquisition of Research Grants fields are free of flaws (missing text and figures/tables, garbled text, 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 (PDF file) that is prepared using the Electronic Application System.

Note that the Status of Application and Acquisition of Research Grants fields will not appear in the Research Proposal Documents in PDF format. Reviewers will view the information displayed on the Electronic Application System for the review.

For procedures for entering items to be entered in the website, refer to the "FY2023 Procedures for Preparing and Entering a Research Proposal Document" (items to be entered in the website) ("Grant-in-Aid for Research Activity Start-up").

(1) Research project Information
1. Review Section
2. Name of the Principal Investigator
3. Position, Academic Unit (School, Faculty, etc.), and Research Institution of the Principal Investigator
4. Academic Degree and Effort
5. Date of Acquisition of the Eligibility to Apply for Grants-in-Aid for Scientific Research (for applicants with Condition A) only)
6. Period taken for Maternity/Childcare Leave (for applicants with Condition B) only)
7. Budget and Research Project Number for Grant-in-Aid for JSPS Research Fellows (for applicants with Condition A) only)
8. Title of the Research Project
9. Request for Disclosure

(2) Research Expenditures and Their Necessity

(3) 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/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. **"Research Objectives, Research Method etc." column**

   The description should be given what kind of research you plan and its summary in this proposal in accordance with the instruction specified in the Research Proposal Document to be submitted this time so that the overall structure can be clarified. The summary should be given with approximately 10 lines of paragraph.

   In this column, provide information on the Research Collaborators as necessary in describing the overall research plan.

2. **"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.

   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.

3. **"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 Their Necessity" and "The Status of Application and Acquisition of Research Grants", refer to "FY2023 Procedures for Preparing and Entering a Research Proposal Document (items to be entered in the website) ("Grant-in-Aid for Research Activity Start-up")". (See page 12)