FY2024 Procedures for Preparing and Entering a Research Proposal Document for "Scientific Research (S)" (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 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 <u>"Scientific Research (S)" reviewed by the "Broad Section"</u> as "New Application" (including the research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project)".**

* **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)</u> should be used in the main text, 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, 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.).**

* **The reviewers of the Scientific Research Grant Committee conduct the review of "Scientific Research (S)" based on all the forms referring to the technical comments (review comments) made by researchers whose research fields are close to the proposed research projects (researchers in charge of the writing of review comments).**

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 ("Broad Section desired the review", "Name of Principal Investigator (PI)", etc.) and the second part ("Research Expenditures and Their Necessity (Main existing equipment, Details of research expenditure 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.

For procedures for entering items to be entered in the website, refer to the "FY2024 Procedures for Preparing and Entering a Research Proposal Document" (items to be entered in the website) ("Scientific Research (S)").

○ Items to be entered in the Website (First half)
 "Research Project Information"
・ Research Proposal Submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project
・ Broad Section
・ Firstly related to Medium-sized Section/Firstly related to Basic Section/Secondly related to Basic Section
・ Name of the Principal Investigator
・ Position, Academic Unit (School, Faculty, etc.), and Research Institution
・ Title of the Research Project
・ Research Abstract
・ Researchers whom the applicant wishes to avoid as persons in charge of the writing of the review comments (optional)
・ Request for Disclosure
・ Contact information of the Principal Investigator
・ Project Members (PI and Co-Investigator(s) (Co-I(s))

○ Items to be entered in the Website (Second half)
 "Main Existing Equipment"
・ Main Existing Equipment

 "Details of Research Expenditure and Their Necessity"
・ Research Expenditure
・ Details of Equipment Costs
・ Details of Consumables Expenses

 "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 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) "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)".

(3) "Items to be Entered When New Application is Made in the Fiscal Year Previous to the Final Year of the Research Period of an On-Going KAKENHI Project" column

If applicant is newly applying as "New Application is Made in the Fiscal Year Previous to the Final Year of the Research Period of an On-Going KAKENHI Project" (*cf.* Application Procedures for Grants-in-Aid for Scientific Research), enter the each item with approximately 10 lines of paragraph in accordance with the instruction specified in the Research Proposal Document. If not, submit this form leaving the column blank without any deletion.

(4) "Proposal of the Researcher Conducting Scientific Research (S) for FY2024" column

Prepare it for each Principal Investigator (PI) and Co-Investigator(s) (Co-I(s)) who entered in the research organization and fill out according to the instructions described in the Research Proposal Document.

The description for the "(1) PI's or Co-I(s)'s, if any, hitherto research activities" 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.

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.

In addition, preparing for the Proposal of the Researcher, your special attention is requested since the using forms are different between the Principle Investigator and the Co-Investigator. In case the whole project members consists of a sole PI, the Proposal of the Researcher for the Co-I is not required but submit this form leaving the page and column blank without any deletion.

"Proposal of the Researcher (PI)"

・ The Principal Investigators are requested to prepare the Proposal of the Researcher by filling in both the "Scientific Research (S) 9-(1)" and the "Scientific Research (S) 9-(2) for the Proposal of the Researcher (PI)".

・ When preparing for the Proposal of the Researcher (PI), the following descriptions are requested according to the instructions described in the "Proposal of the Researcher (PI)"; "(1) PI's hitherto research activities", "(2) PI's research environments", and "(3) research environments surrounding whole project members".

・ In case the whole project members consists of a sole PI, no need to write in the (3) research environments surrounding whole project members.

"Proposal of the Researcher (Co-I)"

・ In case the Co-Investigators are involved in the research members, the Proposal of the Researcher should be prepared by filling in the "Scientific Research (S) 9-(3)" for the "Proposal of the Researcher (Co-I)" for each Co-I.

・ In the case of the plural Co-Is are involved in the research members, making copies of the "Scientific Research (S) 9-(3)" for the "Proposal of the Researcher (Co-I)"as original, the Proposal of the Researcher should be prepared in this way for the first Co-I using "Scientific Research (S) 9-(3)", for the second Co-I using "Scientific Research (S) 9-(4)"and so on.

・ When preparing for the Proposal of the Researcher (Co-I), the following descriptions are requested according to the instructions described in the "Proposal of the Researcher (Co-I)"; "(1) Co-I's hitherto research activities" and "(2) Co-I's research environments".

・ In case the whole project member consists of a sole PI, the Proposal of the Researcher (Co-I) is not required but the "Scientific Research (S) 9-(3)" for the "Proposal of the Researcher (Co-I)" should be submitted leaving the column blank without any deletion.

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* When entering in the column of "Main Existing Equipment", "Details of Equipment Costs", "Details of Consumables Expenses" and "The Status of Application and Acquisition of Research Grants", refer to the "FY2024 Procedures for Preparing and Entering a Research Proposal Document (items to be entered in the website) ("Scientific Research (S)")".