FY2026 Procedures for Preparing and Entering a Research Proposal Document for "Specially Promoted 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 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 Procedure for Preparing and Entering is to be used to prepare Research Proposal Document for <u>"Specially Promoted Research"</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 "I-1. Items to be entered in the Website (First half)", "II-1. Research Proposal Document [form S-1(1)] (forms to be uploaded)", "II-2. Research Proposal Document [form S-1(2)] (forms to be uploaded)", "I-2. Items to be entered in the Website (Second half)" and "II-3. Research Proposal Document [form S-1 (3)] (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.**

* **The Research Proposal Document will be subject to review with colored charts and characters therein being as they are. Therefore, 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 (no missing characters, charts, garbled characters, etc.).**

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

* **The researchers in charge of the writing of the review comments who belong to overseas research institutions write the review comments based on the "I-1. Items to be entered in the Website (First half)" and "II-1.**

Research Proposal Document [form S-1(1)] (forms to be uploaded)", and the researchers in charge of the writing of the review comments who belong to domestic research institutions write the review comments based on all the forms. Both overseas and domestic researchers write review comments from their specialized perspective.

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 ("Review Section (Category)", "Name of the Principal Investigator", etc.) and the second part ("Research facility/Existing equipment", "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 "FY2026 Procedures for Preparing and Entering a Research Proposal Document" (items to be entered in the website) ("Specially Promoted Research").

○ 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
・ Review Section (Category)
・ 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 Research Project
・ Research Abstract
・ Researchers in related research areas who belong to an overseas research institution and who are considered as suitable as persons in charge of the writing of the review comment, etc.
・ Contact Information of the Principal Investigator
・ Project Members List

○ Items to be entered in the Website (Second half)
 "Research facility/Existing equipment"
・ Research facility
・ The existing equipment (main equipment and devices already installed)

"Research Expenditure and Their Necessity"
・ Details of Equipment Costs
・ Details of Consumables Expenses
・ Reason for the Total Amount of Entries Exceeding 500 Million Yen

"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 Research Proposal Document (forms to be uploaded) is consists of **"I-1. Research Proposal Document [form S-1(1)] (forms to be uploaded)", "I-2. Research Proposal Document [form S-1(2)] (forms to be uploaded)" and "I-3. Research Proposal Document [form S-1 (3)] (forms to be uploaded)".**
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". (Only files under 10MB can be attached.)
When preparing the Overall Research Plan, the instructions given for 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.

As for the Research Proposal Document (forms to be uploaded), following files should be uploaded into each specified area on the "Management of Research Proposal Document" screen; **the "Research Proposal Document [S-1(1)] (forms to be uploaded)", the "Research Proposal Document [S-1(2)] (forms to be uploaded)", and the "Research Proposal Document [S-1(3)] (forms to be uploaded)".**
Moreover, when uploading, the file names should be as follows.
   ・ The name of **the "Research Proposal Document [S-1(1)] (forms to be uploaded)"** should start with "en" (or capital letters are possible).
   ・ The name of **the "Research Proposal Document [S-1(2)] (forms to be uploaded)"** should start with "jpa" (or capital letters are possible).
   ・ The name of **the "Research Proposal Document [S-1(3)] (forms to be uploaded)"** should start with "jpb" (or capital letters are possible).

II-1. Research Proposal Document [Form S-1 (1)] (forms to be uploaded)

The contents of this file will be subjected to review comments that the researchers in charge of the writing of the review comments who belong to overseas research institutions make on the proposed research projects from the following three points:

① Whether the objectives and contents of the research project are outstanding and distinctive research plan that opens up new scientific fields in the current state and trend of the research field

② Whether the research project shows an academic excellence with high creativity based on the ideas of the researcher

③ Whether the PI demonstrates a competence to conduct the research project

Also the contents of this file are subject to the review comments that the researchers in charge of the writing of the review comments who belong to domestic research institutions make on the proposed research projects in conjunction with **"Research Proposal Document [form S-1(2)] (forms to be uploaded)"**, **"Items to be entered in the Website (Second half)"** and **"I-3. Research Proposal Document [form S-1 (3)] (forms to be uploaded)"** and to the review by the reviewers of the Scientific Research Grant Committee.

This file should be filled in completely in English, and, the character size and the font should respectively be 10 point or larger.

Moreover, the applicant should keep in mind that the submission of the "Research Proposal Document [Form S-1 (1)] (forms to be uploaded)" is also necessary in cases where he/she selects "Not appropriate" under the section "Appropriateness of Comments by an Overseas Researcher".

* When attaching the file to the electronic application system, the applicant should upload it in the column **"S-1 (1)"** of "Management of Research Proposal Document" screen. Moreover, he/she should make sure that the file name starts with "en" (capital letters are possible).

1. "PROJECT DESCRIPTION"

Firstly summarize the research in a total of 200 words and then (1) Background of the Research Project, (2) Research Objectives and Targeted Goals of Project, (3) Research Plan and Method, (4) Importance and Necessity of this Project and its Expected Impact on Broader Research Fields, (5) Research Achievements of the Applicant(s) Relevant to this Project, briefly in English (within 4 pages in total).

When listing the applicant's research achievements such as research papers relevant to this proposal, a sufficient information (e.g., as for a research paper, the title of the paper, author, name of the journal, volume number, the first and last page numbers, year of publication, bibliographic information in case of books) should be given in order to identify such achievements as appropriate with reference to "RECENT RESEARCH ACTIVITIES I (Publications)". Moreover, **it is not necessary to describe in this column sensitive research ideas the leakage of which could lead to substantial disadvantage for the applicant**.

On the other hand, details on the research project for which the current application is being made should be described in each column of the **"Research Proposal Document [form S-1 (2)] (forms to be uploaded)"**.

2. "CURRICULUM VITAE (CV)"

The applicant should prepare the section "CURRICULA VITAE" on separate pages for each Principal Investigator and Co-Investigator (in the order mentioned in the column "Project Members List"), according to the instructions below and the instructions mentioned in the respective columns to be filled in.

Moreover, because the forms from (1) to (5) listed below form an integrated set, each researcher should complete them.

(1) In the column "Age" the applicant should enter his/her age as of April 1, 2026.
In the column "Research Institution, Academic Unit (School, Faculty, etc.) and Position", the applicant should enter his/her research institution, academic unit (school, faculty, etc.) and position at the time of the preparation of the Research Proposal Document.

(2) In "Role in this Project", the applicant should enter concisely the roles of the researchers in the proposal (linking it with the column **"Research Proposal Document [form S-1 (2)] (forms to be uploaded)" "Research Plan and Methods"**).

(3) In "Research Career and Experience", the applicant should enter their principal research career and experience since graduation in their last school in a retroactive chronological order.

(4) "RECENT RESEARCH ACTIVITIES I (Publications)" is not limited to the contents of the proposed research projects, but select the main ones including the research papers, books (excluding textbooks, academic abstracts, lecture abstracts), intellectual properties (patents), etc., and fill it within 1 page in a retroactive chronological order. (The research papers that can be cited are only those already published or accepted for publication.)
For a research paper, the title of the paper, authors, name of the journal, refereed or not, volume number, the first and last page numbers, and year of publication should be given. (As long as all items of information are given, their order is unimportant.) In case there is more than one author, it is allowed to fill in several main authors and to omit the others. (In case the applicant omits authors, he/she should fill in the column "the total number of authors (A) and your entry number in the author list counted from the first author (B). (e.g. "(B)/(A)")".) He/She should mark the Principal Investigator with a double underline, and the Co-Investigator(s) with a single underline. Moreover, a corresponding author should be marked with an asterisk ("*") on the left side.
Publications that are related to the proposed research project should be marked with a plus symbol ("+") in the beginning.
As for the research achievements such as research papers, books excluding textbooks, academic abstracts, and lecture abstracts, industrial property rights, etc. described in this column, a reference should be numbered in ascending order with Arabic figures.

(5) Select main events for "RECENT RESEARCH ACTIVITIES II (Invited Lectures and Talks, Prizes, etc.)" from invited lectures and awards at international conferences considered to be particularly important, and fill the year of presentation within 1 page by going back to the past. In case there are no items to be mentioned, this section can be left blank.
Moreover, for the invited lectures and talks at international conferences, the name of the international conference, the time and date when and the place where the conference took place, and the title of the lecture or talk should be filled in. For the prizes received, the name of the prize should be filled in. Items that are related to the proposed

research project should be marked with a plus symbol ("+") in the beginning.

As for the research achievements such as invited lectures, awards, etc. at international conferences described in this column, a reference should be numbered in ascending order with Arabic figures.

II-2. Research Proposal Document [Form S-1 (2)] (forms to be uploaded)

The applicant should enter in the columns from (1) to (4) below, according to instructions mentioned in the respective column to be filled in. Moreover, the applicant is allowed to add pages. However, the information in the columns from (1) to (4) should be limited to the main points within <u>10 pages in total</u>.

* When attaching the file to the electronic application system, the applicant should upload it in the column **"S-1 (2)"** of "Management of Research Proposal Document" screen. Moreover, he/she should make sure that the file name starts with "jpa" (capital letters are possible).

(1) "Research Objectives, Background of the Research Project, 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.

(2) "Significance as Specially Promoted Research" column

The description should be given the applicant's hitherto research activities in accordance with the instruction specified in the Research Proposal Document.

(3) "Research Plan and Methods" column

The description should be given the research plan and methods to achieve the objective of this proposal in accordance with the instruction specified in the Research Proposal Document.

In addition, <u>the preparation status on the research environment such as research facilities and equipment, research materials, etc. which is indispensable for the implementation of the research plan should be given in the "Applicant's Ability to Conduct the Research and the Research Environment" column. (In case the Co-Investigator(s) are involved, their research environments are also explained.)</u>

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

(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.

<u>The description for the "(1) applicant's hitherto research activities (including main research achievements), and the details of the achievements" , should be focused on the research activities relevant to the submitted research plan and also the details of achievements obtained from the research activities should be given with a view to showing the feasibility of the research plan.</u> 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 involves, it should be focused on the research activities relevant to the prospected roles

in the research plan by the Co-Investigator.

As for the research achievements of the Principal Investigator such as research papers, books and lectures, main items of those are given in the columns of "RECENT RESEARCH ACTIVITIES I (Publications)" and "RECENT RESEARCH ACTIVITIES II (Invited Lectures and Talks, Prizes, etc.)" rather than using this column. (In case the Co-Investigator(s) are involved, their research achievements are also handled with the same manner.)

On showing the achievements from the past research activities, a sufficient information to identify the achievement should be given in case there are special needs to show some particular detailed research achievements such as papers, books, patents, invited talks, etc. (e.g., as for a research paper, there should be the title of the paper, authors, name of the journal, the number of the volume and pages, etc., year of publication, the bibliographic information in case of books, and so on.)

However, in case the achievements already given in the columns of "RECENT RESEARCH ACTIVITIES I (Publications)" and "RECENT RESEARCH ACTIVITIES II (Invited Lectures and Talks, Prizes, etc.)" are to be shown again, the achievements in this column should be referred in the following manner with a clear correspondence relation.

(Example)

In case of the achievements by Mr. Taro Gakushin, the Principal Investigator, already described in the "RECENT RESEARCH ACTIVITIES I (Publications)", the remarks in this column may be as follows;

・ "The achievements on something have been done. (Refer to the No.2 in the column "RECENT RESEARCH ACTIVITIES I (Publications)" of Mr. Taro Gakushin.)"

II-3. Research Proposal Document [Form S-1 (3)] (forms to be uploaded)

The applicant should enter the column from (1) to (3) mentioned below, according to instructions mentioned in the respective column to be filled in.

 * When attaching the file to the electronic application system, the applicant should upload it in the column **"S-1 (3)"** of "Management of Research Proposal Document" screen. Moreover, he/she should make sure that the file name starts with "jpb" (capital letters are possible).

(1) "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)".

(2) "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.

(3) "Reason(s) Why Comments by an Overseas Researcher is not Appropriate" 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)".