Form S-1-2

FY2011 Procedures for Preparing and Entering a Proposal for Grant-in-Aid for Specially Promoted Research, Grants-in-aid for Scientific Research (Continued)

A proposal for grant-in-aid needs to be submitted for research projects in which the applicant would like to make significant changes in the research plan (i.e. ① a change in the research purpose or a change in the title of the proposed project; ② a change in the annual research budget plan that will be provided from FY2011 on; ③ an increase or a reduction of the research budget; ④ a shortening or other modification in the research period). The applicant should bear in mind that it is not necessary to submit a proposal for other continued research projects.

Therefore, the applicant should prepare this proposal carefully paying particular attention to the points below.

Remarks

※The Principal Investigator is responsible for preparing the proposal for grant-in-aid according to the rules in the Procedures for Application. For definitions of the Principal Investigator, Co-Investigator (*kenkyu-buntansha*), Co-Investigator (*renkei-kenkyusha*), and Research Collaborator, see procedures for application.

※The form consists of the "I. Application Information (To be Entered in the Website)" and the "II. Project Description File (Items of the Attached File)". No modifications can be made to the prescribed form.

※Proposals for grant-in-aid prepared in English will also be accepted. However, the "Application Information (entry via the website)" and other items necessary for clerical processing should be entered in Japanese. (Items designated to be entered in English should be entered in English.)

I. Application data (entry via the website)

The confirmation of the content of the application and the preparation of the screening material is based on the "Application Information (to be entered in the Website)", which constitutes one part of the application documents. Consequently, it is possible that the information entered in the website will have an influence on the results of the screening, or it is possible that the research project will not be accepted for screening, because of the content entered. Therefore, the applicant should prepare the application information with care.

The Principal Investigator login the "Cross-ministerial Research and Development management system (hereinafter called "e-Rad")" using the ID and the password which has been provided by the applicant's research institution, accesses the "JSPS electronic application system for projects funded by grants-in-aid for scientific research" (hereinafter called "Electronic Application System"), and directly enters the "Application Information (to be entered in the Website)" in the system. This data also constitutes the first half of the proposal for grant-in-aid.

Moreover, a part of the application data (effort and other information) should be registered in e-Rad.

The Principal Investigator is responsible for preparing the application information and should do so according to the rules set forth in the Application Procedures. When preparing the application information, he or she should pay attention to the following points.

Since the name of the Principal Investigator and the research institution he or she belongs to are information that has been registered in advance from the Principal Investigator's research institution, this information will be automatically displayed. Therefore, if the applicant finds mistakes when verifying it, he or she should contact the Secretariat of his or her research institution, after storing the data to be entered temporarily. He or she should then follow the instructions provided by the Secretariat.

1. New or continued
The applicant should select "New".

2. Research Project Number in Case of a Continued Project
The applicant should be sure to enter the research project number of the research project for which the current continued application is being made, and to push the button "Downloading Information on Continued Projects".

3. Significant Changes in the Research Plan in Case of a Continued Project: Yes or No
Concerning the presence of significant changes in the research plan (① a change in the research purpose or a change in the title of the proposed project, ② a change in the annual plan of the budget that is planned to be provided from FY2011 on, ③ an increase or a reduction of the budget, ④ a shortening of the research period, and other changes.), if there are any such changes, the applicant should select "Yes".

If the applicant makes significant changes in the research plan, the project needs to be screened by the Scientific Research Grant Committee. Therefore, he or she should also prepare the items below.

Moreover, if the applicant does not make significant changes in the research plan, it is not necessary to prepare the items below.

4. Application for the Fiscal Year before the Final Fiscal Year of a Research Plan

The applicant should select "Not Applying".

5. Area the Applicant Wishes to Have Screened (Division of the Category, etc.)

The applicant should select the same division from among "Humanities and Social Sciences", "Science and Engineering (Mathematics/Physics)", "Science and Engineering (Chemistry)", "Science and Engineering (Engineering)" or "Biological Sciences" as when his/her project was selected.

6.　Name of the Principal Investigator

Since the section "name" is information that has been registered in advance from the research institution the Principal Investigator belongs to, this information will be automatically displayed. Therefore, the Principal Investigator in question should verify whether his/her name has been registered correctly.

Moreover, the applicant should not enter anything in the section below (English), since it is for items that need to be entered in case of a new application.

7.　Position, Academic Unit and Research Institution of the Principal Investigator

Since the section "Research Institution", the section "Academic Unit", and the section "Position" are information that has been registered in advance from the research institution the Principal Investigator belongs to, this information will be automatically displayed. Therefore, the Principal Investigator should verify whether the information on his/her professional affiliation has been registered correctly at the time he or she is preparing the proposal for grant-in-aid.

Moreover, the applicant should not enter anything in the section below (English), since it is for items that need to be entered in case of a new application.

(1) If the numbers mentioned below are displayed, the applicant should enter the name of the academic unit he or she actually belongs to. (If the institution the applicant belongs to is not of the level of an academic unit, it is not necessary to enter anything in the section "name".) Moreover, in this case the applicant should enter "‐" (a hyphen) in this section (English).

   "709 (junior college established parallel to a national university)"
   "875 (other academic units of a national university)"
   "899 (other graduate courses)"
   "901 (research institutions affiliated with public or private universities)"
   "903 (other academic units of public or private universities)"
   "913 (other academic units of inter-university research institutes)"
   "999 ((1) junior college, technical college, academic unit of a designated institution, (2) professor
       emeritus (irrespective of whether the university is public or private))"

(2) If position number "25 (others)" is displayed, the applicant should be sure to enter the name of his/her actual position. Moreover, if position number "24 (researcher)" is displayed, and the name of the applicant's actual

position is different from "researcher", he or she should enter the name of his/her position.

8. Title of Proposed Project

In the section "Title of Proposed Project", the applicant should enter a title for the proposed research project within 40 characters. (Titles which exceed 40 characters cannot be entered.) The title should express the content of the research until the end of the research period in concrete terms. (The applicant should avoid general or abstract expressions.)

As a general rule, changes in the title of the research project during the research period will not be accepted.

The applicant should keep in mind that voiced sound symbols (*dakuten*) and semivoiced sound symbols (*handakuten*) are not counted independently as one character, but that letters of the alphabet, numbers, symbols, etc. are all counted as one character and displayed as such. The applicant should avoid the use of chemical formulas and mathematical formulas as much as possible. (Display example $Ca^{2+} \rightarrow$ Ｃａ２＋)

Moreover, in the section below (English), the applicant should enter the information in English within 200 characters (only half-width characters). Full-width symbols cannot be entered.

9. Budget for Proposed Project

When pushing the button "Downloading Information on Continued Projects", the "Informally Agreed Amount" (the amount planned to be provided that is shown when the decision to provide the grant is made) is shown automatically in the section "Annual Budget" which is the total of the section "Details".

When entering the information in the section "Budget for the Proposed Research Project", the amount should be entered in units of thousand yen and fractions of less than thousand yen should be rounded down. Since the total amounts per fiscal year and per item of expense to be used are automatically displayed on the confirmation screen after being entered, the applicant should verify them checking the amounts which he or she entered.

Moreover, if the amount exceeds the "Informally Agreed Amount", the application becomes an application with an increase of the budget.

Moreover, the applicant should be sure to enter "0" in all the sections for (1) items of expenses that do not fall in the fiscal year the application is made for, and for (2) all the items of expenses that fall in a fiscal year when no application is made.

10. Researchers in related research areas (cannot be entered in the PDF file)

This item does not need to be entered, since it is an item that needs to be entered only in the case of a new application.

11. Related research areas (items)

This item does not need to be entered, since it is an item that needs to be entered only in the case of a new application.

12. Contact information of the Principal Investigator(cannot be entered in the PDF file)

In the section "Contact Information of the Principal Investigator" the information in case it is necessary to contact the Principal Investigator directly should be entered. (For example, the applicant is requested to enter not the location of the head office, but the location of the campus where the Principal Investigator actually works, as the address of the place of employment.)

13. Project Members List

The applicant should fill in the section "Project Members List" while keeping in mind the following points.

(1) Concerning the edit box for the project members (Principal Investigator, Co-Investigator (*kenkyū-buntansha*), Co-Investigator (*renkei-kenkyūsha*)), when pressing the button "addition" on the left side of the entry screen one time for every member of the project, the edit box in which the data need to be entered is displayed.

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

The section "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.

(2) The distinction Co-Investigator (*kenkyū-buntansha*) and Co-Investigator (*renkei-kenkyūsha*)

The applicant should select the appropriate item from among "Co-Investigator (*kenkyū-buntansha*)" and "Co-Investigator (*renkei-kenkyūsha*)" in the section "Division".

(3) In the case of collaborative research with a researcher from abroad, or a researcher from a company who is not qualified to apply for a grant-in-aid for scientific research, these researchers become "Research Collaborator". Therefore, the applicant should not enter them in the Project Members List of the proposed project in question, but should mention them in a section where he or she explains the overall research plan, for example, in the section "Research Plan and Methods" of the proposal for grant-in-aid.

(4) Information on the researchers

The correct information for each researcher, such as (1) researcher number, (2) name (kana and kanji), (3) age (as of April 1, 2011), (4) position, academic unit, research institution, (5) field of specialization, and (6) academic degree, should be entered or selected after verification by each researcher in person and by the secretariat of the research institution the researcher belongs to. (A list of numbers for "position, academic unit, research institution" can be generated from the entry screen.)

However, since among the information on the Principal Investigator the items (1), (2), (3) and (4) are information that has been registered in advance from the research institution to which the Principal Investigator belongs, this information will be automatically displayed. Therefore, the Principal Investigator in question should verify whether this information has been registered correctly.

(5) Concerning the section "Academic Unit", if the applicant selected the numbers mentioned below, when selecting the academic unit number, he or she should enter the name of the academic unit he or she actually

belongs to. (If the institution the applicant belongs to is not of the level of an academic unit, it is not necessary to enter anything in the section "name".)

"709 (junior college established parallel to a national university)"

"875 (other academic units of a national university)"

"899 (other graduate courses)"

"901 (research institutions affiliated with public or private universities)"

"903 (other academic units of public or private universities)"

"913 (other academic units of inter-university research institutes)"

"999 ((1) junior college, technical college, academic unit of a designated institution, (2) professor emeritus (irrespective of whether the university is public or private))"

(6) Concerning the section "Position", if the applicant selected "25 (others)", when selecting the position number, he or she should be sure to enter the name of the actual position. Moreover, if he or she selected "24 (researcher)", and the name of his/her actual position is different from "researcher", he or she should enter the name of his/her position.

(7) In the section "Roles", the applicant should fill in, how the Principal Investigator, the Co-Investigator(s) (*kenkyū-buntansha*) and Co-Investigator(s) (*renkei-kenkyūsha*) the 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.

(8) In the section "Budget for Proposed Project for FY2011" the share of the grant-in-aid to the Principal Investigator and the Co-Investigator(s) (*kenkyū-buntansha*) should be entered in units of thousand yen, based on the research plan. (Since Co-Investigator(s) (*renkei-kenkyūsha*) cannot receive a share of the funding, his/her/their share should not be entered.)

The total amount of all the shares of the grant-in-aid to each researcher should correspond to "Total Amount of Budget for Proposed Project for FY2011" in the section "9. Budget for Proposed Project". (If it does not correspond, "error" is displayed on the confirmation screen, the data have been entered.)

(9) The applicant should enter the time allocation rate (an integral number between 1 and 100) of the Principal Investigator and the Co-Investigator (*kenkyū-buntansha*) in the section "Effort", assuming that the research project for which the current application is being made would be selected.

When determining the time allocation rate, the applicant 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 selected, the applicant will be requested to determine the effort anew at that time and it will be registered in e-Rad.
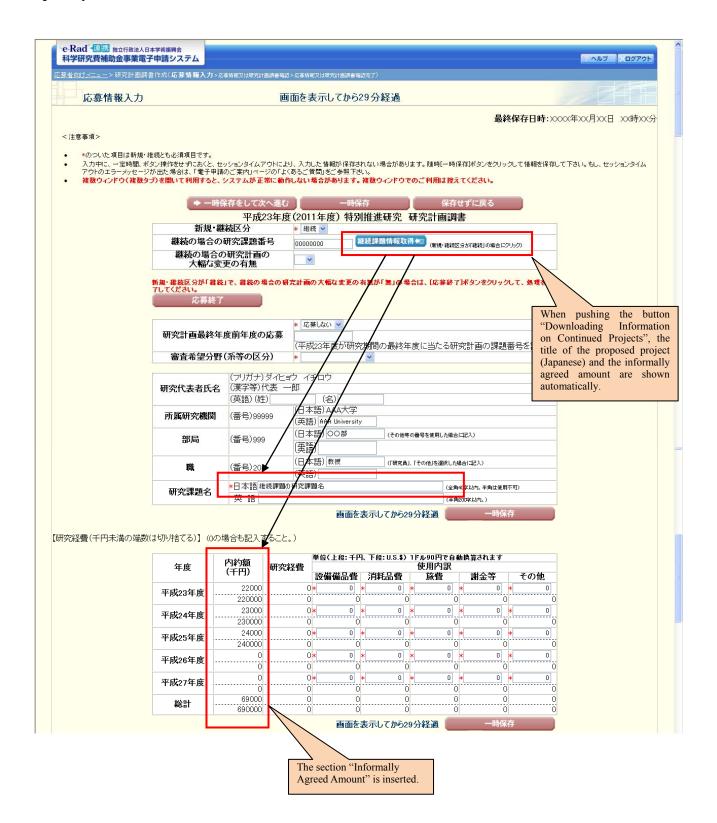
(10) In sections where (English) is shown, nothing needs to be entered, since it are items that need to be entered only in the case of a new application.

14. Project Members List

"The applicant should select the prepared (Japanese version) Project Description File (word or PDF)". Then, he or she should upload it in the section "Project Description File (items in the attached file)" (form S-1-1(2)). The applicant should keep in mind that uploading it in the section "(1) Please select the prepared English version of the Project Description File (Word or PDF)" is considered as an error, and he or she should make sure that the file name starts with "jp" (capital letters are possible).

Application information (Items to be filled in on the form on the website) (screenshot)

Specially Promoted Research ①

When pushing the button "Downloading Information on Continued Projects", the title of the proposed project (Japanese) and the informally agreed amount are shown automatically.

The section "Informally Agreed Amount" is inserted.

Application information (Items to be filled in on the form on the website) (screenshot)

Specially Promoted Research ②

【審査意見書作成者としてふさわしいと思われる国内の研究機関に所属する関連研究分野研究者】 ※PDFファイルには変換されません

氏名	所属研究機関	部局	職	現在の専門	連絡先電話番号	Email

【国内の研究機関に所属する研究者で審査意見書作成者として避けてほしい者(任意)】 ※PDFファイルには変換されません

氏名	所属研究機関	部局	職	現在の専門	避けてほしい理由

【海外の研究者による審査の適否】
原則として海外の研究者による審査を受けることになるので「適当である」を選択すること。
海外の研究者による審査が適当でない場合には「適当でない」を選択するとともに、研究計画調書にその理由を記入すること。

海外の研究者による審査の適否	▼

【審査意見書作成者としてふさわしいと思われる海外の研究機関に所属する関連研究分野研究者】 ※PDFファイルには変換されません

氏名	所属研究機関	部局	職	現在の専門	連絡先電話番号	Email

【海外の研究機関に所属する研究者で審査意見書作成者として避けてほしい者(任意)】 ※PDFファイルには変換されません

氏名	所属研究機関	部局	職	現在の専門	避けてほしい理由

画面を表示してから29分経過　　一時保存

【関連研究分野(細目)】
(1)に最も関連の深い研究分野、(2)に次に関連の深い研究分野を記入すること。
(新規の場合、少なくとも(1)は選択すること。)

	(1)	(2)
細目番号 一覧		
分野		
分科		
細目		

研究代表者連絡先 ※PDFには変換されません	〒*　　　 (住所)*
	電話番号:*　　　　FAX番号:*
	Email:*

画面を表示してから29分経過　　一時保存

Application information (Items to be filled in on the form on the website) (screenshot)

Specially Promoted Research ③

【研究組織（研究代表者、研究分担者及び連携研究者）】

※[追加]ボタンをクリックして研究分担者及び連携研究者を登録してください。
※研究組織の入力欄は、入力画面左側の[追加]ボタンを必要な回数押すことでデータ入力枠が設定されます。使用しない欄（入力したが使用しない場合や全く入力しなかった場合）については、当該欄の左側の[削除]ボタンを押してデータ入力枠を削除してください。

	区分	氏名（年齢）	1.所属研究機関 一覧 2.部局 一覧 3.職	1.現在の専門 2.学位 3.役割分担	平成23年度 研究経費 （千円） [U.S.$]	エフォート (%)
	研究代表者	（研究者番号）99999999 （フリガナ）ダイヒョウ イチロウ （漢字等）代表 一郎 （英語）Daihyou Ichirou 00才	1.（番号）99999 AAA大学 AAA University 2.（番号）999 AA学部 AA Department 3.（番号）20 教授 Professor	1.＊▭ （英語）▭ 2.＊▭ （英語）▭ 3.＊▭ （英語）▭	＊▭千円＊	＊▭
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削除	＊▼	＊（研究者番号）▭ （フリガナ） （姓）＊▭（名）▭ （漢字等） （姓）＊▭（名）▭ （英語） （姓）▭（名）▭ ＊▭才	1.（番号）＊▭ （英語）▭ 2.（番号）＊▭ （日本語）▭（その他等の番号を使用した場合に記入） （英語）▭ 3.＊▼▭（「研究員」、「その他」を選択した場合に記入） （英語）▭	1.＊▭ （英語）▭ 2.＊▭ （英語）▭ 3.＊▭ （英語）▭	▭千円	▭
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追加						

研究組織人数　3名

画面を表示してから29分経過　　一時保存

応募内容ファイル選択

(1)作成した「英語版」応募内容ファイル（Word又はPDF）を選択してください。
　※ただし、継続の場合は「英語版」応募内容ファイルを選択しないでください。
▭　参照…

(2)作成した「日本語版」応募内容ファイル（Word又はPDF）を選択してください。
▭　参照…

- 応募内容を修正する場合は、修正済みの応募内容ファイルを選択しなおすと、前のファイルが削除されて上書きされます。
- 応募内容ファイルに修正がない場合、応募内容ファイル選択欄は空欄のままで構いません。
- 応募内容ファイルについてはWordファイルの代わりにPDFファイルを選択することも可能です。（PDFファイルは応募内容ファイル様式（Word又は本会並びに文部科学省が提供する様式）を基に作成したものに限ります。）

➡ 一時保存をして次へ進む　　　一時保存　　　保存せずに戻る

ログアウト

> In the case of a continued application, the Project Description File should be uploaded onto "Japanese Version".

II. Project Description File　(Items of the Attached File) (Form S-1-2)

The items below are the content of the "Project Description File (Items of the Attached File)", and form the second half of the proposal for grant-in-aid (PDF file).

The Principal Investigator should download the form for "Project Description File (Items of the Attached File)" from the homepage for grants-in-aid for scientific research of JSPS and fill it in. Then he or she should access the "Electronic Application System" and attach it.

※ When attaching the filled in file to the electronic application system, the applicant should upload it in the section "(2) Please select the prepared Japanese version of the Project Description File (Word or PDF)" of "Selection of the Project Description File".　The applicant should keep in mind that uploading it in the section "(1) Please select the prepared English version of the Project Description File (Word or PDF)" is considered as an error, and he or she should make sure that the file name starts with "jp" (capital letters are possible).

1.　Overall Research Plan

The applicant should fill in number (1) below using character size 11 or larger, according to the instructions mentioned below and in each of the sections to be filled in.

(1) The applicant should fill in respectively the sections "Purpose of the Research", "Progress of the Research until FY2010", "Self-Evaluation of the Research until FY2010", "Research Plan and Methods after FY2011", "Changes from the Initial Plan", "Protection of Human Rights and Compliance with Laws and Regulations" and "Publication of Research Achievements", according to the instructions mentioned in the proposal for grant-in-aid.

(2) In the section "Statement of Costs for Equipment" the applicant should enter the costs itemizing them per fiscal year and provide a total sum, according to the instructions mentioned in the proposal for grant-in-aid. It is allowed to adjust the sections to be filled in (one box per fiscal year) to fit to the amount of costs stated. However, the total length should be limited to two pages or less.

(3) In the section "Statement of Costs for Consumables and Other Costs" the applicant should enter the items by fiscal year and give the total cost, taking into account the following.

　　1. Itemize the cost of consumables, such as chemicals, test animals, glass implements and the separate printing of research papers/articles.

　　2. Itemize the travel expenses for the Principal Investigator, Co-Investigator(s) (*kenkyū-buntansha*), Co-Investigator(s) (*renkei-kenkyūsha*) and Research Collaborator(s) (such as people engaged in collecting materials, conducting the various surveys, attending meetings and presenting the research achievements). Itemize the transportation costs, accommodation costs and daily allowances for domestic and overseas travel.

　　3. Itemize personnel costs and suchlike, such as honoraria, compensation, wages and salaries to Research Collaborator(s) (such as people 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 payments to temporary staff agencies.

(Example: Organizing materials: [breakdown: X (number of people) × Y (number of months)] XXXX yen)

4. Itemize costs other than the above-mentioned for conducting the research [such as the costs for printing, photocopying, developing/printing, correspondence (including stamps and phone calls), transport, renting 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, presentation of research achievements (fees for contributing to the publications of academic societies, website creation, and preparation of pamphlets to publicize the research achievements) , experiment waste disposal cost].

Moreover, it is allowed to adjust the sections to be filled in (one box per fiscal year) to fit to the amount of costs stated. However, the total length should be limited to two pages or less.