Form S-1-2

FY2017 Procedures for Preparing and Entering a Proposal for
Grant-in-Aid for "Specially Promoted 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 plan of the research budget from FY2017 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 (form S-1-2)(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. On the screen of "Entry of Application Information", if the "Japanese ▶ English" button at the upper left of the screen is clicked, then the explanations are translated into 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 "Application Information (to be entered in the Website)" are the items which the Principal Investigator directly enters after accessing the "JSPS Electronic Application System for Projects Funded by KAKENHI" (hereinafter called "electronic application system") using the ID and the password for the Cross-Ministerial Research and Development Management System (hereinafter called "e-Rad"), which has been provided by his or her research institution. 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 "Continued".

2. If continued, Research Project Number
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. Application for a Grant for the Fiscal Year before the Final Fiscal Year of a Research Plan
The applicant should select "Not Applying".

4. Requested Areas for Screening (Divisions)
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.

5. 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.

6. 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 name of the academic unit that is automatically displayed in the section "academic unit" is different from the name of the academic unit the applicant actually belongs to, he or she should enter the actual name of his or her academic unit. (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".)

(2) If the name of the position that is automatically displayed in the section "position" is different from the actual name of the applicant's position, he or she should enter the actual name of his or her position.

7. Title of Proposed Project

When pushing the button "Downloading Information on Continued Projects", the title of proposed project is shown automatically.

As a general rule, changes in the title of the research project 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 $Ca^{2+} \rightarrow$ input as Ｃａ２＋(counts as 4 characters))

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.

8. Budget for Proposed Project

When pushing the button "Downloading Information on Continued Projects", the section "Budget" 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 amount shown in the section "Budget" (the amount decided to be provided), 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.

9. Researchers in related research areas (Not converted to PDF)

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.

10. 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.

11. Contact information of the Principal Investigator (Not converted to PDF)

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.)

12. 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 "⁺Add" 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.

If the number in the section "number of project members" and the total number of persons for whom data have actually been entered do not correspond, then an "error" is displayed on the confirmation screen after the data has been entered. Therefore, the applicant should always delete edit boxes for data in which no data has been entered.

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

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

(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 KAKENHI, these researchers become "Research Collaborator". Therefore, the applicant should not enter them in the project members of the research 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 that he or she is preparing. This should be done in accordance with the instructions provided in the Procedures for Preparing and Entering a Proposal for Grant-in-Aid.

(4) Information on the researchers

The correct information for each researcher, such as (1) researcher number, (2) name (Pronunciation in katakana

and kanji), (3) age (as of April 1, 2017), (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) If the name in the "list of numbers for academic units" in the section "academic unit" is different from the name of the academic unit the applicant actually belongs to, he or she should enter the actual name of his or her academic unit. (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".)

(6) If the name in the "list of numbers for position" in the section "position" is different from the actual name of the position, he or she should enter the actual name of his or 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*) 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 FY2017.

(8) In the section "Budget for Proposed Project for FY2017" 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 "Annual Budget" for "Budget for Proposed Project" for "FY2017" in the section "8. 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.

13. File of Details of Application

The applicant should upload the prepared "Project Description File (form S-1-2) (items in the attached file)" in the section "(2) Please select the File of Details of Application (Word or PDF)". Moreover, he or she should ensure 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 "Obtain information about continued projects", the title of the proposed project (Japanese) and the amount decided upon are shown automatically.

The section "Budget" is inserted.

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

Specially Promoted Research ②

【Researchers in related research areas who belong to a domestic research institution and who are considered as suitable as persons in charge of the writing of the opinions of the screening panel】 Note: Not converted to PDF

Name		Research Institution	Academic Unit	Position	Field of Specialization	Phone Number	Email
Family name	First name						

【Researchers who belong to a domestic research institution and whom the applicant wishes to avoid as persons in charge of the writing of the opinions of the screening panel (optional)】 Note: Not converted to PDF

Name		Research Institution	Academic Unit	Position	Field of Specialization
Family name	First name				

【Appropriateness of screening by an overseas researcher】
As a general rule, select Appropriate because the screening will be carried out by an overseas researcher.
When the screening by an overseas researcher is not appropriate, Not appropriate must be selected and reasons must be entered in the research plan.

Appropriateness of screening by an overseas researcher	[▼]

【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 opinions of the screening panel】 Note: Not converted to PDF

Name		Research Institution	Academic Unit	Position	Field of Specialization	Phone Number	Email
Family name	First name						

【Researchers who belong to an overseas research institution and whom the applicant wishes to avoid as persons in charge of the writing of the opinions of the screening panel (optional)】 Note: Not converted to PDF

Name		Research Institution	Academic Unit	Position	Field of Specialization
Family name	First name				

29 minutes have been passed since the screen had been displayed. [Temporarily Save]

【Related Research Areas (items)】
Enter the most related research area in (1) and the second most related research area in (2).
(For New category, the selection of (1) is mandatory)

	(1)	(2)
Item Number [List]	[ ]	[ ]
Area		
Discipline		
Research Field		

Contact information of the Principal Investigator Note: Not converted to PDF	Postcode:*[ ]
	Address:*[ ]
	Phone Number:*[ ] FAX Number:*[ ]
	Email:*[ ]

29 minutes have been passed since the screen had been displayed. [Temporarily Save]

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

Specially Promoted Research ③

【Project Members List (Principal Investigator and Co-Investigators)】

Please click Add to register Co-Investigators (kenkyu-buntansha and renkei-kenkyusha).
Note: Click Add on the left-hand side of the window to insert additional Project Members List fields. Click Delete on the left-hand side of each field to delete unused fields (if any field is not used or no longer required).
Note: kb: Co-Investigator(kenkyu-buntansha), rk: Co-Investigator(renkei-kenkyusha)

	Distinction	Name (Age)	1.Research Institution [List] 2.Academic Unit [List] 3.Position	1.Field of Specialization 2.Academic Degree 3.Roles	Budget Requested for FY 2017 (Thousand Yen) [U.S.$]	Effort (%)
	研究代表者 (Principal Investigator)	(Researcher Number) 99999999 (Pronunciation in katakana) ダイヒョウ イチロウ (Kanji etc) 代表 一郎 (English) Daihyou Ichirou (Age) 60 Years Old	1.(Number) 99999 AAA大学 AAA University 2.(Number) 999 AA学部 AA Department 3.(Number) 20 教授 Professor	1.* ☐ (English) ☐ 2.* ☐ (English) ☐ 3.* ☐ (English) ☐	* ☐ Thousand Yen	*☐
Delete	* ☐▾	*(Researcher Number) ☐ (Pronunciation in katakana) (Family Name) * ☐ (First Name) ☐ (Kanji etc) (Family Name) * ☐ (First Name) ☐ (English) (Family Name) ☐ (First Name) ☐ *(Age) ☐ Years Old	1.(Number) * ☐ (English) ☐ 2.(Number) * ☐ (Japanese) (Enter the name of academic unit if different from the name in the list of academic unit numbers.) (English) ☐ 3. * ☐▾ (Enter the position name of if different from the position name in the list of position numbers) (English) ☐	1.* ☐ (English) ☐ 2.* ☐ (English) ☐ 3.* ☐ (English) ☐	☐ Thousand Yen	☐
Delete	* ☐▾	*(Researcher Number) ☐ (Pronunciation in katakana) (Family Name) * ☐ (First Name) ☐ (Kanji etc) (Family Name) * ☐ (First Name) ☐ (English) (Family Name) ☐ (First Name) ☐ *(Age) ☐ Years Old	1.(Number) * ☐ (English) ☐ 2.(Number) * ☐ (Japanese) (Enter the name of academic unit if different from the name in the list of academic unit numbers.) (English) ☐ 3. * ☐▾ (Enter the position name of if different from the position name in the list of position numbers) (English) ☐	1.* ☐ (English) ☐ 2.* ☐ (English) ☐ 3.* ☐ (English) ☐	☐ Thousand Yen	☐
Add						

Number of Project Members 3

29 minutes have been passed since the screen had been displayed. [Temporarily Save]

File of Details of Application

(1) Please select the File of Details of Application (Word or PDF).
Upload the Form S-1-1(1).
[_____] 参照

(2) Please select the File of Details of Application (Word or PDF).
Upload the Form S-1-1(2).
Note: When the New or Continued is set to Continue, upload the Form S-1-2.
[_____] 参照

> In the case of a continued application, the Project Description File (Form S-1-2) should be uploaded.

- Reselecting the updated File of Details of Application will overwrite the existing file.
- When you do not need to update the file, the File of Details of Application field can be left blank.
- A PDF file can be used instead of a Word file for the File of Details of Application. (A PDF file must be created using the format of the File of Details of Application in accordance with the Word file or the format provided by the JSPS or the MEXT)
- Do not change the margin setting of the File of Details of Application. Doing so may cause errors.

[Save Temporarily and Go to Next] [Temporarily Save] [Go Back Without Save]

[Logout]

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

The items below are the content of the "Project Description File (Form S-1-2) (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 (Form S-1-2) (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.　（(Files above 3 MB cannot be attached.)

※ When attaching the filled in file to the electronic application system, the applicant should upload it in the section "(2) Please select the prepared　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　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 FY2016", "Self-Evaluation of the Research until FY2016", "Research Plan and Methods after FY2017", "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 Items" 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, and glass implements.

　　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 expenditure and remuneration, such as honoraria, compensation, wages and salaries to Research Collaborator(s) (postdoctoral researchers, research assistants (RA), researchers belonging to overseas research institutions, and others) (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 or leasing 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, preparation of pamphlets to publicize the research achievements, and costs of PR activities disseminating research achievements to the general public, and other matters) , 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.