

FY2018 Procedures for Preparing and Entering a Research Proposal Document for “Scientific Research (S)” (New Proposal)

Applicants for 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 review material at the JSPS Scientific Research Review Committee.

The applicant should fill in the form correctly, while taking the following points into account.

When the application is approved as a result of the review at the Scientific Research Review Committee, a notice concerning the provisional grant decision is issued. The application will be submitted based on the notice. A KAKENHI will be disbursed if the research plan is deemed appropriate.

Items to be noted

- * **This Procedures for Preparing and Entering is to be used to prepare Research Proposal Document for “Scientific Research S” reviewed by the “Broad Section” as “New Application” (including an application for a grant for the fiscal year before the final fiscal year of a research plan)”.**
- * **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.**
- * **Make sure that the title of each column is at the top of the page. Also, please 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.**
- * **Applicant can delete the sentences indicated by “*” on the form.**
- * **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 are complete (missing characters, charts, garbled characters, etc.).**

I. Style setting

The margin of style is set with upper 20 mm, lower 20 mm, left 25 mm, and right 25 mm. Please do not change the setting margins because there is a risk of missing characters etc. when preparing the review material.

II. Research Proposal Document (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 (PDF file) that is prepared using the Electronic Application System.

For procedures for entering items to be entered in the website, please refer to the “FY2018 Procedures for Preparing and Entering a Research Proposal Document” (to be entered in the website) (“Scientific Research (S)”).

Items to be entered in the Website (First half)

“Research Project Information”

- New Proposal or Continued
- With or without Application for a Grant for the Fiscal Year before the Final Fiscal Year of a Research Plan
- Broad Section Desired the Review
- 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
- Request for Disclosure
- Project Members

Items to be entered in the Website (Second half)

“Main Existing Equipment”

- Main Existing Equipment

“Details of Research Expenditure and Their Necessity”

- Details of Equipment Costs and Their Necessity
- Details of Consumables Expenses and Their Necessity

“The Status of Application and Acquisition of Research Grants”

- The Status of Application and Acquisition of Research Grants

III. 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 or she should then access the “Electronic Application System”, and upload the filled-in file to the “Electronic Application System”. (Files above 3 MB cannot be uploaded.)

When preparing the Overall Research Plan, the instructions given below and the instructions given in each column should be observed. Characters and symbols in 11-point font size or larger should be used, considering large number of application forms for research project will be reviewed. Also, please do not delete the page even if blank page is generated after completing the necessary items in the designated page.

(1) “Research Objectives, Research Method etc.” column

In this 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.

(2) “Research Development Leading to Conception of the Present Research Proposal, etc.” column

In this column, the description should be given the characteristics of the research in accordance with the instruction specified in the Research Proposal Document so that the review committee will better understand the research proposal to be submitted this time.

Please describe the research activities that the applicant thinks is important to “(3) applicant’s hitherto research activities”. Applicant may describe activities that show applicant’s ability to perform research as well. For example, there are research that leads to outcomes and research that could discover new issues in things that was not successful. (In this case, applicant may quote the paper or scientific presentation etc. entered in the “Research Achievements” column in Proposal

of the Researcher Conducting Scientific Research (S) for FY2018.).

In addition, applicant can describe the period during which research was suspended, such as maternity leave and childcare leave, interruption due to acquisition of long-term care leave.

(3) “Issues Relevant to Human Right Protection and Legal Compliance” column

Please 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)”.

(4) “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), please enter in accordance with the instruction specified in the Research Proposal Document.

(5) “Proposal of the Researcher Conducting Scientific Research (S) for FY2018” column

Please prepare it for each Principal Investigator (PI) and Co-Investigator(s) who entered in the research organization and fill out according to the instructions described in the Research Proposal Document. In addition, please copy pages 10 and 11 of Research Proposal Document “Scientific Research (S)” (forms to be uploaded) when filling out the research achievement of Co-Investigator(s). In that case, even if page 10 is filled in only and page 11 becomes blank, please do not delete page 11.

In addition, when writing a paper, if there is no page number display by electronic journals etc., it is unnecessary to enter “first and last page”. In addition, if you have intellectual property rights such as patents, please indicate that fact. (Patent application number, etc.)

* In the column of “Main Existing Equipment” column, “Details of Equipment Costs” column, “Details of Consumables Expenses” column, and “The Status of Application and Acquisition of Research Grants” column, the description should be entered by the Electronic Application System starting from FY2018 Application for Research Proposal Document. When entering in these column, please refer to “FY2018 Procedures for Preparing and Entering a Research Proposal Document (items to be entered in the website) (“Scientific Research (S)”)”.