



Application Procedures for Grants-in-Aid for Scientific Research-KAKENHI-

FY2017

JSPS Research Fellows
【JSPS International Research Fellow】

January, 2017

Japan Society for the Promotion of Science
(<http://www.jsps.go.jp/>)

Introduction

This is the application procedure of “Grant-in-Aid” for Scientific Research-KAKENHI- for FY2017 “JSPS Research Fellows”[JSPS International Research Fellow] listing the necessary and other matters.

It consists of the following sections.

- I Details of the Call for Proposals**
- II Preparing and Submitting the Application (Grant-in-Aid Proposal)**
- III Concerning Participation in a Research Ethics Education Course etc.**
- IV On the Handling of Research Projects Scheduled to be Continued in FY2017**
- V Procedures to be Completed by the Research Institution**

Section “ I. Details of the Call for Proposals” contains information on such aspects of the program as the Grant-in-Aid category, application eligibility, amount of grants, and research periods.

Sections “II. Preparing and Submitting the Application (Grant-in-Aid Proposal), “III. Concerning Participation in a research Ethics Education Course etc.”, “IV. On the Handling of Research Projects Scheduled to be Continued in FY2017”, and “V. Procedures to be Completed by the Research Institution” contain information on the various procedures that must be carried out by JSPS International Research Fellows and their host researchers and host research institutions.

This call for proposals opens before the finalization of the FY2017 budget so as to enable researchers to start their research as early as possible. Therefore, please be aware in advance that, depending on the overall budget situation, details on the resources to be allocated and other matters may be subject to change at a later stage.

A major change to the FY2017 program is described on the next page.

Grants-in-Aid for Scientific Research consist of a competitive funding system is intended to provide financial support for creative and pioneering research conducted by individual researchers. Therefore, the content of the Proposal for Grant-in-Aid made by applying researchers must be must original.

In preparing a Proposal for Grant-in-Aid, plagiarism and/or misappropriation of the research contents of others are not permitted. Applicants must comply with research ethics.

Major Change in FY2017 Program

①Concerning submission of the” Checklist Pertaining to the Current Status” based on “Guidelines for Responding to Misconduct in Research” (please refer to p.18)

From FY 2017 onwards, research institutions applying for KAKENHI grants will be required to submit a “Checklist Pertaining to the Current Status” based on the relevant guidelines. Please note that without this submission, applications from researchers belonging to the said research institutions will not be accepted.

(“Checklist Pertaining to the Current Status” must be submitted by the host research institution.)

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References

The application forms (Proposal for Grant-in-Aid) and other application materials are contained in separate files. Please refer to “Supplementary Volume ‘Application Procedures for Grants-in-Aid for Scientific Research - KAKENHI - for FY2017 “JSPS Research Fellows” [JSPS International Research Fellow] (Application Documents: Forms and Guidelines)”.

* The application procedures, Proposal for Grant-in-Aid (output image) and other application materials can be downloaded from the JSPS website (cf. URL below).

(URL) <http://www.jsps.go.jp/j-grantsinaid/index.html>

I. Details of the Call for Proposals

1. Purpose

The Grant-in-Aid for JSPS Research Fellows (JSPS International Research Fellow) comes under the Grants-in-Aid for Scientific Research (KAKENHI) Program. The grant supports excellent young researchers from other countries who have been selected for a JSPS Postdoctoral Fellowships for Overseas Researchers. It provides them with an opportunity to conduct joint research under the guidance of a Japanese host researcher at a Japanese university. While assisting the overseas researcher in advancing his/her own research, collaboration under this grant is also meant to contribute to the advancement of research in Japan and the Fellow's country. The grant is issued to the host researcher.

2. Recipients

A research project that carried out by host researcher who are eligible to apply for Grant-in-Aid (KAKENHI) and who will carry out the project with a JSPS International Research Fellow. The research project is to employ an excellent concept expected to be advanced in the future.

3. Eligible Funding

The following six funding categories:

Funding Category	Total Amount	
	Fellowship tenure: 24 months	Fellowship tenure: From 12 months to 24 months
Lab Research	Up to 2.4 million yen (Up to 1.2 million yen per each fiscal year)	Up to 1.2 million yen
Non-Lab Research	Up to 1.6 million yen (Up to 0.8 million yen per each fiscal year)	Up to 0.8 million yen
Special Research (When applicant applies for funding in an amount that exceeds that of "Lab Research." If the reason for requesting Special Research is considered appropriate, there are cases that it is approved.)	Up to 3 million yen (Up to 1.5 million yen per each fiscal year)	Up to 1.5 million yen

* If JSPS International Research Fellow with less than a 24-month tenure extends their fellowship to 24 months, their host researcher is to prepare and submit a new research project, applying for funding up to the per fiscal year amount stipulated in the subject funding category.

* The amount applied for should be ¥100,000 or more per each fiscal year.

* Application for this grant cannot be made if the Fellow's tenure in the first fiscal year is four months or shorter, or if it is two months or less in the following fiscal year. Please refer to section 7. "Applying for Multiple Years" in details.

*“Lab Research” or “Non-Lab Research” are classified as follows.

1. “Humanities” and “Social Sciences” are classified “Non-Lab Research” in principle.

However, if a research project requires a budget that is beyond total amount of “Lab-Research” (i.e. field work etc.) the applicant is permitted to choose either “Lab-Research” or “Special Research”. (In that case, the applicant must clearly describe the reason for choosing the other funding category.)

2. “Mathematical and Physical Sciences,” “Chemistry,” “Engineering Sciences,” “Biological Sciences,” “Agricultural Sciences,” “Medical, Dental and Pharmaceutical Sciences,” and “Integrated Disciplines” are classified as “Lab-Research” in principle.

4. Period of Grant

The period of the grant falls within the period of JSPS International Research Fellow’s JSPS Postdoctoral Fellowship tenure. Excluded, however, are tenures of four months or less in the first fiscal year of a research project newly applied for in the first fiscal year and of two months or less in the second fiscal year.

5. Application Eligibility (etc.)

(1) Applicant Eligibility

Person applying under the application procedure must be the host researcher of a person selected for either a JSPS Postdoctoral Fellowship for Overseas Researchers (Standard) or a JSPS Postdoctoral Fellowship for Overseas Researchers (Pathway to University Positions in Japan) with tenure of more than four months in his/her fellowship’s first fiscal year

(2) Research Team

In carrying out a research plan under the Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow], the host researcher becomes the Principle Investigator and the Fellow becomes the Co-Investigator. The Principle Investigator and Co-Investigator are stipulated as the member of funded project under the Law on the Improvement of Administration of the Budget for Grant-in-Aid (Law No.179, 1955).

1) Principal Investigator (Host Researcher)

The Principal Investigator is a member of a funded project and is the researcher who assumes full responsibility for the implementation of the research project (including summarizing the research achievements).

Under the KAKENHI program, it is not as a rule allowed to change Principal Investigators. In exceptional cases, if the host researcher of the JSPS International Research Fellow is changed, it allows to change the Principal Investigator in the Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow].

2) Co-Investigator (JSPS International Research Fellow)

The Co-Investigator is a member of a funded research project, who engages in the research activity, collaborating with the Principal Investigator in carrying out the project, while sharing responsibility for its implementation as a KAKENHI funded project.

KAKENHI funding is not provided to the Co-Investigator (JSPS International Research Fellow).

6. Eligible Research Projects

The Following projects are eligible for funding:

- 1) Research projects carried out jointly by a JSPS International Research Fellow who has received a provisional notice of selection in FY 2017 and his/her host researcher.
- 2) Research projects carried over from FY 2016 by a JSPS International Research Fellow within his/her fellowship tenure and host researcher, but whose FY2017 Grant-in-Aid for JSPS Research Fellows has not for some reason been disbursed.
- 3) Research projects carried out by a JSPS International Research Fellow and his/her host researcher that started in FY 2015 or FY 2016 whose extension to 24 months was approved during the FY2016 or FY2017 fiscal year but whose KAKENHI grant for FY 2017 has not yet been provisionally approved.

Note: When the Grant-in-Aid for JSPS Research Fellow is disbursed in FY 2017, research funding cannot be increased during that fiscal year. When a fellowship extension to FY 2018 is approved but a provisional notice of grant disbursement is not received for FY 2018, please newly apply for the grant in the first FY2018 application call issued in January 2018.

* When applying for a project under 2) or 3) above, a new research project must be submitted; therefore, it is necessary for the JSPS International Research Fellow to have a tenure of more than four months in FY 2017 (the first fiscal year).

7. Applying for Multiple Years

When the first fiscal year of a project will be for four months and the second and/or following fiscal year will be for more than two months, the total amount of funding applied for should be divided into fiscal-year periods.

However, **when applying for multiple fiscal years, the sum of each fiscal year's funding is not to exceed the "per fiscal year" amount stipulated in the above "3. Funding Categories."** The total amount for each fiscal year must be same as or smaller than that stipulated for the category in the "3. Funding Categories."

(Ex.1) Fellowship tenure from October 1, 2017 to September 30, 2019 (Fellowship period: 24 months)

	2017.10.1	2018.4.1	9.30	2019.4.1	9.30
Fellowship tenure	First Year			Second Year	
Funding application periods	FY2017 (6 months)	FY2018 (12 months)		FY2019 (6 months)	

Application example ① (Lab Research)

FY2017	600 thousand yen
FY2018	1,200 thousand yen
FY2019	600 thousand yen
Total	2,400 thousand yen

Application example ② (Non-Lab research)

FY2017	1,200 thousand yen
FY2018	1,200 thousand yen
FY2019	0 thousand yen
Total	2,400 thousand yen

(Ex 2) Fellowship tenure from June 1, 2017 to May 31, 2019 (Fellowship period: 24 months)

	2017.6.1	2018.4.1	5.31	2019.4.1	5.31
Fellowship tenure	First Year			Second Year	
Funding application periods	FY2017 (10 months)		FY2018 (24 months)		※

FY2019 (2 months) (※)

Application example (Lab Research)

FY2017	1,200 thousand yen
FY2018	1,200 thousand yen
Total	2,400 thousand yen

※ Application for funding cannot be made in FY 2019 because the period of tenure is 2 months or less.

8. Budgets

1) Eligible Costs (Direct Costs)

The budget necessary to implement the research plan (including for summarizing the research achievements) is eligible. For concrete details, please see Supplementary Conditions 2-2.

* In the case of a research plan that has in any fiscal year costs for such items as “equipment,” “travel expenses,” or “personnel expenditure and remuneration” that exceed 90% of the project budget, or in the case of “Miscellaneous” costs in a research plan occupying a particularly large percentage of the budget in any single fiscal year, the applicant is to describe in his/her Proposals for Grant-in-Aid the reason why such costs are necessary for implementing the research project.

The use of the direct funding should be thoroughly discussed between the Principal Investigator (host researcher) and Co-Investigator (International Research Fellow). Mindful of the grant’s purpose to help advance the Fellow’s research, the funding is to be used to carry out joint research between the Fellow and his/her host researcher. The grant must be expended in such a way that is fully recognized as meeting this requirement.

* “Research collaborators” are persons other than the Principle Investigator and Co-Investigator who cooperate in carrying out the research project.

2) Ineligible Costs

The following costs are not included in the funding:

- ① Costs for buildings and other facilities (excluding the costs for minor installations that become necessary due to the introduction of goods purchased with direct funding)
- ② Costs for handling accidents or disasters that occur during the implementation of a funded project
- ③ Personnel expenditures and remunerations for the Principal Investigator or Co-Investigator (*kenkyū-buntansha*)
- ④ Other costs which fall under indirect funding

3) Important Points on the Use of KAKENHI

The Grant-in-Aid for JSPS Research Fellows is funded under the KAKENHI (Series of Single-year

Grants). A research plan covering the entire research period is to be prepared and submitted along with the grant application. However, after its research project is adopted, the project will be funded on a single-fiscal year basis during the research period, with the exception of the last fiscal year. For example, the grant may not be used to pay costs in a fiscal year outside the funded project's current fiscal year.

9. Regarding the Research Project and Research Plan

The research project is the same as that in the application for the JSPS Postdoctoral Fellowship for Overseas Researchers and the "Confirmation of Recommendation" (in case of being nominated by overseas nominating authority) (in Japanese).

Based on the research plan in the host's application for the JSPS Postdoctoral Fellowship for Overseas Researchers, a research plan is to be prepared that clearly and rationally articulates the use of the research funding.

Also, a concrete annual plan needs to be prepared that includes each fiscal year of the project's desired duration. It should be prepared in such a way that allows for the research results to be compiled and reported at the end of the project period.

10. Submitting "Confirmation on the Application of the Grant-in-Aid for JSPS Research Fellows (JSPS International Research Fellow) FY2017"

After informing JSPS International Research Fellow as Co-Investigator of the grant program's purpose and system, together with the Fellow the host researcher is to prepare the research plan. Having the Research Fellow read and sign the "Confirmation on the application of the Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow] FY2017" (hereafter called the "Confirmation of Grant Application Form"), the host researcher submits the form to his/her affiliated research institution.

The research institution is to verify and maintain the Confirmation of Grant Application Form.

11. Restriction of Overlapping Applications

JSPS International Research Fellows are not eligible to apply for grants in other KAKENHI categories.

12. Appropriate Use of KAKENHI (etc.)

(1) Rules Relating to KAKENHI

KAKENHI (Series of Single-year Grants) are governed by the Law on Optimizing Implementation of Budgets Relating to Subsidies (Law No. 179, 1955), Procedures on the Handling of Grants-in-Aid for Scientific Research (Announcement of the Ministry of Education, Culture, Sports, Science and Technology (hereafter called MEXT)), Procedures on the Handling of JSPS Grants-in-Aid for Scientific Research (KAKENHI (Series of Single-year Grants)) (Regulations No. 17, 2003), and Others.

(2) Appropriate Use of KAKENHI

KAKENHI grants are funded by the taxes of Japanese citizens and other sources, so please ensure that these funds are used efficiently and effectively (e.g. shared use of purchased items). Researchers receiving KAKENHI grants are obligated to comply with the related laws, regulations and researcher

usage rules, and to expend the funds appropriately. To ensure the proper use of the KAKENHI grant, research institutions to which the researchers belong are given responsible to manage their projects' KAKENHI funds. The administrative work that each research institution is required to carry out (institution usage rules) is stipulated under the KAKENHI program.

Among other duties, the research institution is responsible for ensuring the proper use of the KAKENHI grants by such means as establishing a system for managing and auditing project funds, for ordering and purchasing goods, and for inspecting the delivery of goods. To prevent fraudulent accounting through fictitious business transactions (so-called *azukekin*), it is important for research institutions to, in addition to inspecting delivered goods, widely inform vendors of pertinent rules and obtain their understanding and cooperation so as to prevent fraudulent accounting practices. Researchers need to act resolutely with regard to vendors who engage in *azukekin* practices by, for example, ceasing to do business with them.

Researchers and research institution administrators should fully understand prior to applying for a grant that these rules will be enforced after their projects are approved.

(3) Treatment in Case of Infringement of Related Laws and Regulations

When related laws and regulations, guidelines, etc. are violated when implementing a research plan, or when fraudulent data is found in application documents, provision of the KAKENHI grant may be declined or cancelled.

13. “Guidelines on the Proper Implementation of Competitive Funding” and Other Matters

The “Guidelines on the Proper Implementation of Competitive Funding” (agreed upon at a meeting among agencies and ministries that disburse competitive funding on 9 September 2005, and amended on 17 October 2012) stipulate rules related to competitive funding, including on the elimination of unreasonable reduplication and excessive concentration, fraudulent receipt and use of research grants, misconduct related to the publishing of research papers, and other pertinent matters.

If such misconduct should occur during the implementation of a competitively funded project, including a KAKENHI project, it will be dealt with appropriately based on these Guidelines and other regulations. Therefore, applicants should bear the following points in mind.

(1) Eliminate Unreasonable Reduplication and Excessive Concentration

To the extent necessary to avoid “unreasonable reduplication or excessive concentration” of competitive funds, information on part of a proposed project may be shared with other ministries and their offices in charge of competitive funds (including independent administrative institutions and other funding agencies) over the Cross-ministerial Research and Development Management System (e-Rad system).

Therefore, when a researcher applies for more than one competitively funded project (including for more than one KAKENHI research category), s/he should be careful when preparing the Proposal for Grant-in-Aid so that, for example, it is titled in such a way that makes it clear that the project does not entail unreasonable reduplication. If unreasonable reduplication or excessive concentration is found, the KAKENHI grant may not be disbursed.

(* Eliminate Unreasonable Reduplication and Excessive Concentration

**“Guidelines on the Proper Implementation of Competitive Funding” -Extract-
(Agreement of the Liaison Meeting of Related Offices and Ministries on Competitive
Funding, Dated September 9, 2005 (Revision: October 17, 2012))**

2. Eliminate Unreasonable Reduplication and Excessive Concentration

(1) Basic Policy of the Unreasonable Reduplication and Excessive Concentration

- ① In these guidelines, “Unreasonable Reduplication” is a situation in which more than one competitive funding is needlessly and repeatedly allotted to one and the same research project (i.e. the title and the content of the research to which competitive funding is being allotted; the same applies below) carried out by one and the same researcher. Either of the following cases fall under “Unreasonable Reduplication”.
- Cases where applications have been made at the same time for more than one competitive funding for substantively the same research project (including research projects that overlap to a considerable degree; the same applies below), and where these research projects are redundantly adopted.
 - Cases where an application has been made again for substantively the same research project as another project that has already been adopted, and for which the allotment of competitive funding has already been completed.
 - Cases where there is a reduplication of the use research funds among more than one research project.
 - Other cases corresponding to the cases mentioned above.
- ② In these guidelines, “Excessive Concentration” is a situation in which the entire research funds that are allotted to one and the same researcher or research group (hereinafter called “researcher, etc.”) in the fiscal year in question exceeds the limit within which they can be used effectively and efficiently, and in which the research funds cannot be used within the research period. Either of the following cases fall under “Excessive Concentration”.
- Cases where, in the light of the abilities of the researcher, etc. and the research methods, etc., excessive research funds are allotted.
 - Cases where, in comparison with the effort (the time allocation rate (%) of time necessary for the implementation of the research activities with the entire working time of researcher) that is being allotted to the research project in question, excessive research funds are allotted.
 - Cases where the purchase of unnecessarily expensive equipment is carried out.
 - Other cases corresponding to the cases mentioned above.

(2) Dealing with “Fraud, Waste and Abuse”, “Fraudulent Receipt” or “Fraudulent acts”

- “Fraud, Waste and Abuse,” “Fraudulent Receipt” and “Fraudulent acts” refer to the following types of acts respectively.

• “Fraud, Waste and Abuse of Grants”:

Use of funds for other purposes, intentionally or by gross negligence, for example, by conducting fictitious business transactions (“*azukekin*”) with a trader through fictitious order placements, or by charging costs higher than actually needed for personnel, travel expenses, etc., or use of funds in violation of the content of the funding decision or the conditions it implies

• “Fraudulent Receipt”:

Receiving funds by deception or other fraudulent means, for example, by applying under the name of another researcher, or by making false entries in application documents

• “Fraudulent acts”:

Fabrication, Falsification, or Plagiarism of data, information, or findings published research achievements based on the intent of the researcher, or the failing of the researcher to fulfill the basic duty of care that he/she has committed to.

1) **No KAKENHI grant will be provided for a fixed period of time to a researcher or related**

person who has been found to fraudulently use or receive KAKENHI funding or has committed other acts of research misconduct. If such fraudulent acts are found to occur during a project's implementation, the researcher will be required to return all or part of his/her KAKENHI funding.

Regarding researchers who commit misconduct, a summary to include their names and the acts of misconduct will be made public. Included in the summary will be an outline of the results of the research institution's investigation into the matter, the names of related offenders, the name of the subject Fund, the names of affiliated organizations, the subject research topic, the research budget and its fiscal year(s), the content of the misconduct, and actions taken. Even when the researchers are restricted from receiving competitive funding for a set period of time, this summary will, in principle, be released.

Researchers who have committed fraud, waste, abuse, or other fraudulent acts regarding the receipt and use of competitive funding from other than the KAKENHI program (including funds under the jurisdiction of other ministries or agencies) and who have been restricted by them from receiving competitive funding for a set period, will not be provided KAKENHI funding for the same set period.

Note: Regarding competitive funding from organizations other than KAKENHI, this applies to systems that began issuing calls for proposals in FY 2016 or later. It also applies to systems that ended in FY 2017 or earlier. Please refer to the following website for the applicable systems.

URL http://www8.cao.go.jp/cstp/compefund/kyoukin28_seido_ichiran.pdf

○ Periods during which no KAKENHI funding will be provided to offenders

“Fraud, Waste and Abuse” and “Fraudulent Receipt”

Subject of Measures	Extent of the fraud, waste and abuse		Period during which no KAKENHI shall be funded
I. Researchers who committed a fraud, waste or abuse and researchers who conspired in such fraudulent acts	1. Diversion of funds for personal gain		10 years
II. Researchers who committed a fraud, waste or abuse and researchers who conspired in such fraudulent acts	2. Other than 1.	(1) Cases where it is judged that the impact on society is major and the level of maliciousness involved in the act is high	5 years
		(2) Cases other than (1) and (3)	2 to 4 years
		(3) Cases where it is judged that the impact on society is minor and the level of maliciousness involved in the act is low	1 year
III. Researchers who received a KAKENHI by deception or other fraudulent means and researchers who conspired in such fraudulent acts	—		5 years
IV. Researchers who were not directly involved in the fraud, waste and abuse, but who violated the duty of due care of a prudent administrator	—		Half of the period of restrictions on funding for researchers who committed fraudulent use (upper limit 2 years, lower limit 1 year, rounding off fractions)

Moreover, to the persons who fall under one of the descriptions below, a “strong warning” shall be issued.

1. Among the cases mentioned in point II above, researchers about whom it has been judged that the impact of their acts on society is minor, the level of maliciousness of their acts is low, and the amount of money related to the fraud, waste and abuse is small.
2. Among the cases mentioned in point IV above, researchers considered to have violated the duty of due care as a prudent administrator for the funded projects about which it has been judged that the impact of their acts on society is minor, and level of maliciousness of their acts is low.

“Categories of Fraudulent Acts”

Classification of Involvement in Fraudulent Acts		Influence on Science / Society Degree of Maliciousness	Period during which no KAKENHI shall be funded	
Persons involved in fraudulent acts	(a) Particularly malicious persons in cases where, for example, the persons intended to commit fraudulent acts from the beginning of the research		10 years	
	(b) Authors of papers, etc. related to the research in which fraudulent acts have been committed (except (a) above)	Authors responsible for the paper(s), etc. in question (responsible chief editors, lead authors or persons found to bear responsibilities equal to these persons)	Cases where it is judged that the impact on the progress of the science in the field in question and the social impact are major, or the level of maliciousness involved in the acts is high	5 to 7 years
			Cases where it is judged that the impact on the progress of the science in the field in question and the social impact are minor, or the level of maliciousness involved in the acts is low	3 to 5 years
		Persons other than authors responsible for the paper(s) etc. in question		2 to 3 years
	(c) Non-authors involved in the research that had fraudulent acts committed, other than (a)			2 to 3 years
Authors responsible for the paper(s), etc. (responsible chief editors, lead authors or persons found to bear responsibilities equal to these persons) related to the research in which fraudulent acts has been committed, but who were not directly involved in the fraudulent acts		Cases where it is judged that the impact on the progress of the science in the field in question and the social impact are major, or the level of maliciousness involved in the acts is high	2 to 3 years	
		Cases where it is judged that the impact on the progress of the science in the field in question and the social impact are low, or the degree of severity of the acts is low	1 to 2 years	

* In cases where individual consideration is warranted, such as the withdrawal of a paper, the period can be shortened by an amount appropriate to the circumstances.

- 2) By circulating summaries of the misconduct that researchers have committed to offices in charge of competitive funds in other ministries (including independent administrative institutions that are funding agencies), they may also be restricted from applying for competitive funding from those ministries and agencies and/or participating in their projects.

Note: Here “applying and participating” mean proposing or applying for a new project, participating in a new research project as a co-investigator, or participating in a continuing research project as either a principal investigator or a co-investigator.

- 3) If it is established that a fraudulent act has taken place with regard to a research paper, report, or other publication funded by KAKENHI, the offending researcher(s) will be treated in the same manner as stipulated in paragraphs 1) and 2) above, taking into account the degree of maliciousness involved.

Moreover, even if determined not to have participated in the misconduct, person who had but neglected their responsibility for the paper or report in question will be held equally accountable for the misconduct.

- 4) Research institutions are required to comply with the “Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards),” issued by the Minister of Education, Culture, Sports, Science and Technology (MEXT) and revised in February 2014) and the “Guidelines for Responding to Misconduct in Research” (issued by MEXT on August 26, 2014). Accordingly, research institutions should follow these two sets of Guidelines when implementing their

research activities.

- “Guidelines on the Management and Audit of Public Research Funds at Research Institutions”
URL http://www.mext.go.jp/a_menu/kansa/houkoku/1343904.htm
- “Guidelines for Responding to Misconduct in Research”
URL http://www.mext.go.jp/a_menu/jinzai/fusei/index.htm

Examples of recent “fraud, waste and abuse,” “fraudulent receipt,” and “fraudulent acts.”

- Fraud, Waste and Abuse
 - Someone instructed a trader to complete a fictitious transaction, pretended to have purchased consumables, had KAKENHI expended by the university, and then had it managed as money deposited to the trader.
 - Someone instructed a trader to complete a fictitious transaction, had a false invoice issued on which the name of a good that is different from the good that had actually been purchased and delivered was stated, and then had KAKENHI expended by the university.
 - Someone had a work attendance sheet for work that was actually not carried out drawn up for a graduate student, charged the payment of remuneration, and then managed the money himself, as a pooled fund.
 - Someone stayed in a destination different from the scheduled travel plan, in order to have a meeting on collective research unrelated to the purpose of the research project, and then put the costs under travel expenses associated with overseas travel.

(Note) The expenditure of KAKENHI for fictitious and other transactions, like the ones mentioned in the examples, are all considered “fraud, waste and abuse”, even if the expenditure of KAKENHI was intended for the research project related to the Grant-in-Aid for Scientific Research in question.
- Fraudulent receipt
 - A researcher who was not eligible to apply or receive grants applied for a KAKENHI and for funding of it, and then fraudulently received the subsidy.
- Fraudulent acts
 - Someone manipulated or forged experimental data or a chart in a research paper published as the achievements of research funded with a KAKENHI.
 - Someone translated an original English-language research paper without obtaining prior consent from the author(s), incorporated this translation into a book or report on the research achievements published as the achievements of research funded with a KAKENHI, and made it public as the research achievements of the research project in question, without clearly mentioning that it was being quoted.

14. On the Transmission of Research Achievements Obtained through KAKENHI

KAKENHI research achievements are made open to other researchers and the public through the KAKENHI research achievements are given wide access to other researchers and the public through the posting of their summaries and reports on the KAKEN database at the National Institute of Informatics.

In addition, direct funding under the KAKENHI program can be used by researchers to build homepages, create pamphlets, and carry out other outreach activities for announcing and widely disseminating their research results. It is hoped, therefore, that researchers will take the initiative in proactively disseminating their research achievements obtained through the aid of KAKENHI funding to society and the public.

(1) Concerning the Acknowledgement of KAKENHI Research Achievements etc.

When publishing research achievements that have been obtained as a result of a KAKENHI, researchers should always be sure to indicate that a KAKENHI was received. Furthermore, we ask that researchers always indicate that these research achievements were obtained as a result of KAKENHI in the Acknowledgment section of the paper. Especially important is to include “JSPS KAKENHI Grant Number JP8 digits” in the case of English or “JSPS 科研費 JP8 桁の課題番号” in case of Japanese.

Examples

English: This work was supported by JSPS KAKENHI Grant Number JP16F45678.

Japanese: 本研究は JSPS 科研費 JP16F45678 の助成を受けたものです。

(2) Concerning the Provision of Open Access to Papers Written with KAKENHI Support

Along with the expansion of ICT over recent years, the use of “open access” by academic journals (etc.), which allows free access to scientific papers, is expanding globally. With this in mind, it is asked that researchers whose research is KAKENHI funded considering publishing their papers in the open access domain whenever possible.

Reference 1: What is “Open Access”

In the case of articles in peer-reviewed open-access form, Open Access is defined as “free availability on the public Internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of the articles, parse them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers.” BOAI: Budapest Open Access Initiative (2002)

Reference 2: Implementation of Open Access

There are 3 main ways to implement Open Access

- 1) In the case of articles published in conventional subscription-based academic journals, after a set period of time (embargo*), for example 6 months, the author can, after receiving the publisher’s permission, publish the article on the website of the research institute the author belongs to (institutional repository**) or publish the latest manuscript on the researcher’s own website (self-archiving***), and thus make the article openly accessible.
- 2) Publication of the article on the website of a research community or a public organization and thus making it available in open access form.
- 3) Others (The article’s author can bear the cost of the Article Processing Charge (APC) and make the article available in open access form.)

* “Embargo”

The period from publication of an article in an academic journal until it can be published in its entirety on an online archiving system (repository).

** Institutional Repository

An online archiving system created by a university or research institution for the use of conserving and transmitting intellectual products. Together with reforming a change in the distribution system of academic information by having the researchers publish their own articles, these repositories fulfill important roles, such as the transmission of research and education achievements of the research institution, PR for both the research institution and the researcher, guaranteeing the accountability of research and education activities towards society, and the long-term conserving of intellectual products.

***Self-archiving

The publishing online (in general on institutional repositories) of articles, dissertations, or data that were previously published in academic journals, by those other than the publisher, (the researcher or research institution) in order to make them available in open access.

II. Preparing and Submitting the Application (Grant-in-Aid Proposal)

1. Preparing the Grant-in-Aid Proposal

The JSPS Electronic Application System is used to prepare and submit (transmit) Grant-in-Aid Proposals. (URL for the Electronic Application System: <http://www-shinsei.jps.go.jp/kaken/index.html>)

In preparing their Grant-in-Aid Proposals, Principal Investigators use the login ID and password for e-Rad issued by the host institution. The proposal should be prepared and sent (transmitted) to the host institution based on the “Supplement: FY2017 Application Procedures for Grants-in-Aid for JSPS Research Fellows (JSPS International Research Fellow) (Application Documents: Forms and Guidelines).”

The research institution will compile all the Grant-in-Aid Proposals it received and send (transmit) them to JSPS.

Also, Principal Investigator should make Co-Investigator submit “Confirmation of Grant Application Form” and submit it to the affiliated research institution.

2. Points to Keep in Mind When Preparing the Grant-in-Aid Proposal

- (1) The Grant-in-Aid Proposal may not be amended after the host institution has processed it and sent (transmitted) it to JSPS.
- (2) Each year, errors are found in the entry of the requested grant amount. When entering the amount, be sure to do it in units of thousand yen.
- (3) For details regarding the use of the KAKENHI Electronic Application System, please refer to its Operation Manual (<http://www-shinsei.jps.go.jp/kaken/index.html>).

3. Application Method

The principle investigator is to submit (transmit) the Grant-in-Aid Proposal to his/her research institution by the date it sets for submission. (Grant-in-Aid Proposals sent directly to JSPS will not be accepted.)

After having the International Research Fellow sign the “Confirmation of Grant Application Form,” submit the form to your affiliated research institution by the deadline it sets. If the Confirmation of Grant Application Form and the Grant-in-Aid Proposal cannot be submitted at the same time for such reasons as the Fellow not yet arriving in Japan, it will be okay to submit them to the host research institution as soon as the Fellow arrives.

Please see page 20 for the time that research institutions are to submit their Grant-in-Aid Proposals to JSPS.

4. Handling of Personal Information

Personal information contained in Grant-in-Aid Proposals may be used in the process to eliminate irrational duplication and over-concentration of competitive funding and for the purpose of operating the KAKENHI program (including the provision of personal information to external companies commissioned to electronically process and manage data). Personal information is also scheduled to be provided in the e-Rad system. (Information is provided to the Cabinet Office via e-Rad. Your cooperation is request in

preparing this information (e.g. by confirming related operations and contexts).

The “Act on Access to Information Held by Independent Administrative Agencies” stipulates that information contained in selected research projects (e.g. project title, principal investigator’s name, amount of scheduled funding) is to be given public access. Public access is provided by such means as press releases and input into the database of Grants-in-Aid for Scientific Research (KAKEN) of the National Institute of Informatics.

5. Schedule after Submitting the Grant-in-Aid Proposal (tentative)

The selection results for the Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow] will be notified by document to the host research institutions after the KAKENHI screening process is concluded.

The schedule (tentative) for issuing notifications of informal decision of grant disbursement is as follows:

First recruitment: Late April, 2017

Second recruitment: Late July, 2017

Third recruitment: Mid October, 2017

Fourth recruitment: Mid November, 2017

III. Concerning Participation in a Research Ethics Education Course, etc.

Principal Investigators and Co-Investigators who participate in KAKENHI funded research activities are before requesting funding for new KAKENHI projects in FY 2017 required to do the following concerning Research Ethics Education.

If you have taken a Research Ethics Education course in the past or have changed research institutions after having taken a course, please check with your research institution regarding as to whether you will need to take a course again.

Obligation of the Principal Investigator

Principal investigators are before requesting funding to do one of the following four things: Thoroughly read and understand the JSPS-edited book *For the Sound Development of Science—The Attitude of a Conscientious Scientist*; take the “e-Learning Course on Research Ethics (eL CoRE)”; complete the “CITI Japan e-Learning Program”; or participate in a session on Research Ethics Education based on MEXT “Guidelines for Responding to Misconduct in Research” at their host institution.

Concerning the Co-Investigator (JSPS International Research Fellow)

- (1) Before a request for funding disbursement can be submitted, the Co-Investigator will need to sign the Confirmation of Grant Application Form, stating that you have completed a research ethics education course, which the Principal Investigator submits to his/her affiliated research institution.
- (2) The Principal Investigator needs to verify that the Co-Investigator (JSPS International Research Fellow) has taken a research ethics education course.

Obligations of the Co-Investigator (JSPS International Research Fellow)

- Submit a signed Confirmation of Grant Application Form, stating that you have taken a course in research ethics education, and give it to the Principal Investigator.
- Either thoroughly read the JSPS-edited book *For the Sound Development of Science—The Attitude of a Conscientious Scientist*, take the “e-Learning Course on Research Ethics (eL CoRE),” complete “CITI Japan e-Learning Program,” or participate in a session on Research Ethics Education based on MEXT “Guidelines for Responding to Misconduct in Research” at your host institution.
- Report your participation in a research ethics education course to the Principle Investigator before requesting funding.

※ Participation in an Ethics Education and Research Training course by the Principal Investigator and Co-Investigator is confirmed through the JSPS Electronic Application System.

IV. On the Handling of Research Projects Scheduled to be Continued in FY 2017

1. About the Handling of Research Projects Scheduled to Continue into FY 2017 (hereafter called “continuing research projects”)

It is not necessary to provide application documents for continuing research projects; however, in order to receive the KAKENHI grant disbursement, a funding request and other necessary documents must be prepared and submitted after the notification of informal decision of grant disbursal is received.

However, for continuing projects under the Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow], there must, as a rule, be two months or more tenure left in the carried-over fiscal year for the principal investigator to be eligible to request a funding disbursal.

2. About Taking a Research Ethics Education Course

Please check with your affiliated research institution for details on taking a research ethics education course.

When the Principal Investigator is changed in a FY2017 KAKENHI project, the new Principle Investigator is required to take a course in research ethics education before requesting funding disbursal. (When a funding disbursal decision has been made, the Principal Investigator should take the course before a "Notice of Change of the Host Researcher" is submitted to JSPS.) The course may be either reading the JSPS-edited book *For the Sound Development of Science—The Attitude of a Conscientious Scientist*, taking the “e-Learning Course on Research Ethics (eL CoRE),” completing the “CITI Japan e-Learning Program,” or participating in a session on Research Ethics Education based on the MEXT “Guidelines for Responding to Misconduct in Research” at his/her host institution.

V. Procedures to be Completed by the Research Institution

1. Application-Related Procedures

The following procedures are to be carried out by the host research institution.

(1) Confirming applicants and Informing Them of the Application Guidelines

The research institution confirms the applicants for the Grant-in-Aid for JSPS Research Fellows (JSPS International Research Fellow) using the “List of Eligible Persons” on the menu of the KAKENHI Electronic Application System, and informs them of the contents of the application guidelines. (The “List of Eligible Persons” is updated in the morning of the first day of the period for submitting Grant-in-Aid Proposals (see chart in Section (2) (see page. 20) below).

When carrying out applicant-related work, persons administering JSPS International Research Fellow Program in each research institution must be careful to maintain confidentiality and prevent any applicant information from leaking out.

(2) Submitting “Self-Assessment Checklist on the Improvement of the System and Other Matters”, Based on the “Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)”

Because research institutions submitting KAKENHI applications must comply with the content of the “Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)” (Revised on February 18, 2014) (hereinafter called the “Guidelines”), they are required to establish a system for managing and auditing the use of public research funds and to report the state of their execution and other matters.

Accordingly, “research institutions to which a Principal Investigator who apply for the Grant-in-Aid for JSPS Research Fellows in FY2017 belongs” and “research institutions to which a Principal Investigator of a continuing research project for Grant-in-Aid for JSPS Research Fellows in FY 2017 belongs” must **submit a “Self-Assessment Checklist on the Improvement of the System and Other Matters,” prepared based on the Guidelines, to the Office of Research Funding Administration of the Promotion Policy Division of the Research Promotion Bureau of MEXT by previous day of final day of submittal periods, using the e-Rad system.**

Please be advised that if this Checklist is not submitted by a research institution, the applications of researchers who belong to it will not be accepted on the electronic system. (Even after the “Self-Assessment Checklist” and the “Checklist pertaining to the Current Status” (see page. 18) have been submitted, it will take about one week before researchers belonging to these research institutions can apply for a KAKENHI grant.)

It is not necessary to resubmit the Checklist if one was already submitted in April 2016 or later via e-Rad when applying for competitive or other funding disbursed from MEXT or from an independent administrative institution under MEXT jurisdiction.

Regarding the method and format for submitting the Checklist over the e-Rad system, please refer to “Concerning the Form Files ‘Self-Assessment Checklist on the Improvement of the System and Other Matters’, based on the ‘Guidelines on the Management and Audit of Public Research Funds at Research

Institutions (Implementation Standards)’’ on the following MEXT webpage:

http://www.mext.go.jp/a_menu/kansa/houkoku/1324571.htm

Note 1: The final day of submittal period are set depending on recruitment round. Please refer to page. 20 “2.Submitting Application Documents, 2) Submittal Periods”.

Note 2: When using e-Rad, an ID and password for research institution use is needed.

Inquiries

Concerning the guidelines: forms and submission

Office of Research Funding Administration, Promotion Policy Division, Research Promotion Bureau, Ministry of Education, Culture, Sports, Science and Technology (MEXT)

E-mail: kenkyuhi@mext.go.jp

URL: http://www.mext.go.jp/a_menu/kansa/houkoku/1324571.htm

Concerning research institution registration on e-Rad

Helpdesk of the Cross-ministerial Research and Development management system of the Ministry of Education, Culture, Sports, Science and Technology (MEXT)

Tel. 0570-066-877 (Navi Dial)

(Office hours: 9:00-18:00, except on Saturdays, Sundays, National Holidays and the New Year Holidays (from December 29 until January 3))

URL: <http://www.e-rad.go.jp/shozoku/system/index.html>

Time period when e-Rad is available for use:

Every day of the week, from 0:00 until 24:00 (in operation 24 hours a day, 365 days a year)

However, even during the above-mentioned time period, it may happen that the operation of e-Rad is disrupted or suspended when maintenance and inspection is being carried out. If the operation is scheduled to be disrupted or suspended, it will be announced beforehand on the Portal Site.

(3) Submitting “Checklist pertaining to the Current Status” Based on “Guidelines for Responding to Misconduct in Research”

With reference to the “Guidelines for Responding to Misconduct in Research” (Adopted by MEXT on 26 August 2014) (hereafter called the “Guidelines on Fraudulent Acts”), research institutions applying for KAKENHI grants are required to establish related rules and regulations.

When applying for KAKENHI grants from the FY2017 recruitment, research institutions must also submit a “Checklist pertaining to the Current Status” based on the “Guidelines for Responding to Misconduct in Research” (hereafter called the “Checklist pertaining to the Current Status”).

Accordingly, “research institutions to which a Principal Investigator who apply for the Grant-in-Aid for JSPS Research Fellows in FY2017 belongs” and “research institutions to which a Principal Investigator of a continuing research project for Grant-in-Aid for JSPS Research Fellows in FY 2017 belongs” **need to submit the “Checklist pertaining to the Current Status” to MEXT’s Science and Technology Policy Bureau, Knowledge Infrastructure Policy Division, Office for Promotion of Correct Research by previous day of final day of submittal periods, using the e-Rad system.**

Please note that if no submission is made, **the applications made by researchers belonging to said research institution will not be accepted.** (Even after both the “Checklist pertaining to the Current

Status” and “Self-Assessment Checklist on the Improvement of the System and Other Matters” (see page. 17) are submitted, it will take about one week before researchers belonging to these research institutions can apply for a KAKENHI grant.)

Furthermore, from MEXT’s 15 July 2016 communiqué onwards, when applying for competitive funding to MEXT or to an independent administrative institution under MEXT jurisdiction, if the checklists had been submitted at the time of applying for the grant using e-Rad, there is no need to resubmit them.

For information on the method and format for submitting the Checklists over e-Rad, please see the MEXT homepage: “(communiqué) Regarding the Submission of the “Checklist pertaining to the Current Status” based on “Guidelines for Responding to Misconduct in Research” (Request) 15 July 2016.”

(URL: http://www.mext.go.jp/a_menu/jinzai/fusei/1374508.htm)(Website in Japanese)

Note 1: The final day of submittal period are set depending on recruitment round. Please refer to page. 20 “2.Submitting Application Documents, 2) Submittal Periods”.

Note2: When using e-Rad, an ID and password for research institution use is needed.

* Please note that while the “Checklist pertaining to the Current Status” is similar to the “Self-Assessment Checklist on the Improvement of the System and Other Matters” in that both use the e-Rad system for submission, their destination is different. So, both checklists must be submitted.

Inquiries

Concerning the Guidelines on Fraudulent Acts: forms and submission (*Different office than for the contact information on public research funding)

Office for Promotion of Correct Research, Knowledge Infrastructure Policy Division, Science and Technology Policy Bureau, Ministry of Education, Culture, Sports, Science and Technology (MEXT)

E-mail: kiban@mext.go.jp

URL: http://www.mext.go.jp/a_menu/jinzai/fusei/index.htm

Concerning the registration of research institutions on e-Rad

The Helpdesk of the Cross-ministerial Research and Development management system of the Ministry of Education, Culture, Sports, Science and Technology (MEXT)

TEL : 0570-066-877 (Navi Dial)

(Office hours: 9:00-18:00, except on Saturdays, Sundays, national holidays and New Year Holidays (from December 29 until January 3))

URL: <http://www.e-rad.go.jp/shozoku/system/index.html>

Time period when e-Rad is available for use:

Every day of the week, from 0:00 until 24:00 (in operation 24 hours a day, 365 days a year)

However, even during the above-mentioned time period, the operation of e-Rad may be disrupted or suspended when maintenance and inspection is being carried out. If the operation is scheduled to be disrupted

(4) Confirming Applicant Eligibility

Confirm whether the co-investigators indicated in the Grant-in-Aid Proposal possess the application eligibility stipulated in the application guidelines.

Also, confirm whether s/he is classified as “Not eligible for receipt of funding” in FY 2017 due to having misused or fraudulently received KAKENHI and other competitive research funds or having committed acts of research misconduct.

(5) Confirming the Principal Investigators

Confirm “I. Details of the Call for Proposals” and whether the principal investigators indicated in the Grant-in-Aid Proposal possess the application eligibility stipulated in the application guidelines.

(6) Verifying the “Confirmation of Grant Application Form”

Verify whether the principal investigator indicated in the Grant-in-Aid Proposal had the co-investigator (JSPS International Research Fellow) read and sign the Confirmation of Grant Application Form.

(7) Confirm the Grant-in-Aid Proposals and Send Them to JSPS

After confirming and approving the Grant-in-Aid Proposals submitted by the principal investigators, send them to JSPS. Regarding confirmation and approval processing of Grant-in-Aid Proposals, please refer to the below Section 2. “Submitting Application Documents (Grant-in-Aid Proposal).”

2. Submitting Application Documents (Grant-in-Aid Proposal)

(1) Confirmation and Approval of Grant-in-Aid Proposals

Using the e-Rad ID and password, access the KAKENHI Electronic Application System, from it obtain information from the Grant-in-Aid Proposals (PDF files) prepared by the principal investigators, and confirm their content.

Carry out approval processing on all the Grant-in-Aid Proposals (PDF files) that have no errors in their content. (These Grant-in-Aid Proposals (PDF files) are sent (transmitted) to JSPS.) At that point, the Grant-in-Aid Proposals (PDF files) approved by the research institution may not be altered.

(2) Submittal (transmission) Periods

Application round	Start research (arrival in Japan)	Submit (transmit) Grant-in-Aid Proposal	Provisional funding decision (tentative)	Funding decision (tentative)
First	1-30 Apr 2017	27 Jan (Fri) -28 Feb (Tue) 2017	Late Apr 2017	Late Jun 2017
Second	1 May-31 Jul 2017	15 May (Mon) -8 Jun (Thu) 2017	Late Jul 2017	Early Sep 2017
Third	1 Aug-30 Sep 2017	17 Aug (Thu) -12 Sep (Tue) 2017	Mid Oct 2017	Late Nov 2017
Fourth	1 Oct-30 Nov 2017	19 Sep (Tue) -12 Oct (Thu) 2017	Mid Nov 2017	Mid Dec 2017

Information on eligible applicants (List of Eligible Persons) is updated in the morning on the first day of

the Grant-in-Aid Proposal submission period

Host researchers whose International Research Fellow received his/her notice of fellowship selection on or before 26 January 2017 may apply (submit Grant-in-Aid Proposal) in the first recruitment round. (Regarding Fellows nominated by an overseas nominating authority, if they were selected on or after (Friday) 27 January 2017, their host researchers should apply in the second recruitment round.)

Regarding International Research Fellows whose tenure has been extended but their grant for FY 2017 or after has not been officially approved, grant application should be submitted as close to the first day of the extended fellowship period as possible. When applying for an extension, therefore, timing as to when you actually want to use the research funding should be taken into consideration.

Submittal Deadline: 16:30, the final day of each submittal periods (strictly enforced)

***Grant-in-Aid Proposals that are not submitted (transmitted) by this deadline will not be accepted. Therefore, be sure to submit (transmit) Grant-in-Aid Proposals sufficiently in advance of the deadline.**

(3) Points to Keep in Mind

- 1) Please refer to Operation Manual of the KAKENHI Electronic Application System for details on electronic application processing. (<http://www-shinsei.jsps.go.jp/kaken/index.html>)
- 2) **After the Grant-in-Aid Proposal is submitted (transmitted), no amendment to it or resubmission of it can be made. If after submission, errors are found in the entry of project duration or requested funding, no correction of them is allowed. Therefore, take sufficient care to be accurate in preparing your Grant-in-Aid Proposal before submitting (transmitting) it.**

3. Implementation of a Research Ethics Education Course Based on the “Guidelines on Fraudulent Acts”

Principal Investigators who will carry out a new research project must do one of the following four things before applying for the KAKENHI grant: Thoroughly read and understand the JSPS-edited book *For the Sound Development of Science—The Attitude of a Conscientious Scientist*; take the “e-Learning Course on Research Ethics (eL CoRE)”; complete the “CITI Japan e-Learning Program”; or participate in an Ethics Education in Research Training Session, based on the “Guidelines for Responding to Misconduct in Research” (Adopted August 26, 2014 by MEXT), held by their research institution before applying for the KAKENHI grant.

To that end, each research institution is required to implement an Ethics Education in Research Training Session based on the “Guidelines on Fraudulent Acts.”

4. Others

(1) Notification of changes in a Research Institutions as Specified by the MEXT Minister in Article 2 of the “Procedure on Handling Grants-in-Aid for Scientific Research (MEXT notice)”

If changes are scheduled to be made in any of the below-listed three aspects of a research institution, the Scientific Research Division of MEXT’s Research Promotion Bureau is to be notified right away.

- 1) The abolition or breaking up of a research institution

- 2) A change in the name or address of a research institution or a change in its representative's name
- 3) A change in the purpose of a research institution's establishment, or in the content of its operation, or in its internal organization's establishment laws and regulations, bylaws, acts of endowment, or other related aspects.

(2) Applying for a Grant-in-Aid for JSPS Research Fellows

Regarding the KAKENHI program's Series of Series of Single-year Grants and Grant-in-Aid for JSPS Research Fellows, please use the "Application Procedures for Grants-in-Aid for Scientific Research (KAKENHI), FY 2017, JSPS Research Fellow."

(Reference 1) Screening Panels and Other Matters

1. Screening Methods, and Other Matters

The screening of KAKENHI applications is carried out by the Scientific Research Grant Committee of the Japan Society for the Promotion of Science (JSPS) based on the submitted application documents (Proposal for Grant-in-Aid).

The screening is conducted behind closed doors. Submitted application documents are not returned to the applicants.

The “details on assessment rules” (Rules concerning the screening and assessment for Grants-in-Aid for Scientific Research (called “screening and assessment rules”)) can be checked in the Grants-in-Aid for Scientific Research section of the JSPS website (URL: <http://www.jsps.go.jp/j-grantsinaid/index.html>).

2. Notification of the Screening Results

The selection results will be notified by document to the host research institutions. Grants will be disbursed in units of ¥100,000.

The schedule for issuing notifications of informal decision of grant disbursal is as follows:

First recruitment: Late April, 2017

Second recruitment: Late July, 2017

Third recruitment: Mid October, 2017

Fourth recruitment: Mid November, 2017

(Reference 2)

Procedures on the Handling of Grants-in-Aid for Scientific Research (omitted)

(Reference 3)

Procedures on the Handling of JSPS Grants-in-Aid for Scientific Research (KAKENHI (Series of Single-year Grants)) (omitted)

(Reference 4)

Utilization Rules by Researchers (Supplementary Conditions for FY2016) (omitted)

Inquiries

1. Inquiries about the recruitment of applications should be directed to the following JSPS divisions through your research institution.

(1) For inquiries concerning the Grant-in-Aid for JSPS Research Fellows:

Research Aid Division I, Research Program Department, Japan Society for the Promotion of Science

Phone: 03-3263-0976, 0980, 1041

(2) For inquiries concerning JSPS Postdoctoral Fellowships for Overseas Researchers:

Overseas Fellowship Division, International Program Department, Japan Society for the Promotion of Science

Phone: 3-3263-3444, 3810

* Both (1) and (2) are available from 9:30 to 12:00 and from 13:00 to 17:00 every day except Saturdays, Sundays, national holidays, the New Year Holidays (from December 29 until January 3) and JSPS's foundation anniversary day (September 21)

(3) For inquiries concerning the use of the KAKENHI Electronic Application System:

Call center: 0120-556-739 (toll-free)

* Available from 9:30 to 17:30 every day except Saturdays, Sundays, national holidays and the New Year Holidays (from December 29 until January 3)

The following phone numbers are also available: 03-3263-1902, 1913

System Management Team, Policy Planning, Information and Systems Division,
Administration Department, Japan Society for the Promotion of Science

(4) For inquiries concerning the use of the Cross-Ministerial Research and Development Management System (e-Rad):

e-Rad help desk: 0570-066-877 (Navi Dial)

* Available from 9:00 to 18:00 except on Saturdays, Sundays, national holidays and the New Year Holidays (from December 29 until January 3)

* The following phone number is also available: 03-5625-3961

2. The Application Procedures can be downloaded from the following JSPS website.

http://www.jsps.go.jp/j-grantsinaid/20_tokushourei/index.html