



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

FY2021

JSPS Research Fellows  
【JSPS International Research Fellow】

This English version is provided for convenience of prospective KAKENHI applicants who experience difficulty in reading the Japanese original, which should be referred to, in case of dispute.

January, 2021

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



# Introduction

This document describes the procedures and other matters relevant to the “Call for Proposals for the Grants-in-Aid for Scientific Research-KAKENHI- for FY2021” including the “JSPS International Research Fellows” [JSPS Research Fellow].

The contents are :

- I Call for Proposals**
- II Preparation of the KAKENHI Application Form (Research Proposal Document)**
- III Completion of Research Ethics Education Course and others**
- IV On the Handling of Research Projects Scheduled to be Continued in FY2021**
- V Procedures to be Completed by the Research Institution**
- VI Other Relevant Issues**

“I. Call for Proposals” provides for the Research Category, such basic issues as the subjects in the research category to be called, the range of envisaged total budget, a project period is also described.

The subsequent sections “II. Preparation of the KAKENHI Application Form (Research Proposal Document)”, “III. Completion Research Ethics Education Course and others”, “IV. On the Handling of Research Projects Scheduled to be Continued in FY2021” and “V. Procedures to be Completed by the Research Institution” describe conditions for application, required procedures, and other matters, to be followed by the respective actors.

This Call for Proposals announced prior to the finalization of the national budget for FY2021 so as to prospective applicants proceed with an early preparation for review and enable to commence their research activities as soon as possible. It is, therefore, to be reminded that depending on the situation of the national budget enactment, details on the grant allocation and other matters may be subject to change at a later stage.

•Grants-in-Aid for Scientific Research is a competitive funding intended to provide financial support for creative and pioneering research conducted by individual researchers. Therefore, the contents of the Research Proposal Document must be original planned by the applicant.

In preparing Research Proposal Document, plagiarism and/or misappropriation of the research contents of others are strictly impermissible. Applicants must comply with research ethics.

•The research using the KAKENHI fund should be carried out by the researchers' own initiative and responsibility. Therefore, the implementation of a KAKENHI research project and publication of the research results are solely attributed to the researchers' responsibility and view, and do not reflect that of the funding sector nor of the government.

•To ensure the quality of scientific knowledge and to gain trust of society on scientists and scientific communities, it is essential to exercise fair and conscientious research activities with the adherence to the code of conduct for scientists. Applicants must understand and practice the contents of both the Statement "Code of Conduct for Scientists -Revised Version-" (section I. "Responsibilities of Scientists") by the Science Council of Japan and the booklet "For the Sound Development of Science - The Attitude of a Conscientious Scientist -" (especially section I "What Is a Responsible Research Activity?") issued by the Japan Society for the Promotion of Science (JSPS).

# Table of Contents

<b>I. Call for Proposals-----</b>	<b>1</b>
1. Purpose	
2. Recipients	
3. Range of total budget (total budget throughout the research period)	
4. Research Period	
5. Application Eligibility (etc.)	
6. Eligible Research Projects	
7. Applying for Multiple Years	
8. Budgets	
9. Research Project and Plan	
10. Submitting “Confirmation on the Application of the Grant-in-Aid for JSPS Research Fellows (JSPS International Research Fellow) FY2021”	
11. Handling of Parallel Grant Application (Restrictions on Parallel Grant Application)	
12. Appropriate use of KAKENHI (etc.)	
13. “Guidelines on the Proper Implementation of Competitive Funding,” etc.	
14. Dissemination of Research Achievements supported by KAKENHI	
15. Code of Conduct for Scientists to Adhere	
<b>II. Preparation of the KAKENHI Application Form (Research Proposal Document), etc. -----</b>	<b>16</b>
1. Preparation of KAKENHI Research Proposal Documents	
2. Points to Keep in Mind When Preparing the Research Proposal Document	
3. Application Method	
4. Handling of Personal Information	
5. Schedule after Submitting the Research Proposal Document (plan)	
<b>III. Completion of Research Ethics Education Coursework, etc. -----</b>	<b>18</b>
<b>IV. Handling of Research Projects to be Continued in FY2021-----</b>	<b>19</b>
<b>V. Procedures to be Completed by the Research Institution-----</b>	<b>20</b>
1. Issues to Be Completed Beforehand by the “Research Institution”	
2. Submission and Other Matters of the Research Proposal Document (Preparing the Research Proposal Document)	
3. Others	
<b>VI. Other Relevant Issues -----</b>	<b>26</b>
1. Support through Grant-in-Aid for Scientific Research on Innovative Areas - Platforms for Advanced Technologies and Research Resources	
2. Promotion of the Shared Use of Research Equipment	
3. Promotion of the ‘Dialogue on Science and Technology with Citizens’ (A Basic Approach Policy)	
4. Cooperation with the National Bioscience Database Center	
5. Inter-University Bio-Backup Project	
6. National BioResource Project	
7. Registration of the Researcher Information in “researchmap”	
8. Security Export Control Policy(Coping with Technology Leakage Overseas)	
9. Treatment Improvement for Students in Doctoral Course	

## 10. Others

<b>(Reference 1) Screening Panels and Other Matters</b>	<b>-----33</b>
<b>(Reference 2) Procedures on the Handling of Grants-in-Aid for Scientific Research</b>	<b>-----omitted</b>
<b>(Reference 3) Procedures on the Handling of JSPS Grants-in-Aid for Scientific Research (KAKENHI (Series of Single-year Grants))</b>	<b>-----omitted</b>
<b>(Reference 4) Spending Rules (Supplementary Conditions for FY2020)</b>	<b>-----omitted</b>
<b>Inquiries</b>	<b>-----34</b>

## References

The application forms (Research Proposal Document) 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 FY2021 “JSPS Research Fellows” [JSPS International Research Fellow] (Forms / Procedures for Preparing and Entering a Research Proposal Document).”

\* The application procedures, Research Proposal Document (output image) and other application materials can be downloaded from the JSPS website (cf. URL below).

URL: [https://www.jsps.go.jp/j-grantsinaid/20\\_tokushourei/download.html](https://www.jsps.go.jp/j-grantsinaid/20_tokushourei/download.html)

# I. 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 (hereinafter referred to as “KAKENHI”) Program. The grant supports excellent young researchers from other countries who have been selected for a JSPS Postdoctoral Fellowship 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 is carried out by host researcher who is eligible to apply for a 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. Range of total budget (total budget throughout the research period)

There are 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 (Used when an applicant applies for funding in an amount that exceeds that of “Lab Research.” Only a few researchers are selected under this category.)	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 Fellows with less than a 24-month tenure extend their fellowship to 24 months, their host researcher is to prepare and submit a new research plan, applying for funding up to the per fiscal year amount stipulated in the subject funding category.

\* The eligible amount of funding is ¥100,000 or more per 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 last fiscal year. Please refer to section 7. “Applying for Multiple Years” for details.

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

1. In the Panel Review Sections, “Humanities” and “Social Sciences” applications are, in principle, classified “Non-Lab Research.”

However, if a Non-Lab project requires a budget that exceeds the allocated amount (e.g. for field work), the applicant is permitted to choose either “Lab-Research” or “Special Research.” (In such cases, the applicant must clearly describe the reason for choosing the other funding category.)

2. In the Panel Review Sections, “Mathematical and Physical Sciences,” “Chemistry,” “Engineering Sciences,” “Informatics,” “Biological Sciences,” “Agricultural and Environmental Sciences,” and “Medicine Dental and Pharmacy” applications are, in principle, classified as “Lab-Research.”

#### 4. Research period

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 newly applied for project or of two months or less in the last fiscal year of the project.**

#### 5. Application Eligibility (etc.)

##### (1) Applicant Eligibility

Persons eligible to applying under this application procedure are the host researcher of a person selected for or will be selected for a JSPS Postdoctoral Fellowship for Research in Japan who already has or is scheduled to have more than four months of tenure in the first fiscal year during the period of his/her application round. (Fellows under JSPS’s Short-term and Strategic programs are not eligible for this grant.) (Note 1)

If there is a change of the fellowship starting date, please contact Overseas Fellowship Division, International Program Department, Japan Society for the Promotion of Science (see page 34) and follow the prescribed procedure (Note2).

(Note 1) The date of fellowship commencement is the date that the fellow arrives in Japan. If you are already residing in Japan, the fellowship commencement date will be the starting date that you submit to JSPS. You should apply within the application round that corresponds to the “period to start research” that includes the date you submit to JSPS.

The same applies to the host researcher of the fellow who has been granted an extension but has not received funding since the start of FY 2021. Please apply during the application period closest to the day when the request for the extension of fellowship is accepted.

(Note 2) The grant decision will not be made if the fellow is not adopted during the “the period to start the fellowship” set for each application round even when his/her Research Proposal Document has been submitted during the corresponding application period.

Application round	Start research	Submit (send) Research Proposal Document	Provisional grant decision (tentative)	Formal application for grant delivery (tentative)	Official grant decision (tentative)
First	1-30 Apr.	20 Jan. (Wed.) -19 Feb. (Fri.)	Late Apr.	Late May	Late Jun.
Second	1 May-31 Jul.	10 May (Mon.) -3 Jun. (Thu.)	Late Jul.	Middle of Aug.	Early Sep.
Third	1 Aug.-30 Sep.	27 Jul. (Tue.) -24 Aug. (Tue.)	Late Sep.	Middle of Oct.	Early Nov.



Application round	Start research	Submit (send) Research Proposal Document	Provisional grant decision (tentative)	Formal application for grant delivery (tentative)	Official grant decision (tentative)
Fourth	1 Oct.-30 Nov.	17 Sep. (Fri.) -14 Oct. (Thu.)	Middle of Nov.	Early Dec.	Late Dec.

\*The dates are applied for 2021

\*The Principal Investigator must submit (send) his/her Research Proposal Document to the affiliated research institution before the deadline set by the institution since it has to submit (send) his/her Research Proposal Document to JSPS during the designated period of submission (transmission).

## (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 members of funded project under the Law on the Improvement of Administration of the Budget for Grant-in-Aid (1955, Law No. 179).

### 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 is allowed 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

- 1) Research projects carried out jointly by a JSPS International Research Fellow who has received a provisional notice of selection in FY 2021 and his/her host researcher.
- 2) Research projects carried over from FY 2020 by a JSPS International Research Fellow within the period of his/her fellowship tenure and host researcher, but whose FY2021 Grant-in-Aid for JSPS Research Fellows has not been disbursed.
- 3) Research projects carried out by a JSPS International Research Fellow and his/her host researcher that started before FY 2020 and whose extension to 24 months was approved during the FY2020 or FY2021 fiscal year but whose KAKENHI grant for FY 2021 has not yet been provisionally approved.

Note: When the Grant-in-Aid for JSPS Research Fellow is disbursed in FY 2021, research funding cannot be increased during that fiscal year. When a fellowship extension to FY 2022 is approved but a

provisional notice of grant disbursement is not received for FY 2022, please newly apply for the grant in the first FY2022 application call issued in January 2022.

- \* When applying for a project under 2) or 3) above, a new research plan must be submitted; therefore, it is necessary for the JSPS International Research Fellow to have a tenure of more than four months in FY 2021 (the first fiscal year).

## 7. Applying for Multiple Years

When the first fiscal year of a project will be more than four months and the second and/or following fiscal year 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. Range of total budget (total budget throughout the research period: The same applies below.)" The total amount for each fiscal year must be same as or smaller than that stipulated for the category in the "3. Range of total budget (total budget throughout the research period: The same applies below.)"**

(Ex.1) Fellowship tenure from October 1, 2021 to September 30, 2023 (Fellowship period: 24 months)

	2021.10.1	2022.4.1	9.30	2023.4.1	9.30
Fellowship tenure	First Year			Second Year	
Funding application periods	FY2021 (6 months)		FY2022 (12 months)		FY2023 (6 months)

Application example ① (Lab Research)

FY2021	600 thousand yen
FY2022	1,200 thousand yen
FY2023	600 thousand yen
Total	2,400 thousand yen

Application example ② (Lab research)

FY2021	1,200 thousand yen
FY2022	1,200 thousand yen
FY2023	0 thousand yen
Total	2,400 thousand yen

(Ex 2) Fellowship tenure from June 1, 2021 to May 31, 2023 (Fellowship period: 24 months)

	2021.6.1	2022.4.1	5.31	2023.4.1	5.31
Fellowship tenure	First Year			Second Year	
Funding application periods	FY2021 (10 months)		FY2022 (12 months)		※

FY 2022 (2 months) (※)

Application example (Lab Research)

FY2021	1,200 thousand yen
FY2022	1,200 thousand yen
Total	2,400 thousand yen

※ Application for funding cannot be made in FY 2023 because the period of tenure is 2 months or less.

## 8. Budgets

### 1) Expenditures that can be covered by direct expense

**Expenditures necessary for the implementation of the research plan (including those necessary for compiling the research achievements) can be covered by the direct expense.** For concrete details, please refer to the Spending Rules, Section 2-2

\* If any of the expenditure categories (equipment costs, travel expenses, or personnel cost/honoraria) exceeds 90% of the total yearly expenditure in any fiscal year of the research period, or in the category of Miscellaneous constitutes a significant portion of the total expenditure, the necessity of that spending should be clarified in Research Proposal Document.

The use of direct funding should be thoroughly discussed between the Principal Investigator (host researcher) and Co-Investigator (International Research Fellow), bearing in mind that the purpose of the funding is to support the advancement of the Fellow's research. It should be fully understood that this funding is allocated as necessary money for carrying out the Fellow's research and, as such, is to be spent for things required by that research.

### 2) Expenditures that cannot be covered by KAKENHI

**The following kinds of spending can not covered by KAKENHI**

- ① Costs associated with buildings and other facilities (excluding expenditure for installations necessary for installation of research equipment purchased by the KAKENHI direct expense).
- ② Expenditures for measures to deal with accidents or disasters that occurred during the implementation of funded project
- ③ Per diem in the domestic and overseas travel expenses of the Co-investigator(s) (International Research Fellow)
- ④ Personnel cost/honoraria for the Principal Investigator and Co-Investigator(s) (International Research Fellow)

### 3) Important Points in the Use of KAKENHI Grants

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. After the 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. This means, for example, that the grant may not be used to pay costs in a fiscal year outside the funded project's current fiscal year.

Regarding the use of grant, it is allowed to start research and follow necessary procedures such as making contract on and after the date of notification of grant decision and the date of fellowship commencement of the fellow who is a Co-Investigator.

When it is anticipated that spending of the grant cannot be completed within the fiscal year, owing to reason(s) unforeseeable at the time of grant delivery, the grant can be carried over to the next fiscal year after going through the due procedure. Firstly a Principal Investigator submits an application for carry-forward of grant through his/her affiliated research institution to JSPS. After reviewing it by JSPS and the Ministry of Education, Culture, Sports, Science and Technology (hereinafter referred to as "MEXT"), the

Minister of MEXT makes a request to the Minister of Finance for the carry-forward of grant to obtain his/her approval. (The grant may only be carried over into the last fiscal year of a project when the fellowship continues into the following year and will be completed during that year.)

## **9. Research Project and Plan**

The research project for which the Grant-in-Aid application is made must be the same as that in the application for the JSPS Postdoctoral Fellowship for Overseas Researchers or in the “Confirmation of Recommendation” (when nominated by an overseas nominating authority) (in Japanese).

The research plan for the Grant-in-Aid must coincide with the plan in the application form for the JSPS Postdoctoral Fellowship for Overseas Researchers. The purpose of each cost item is to be clearly articulated and rationally justified in the plan.

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) FY2021”**

After informing the JSPS International Research Fellow, who is the Co-Investigator, of the grant program’s purpose and system, the host researcher together with the Fellow is to prepare the research plan. After 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) FY2021” (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. Handling of Parallel Grant Application (Restrictions on Parallel Grant Application)**

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

## **12. Appropriate use of KAKENHI (etc.)**

### **(1) Rules Pertaining 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), the “Procedures on the Handling of Grants-in-Aid for Scientific Research” (Public Notice of the Ministry of MEXT), the “Procedures on the Handling of JSPS Grants-in-Aid for Scientific Research” (KAKENHI (Series of Single-year Grants)) (Regulations No. 17, 2003) , and other rules.

### **(2) Appropriate Use of KAKENHI**

KAKENHI are funded by the tax of citizens and other sources, so please ensure that the KAKENHI is used efficiently and effectively, for example through planning for the communal use of purchased items. Researchers receiving the KAKENHI have a duty to comply with the related laws, regulations and spending rules by researchers (subsidiary conditions), and also to use such grants appropriately.

To facilitate the appropriate use of KAKENHI, research institutions (host research institution in “Grant-in-Aid for JSPS Research Fellows”) to which the researchers belong are responsible for the management of KAKENHI. The Administrative work that each research institution is required to carry out (rules for use for institutions) is determined by JSPS.

The research institutions are responsible for the appropriate accounting of KAKENHI. It is desirable, for example, to set up an accounting system for proper management of KAKENHI budget and expenditure, purchase order and delivery inspection, and internal auditing. To prevent improper business transactions, it is important, in addition to appropriate delivery inspections, to make all traders thoroughly informed of the KAKENHI rules and thus obtain cooperation of traders in the prevention of this kind of fraudulent accounting. Research institutions should take rigorous measures so as to eliminate business malpractice.

KAKENHI applicants and their research institutions must have full understanding of the KAKENHI rules prior to the submission of their research proposals.

### **(3) Penalty for the Case of Infringement of Related Laws and Regulations**

If there have been serious falsehoods in the application documents, or violation of relevant laws, regulations and guidelines, the delivery of KAKENHI may be suspended or cancelled.

## **13. “Guidelines on the Proper Implementation of Competitive Funding,” etc.**

The “Guidelines on the Proper Implementation of Competitive Funding” (Agreement of the Liaison Meeting of Related Offices and Ministries on Competitive Research Fund, September 9, 2005; revised June 22, 2017) states common understandings among the research-related ministries and offices in regard to allocation of competitive research funds, in terms of elimination of such inappropriate practices as unreasonable duplication and/or excessive overconcentration in the grant allocation, fraudulent acquisition and/or unlawful use of grants, and misconducts in research activities. The implementation of the KAKENHI system as well as other competitive funding scheme follows the above-mentioned “Guidelines” and other related rules. Applicants are urged to take special notice of the following points.

### **(1) Elimination of Unreasonable Duplication and/or Excessive Overconcentration in the Grant Allocation**

- 1) Towards elimination of “Unreasonable Duplication and/or Excessive Overconcentration” (\*) of competitive funds, relevant information on funding applications are shared among the pertinent ministries and funding agencies, making use of the Cross-ministerial Research and Development management system (e-Rad).

Therefore, applicants, when submitting more than one KAKENHI applications and/or other competitive grants, are urged to prepare their application documents with due care to clearly state the differences between the project to be submitted and their other projects so as to make it clear that they do not constitute unreasonable duplication.

In case a particular KAKENHI application is recognized as constituting a case of unreasonable duplication and/or excessive overconcentration, that application may not be granted.

- 2) Untruthful statement or misrepresentation of the status of applications and acquisitions of other KAKENHI grants and other competitive funds in the application form, may result in cancellation of grant or reduction of the research budget.

(\*) Elimination of Unreasonable Duplication and Excessive Overconcentration in Grant Allocation

**“Guidelines on the Proper Implementation of Competitive Funding” -Extract-  
(Agreement of the Liaison Meeting of Related Offices and Ministries on Competitive  
Research Funds, September 9, 2005 ; revised June 22, 2017))**

**2. Elimination of Unreasonable Duplication and/or Excessive Overconcentration in the Grant Allocation**

**(1) Basic Policy of the Unreasonable Reduplication and Excessive Overconcentration**

i ) In the “Guidelines”, “Unreasonable Duplication” refers to a situation in which more than one competitive funds are unnecessarily and duplicative allotted to one and the same research project by one and the same researcher. Either of the following cases falls under “Unreasonable Duplication”.

○Cases where simultaneous applications have been made to more than one competitive funds for substantially the same research project, 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 duplication in the use of research funds among more than one research projects.

○Other cases corresponding to those above.

ii ) 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 referred to as “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 falls 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 “Improper Grant Spending”, “Fraudulent Grant Acquisition” or “Research Misconduct”**

○ “Improper Grant Spending”, “Fraudulent Grant Acquisition” and “Research Misconduct” refer to the following type of acts respectively.

• “Improper Grant Spending”:

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 Grant Acquisition”:

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

• “Research Misconduct”:

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.

- 1) **No KAKENHI will be offered, for a fixed period of time, when a researcher or related party has committed an improper grant spending of KAKENHI, has committed a fraudulent grant**

**acquisition of KAKENHI, or has committed a research misconduct.** Moreover, for research projects for which it is established that an improper grant spending of grants, a fraudulent grant acquisition of grants or research misconduct has been committed, the researcher in question may be required to return the given KAKENHI completely or partially.

Moreover, an outline of the improper grant spending of KAKENHI, the fraudulent grant acquisition of KAKENHI, and/or the research misconduct in question of the researcher who falls in those categories (containing an outline of the outcome of the investigation in the research institution, the names of the people involved, the name of the system, the institution they belong to, the research project, the budget, the fiscal year of the research, the fraudulent content, details of the measures taken, etc.) will be made public.

Also researchers who have committed improper grant spending or fraudulent grant acquisition of competitive funding other than the KAKENHI (including funds under the jurisdiction of other Offices and Ministries) etc., and/or has committed research misconduct by means of these competitive funds, and therefore are excluded from receiving these funds in question, for a certain period of time, will not receive the KAKENHI for the same period of time.

Note: This applies to those schemes newly starting a call for proposals in FY2021 (and onward) for “competitive funding other than KAKENHI etc. (including funds under the jurisdiction of other Offices and Ministries)” as well. It also applies to those schemes that ended before FY2020. Refer to the website below for the schemes to which this specifically applies at present.

Cf. [https://www8.cao.go.jp/cstp/compefund/kyoukin\\_r1-2.pdf](https://www8.cao.go.jp/cstp/compefund/kyoukin_r1-2.pdf)

## ○Period of KAKENHI suspension

### [Improper Grant Spending and Fraudulent Grant Acquisition of KAKENHI]

Researcher categories	Extent of the improper grant spending		Period of KAKENHI suspension
I. Researchers who committed improper grant spending of KAKENHI and researchers who conspired in such acts	1. Misappropriation of KAKENHI for personal gain		10 years
II. Researchers who committed improper grant spending of KAKENHI and researchers who conspired in such acts	2. Other than 1.	(i) Cases of major seriousness and maliciousness	5 years
		(ii) Cases other than (i) and (iii)	2 to 4 years
		(iii) Cases of minor seriousness and maliciousness	1 year
III. Researchers who acquired KAKENHI by deception or other fraudulent means and researchers who conspired in such acts	-		5 years
IV. Researchers who were not directly involved in the improper grant spending of KAKENHI, but failed to exercise due care.	-		The upper limit is 2 years and the lower limit is 1 year depending on the degree of the breach of duty by the researchers who have the duty of care as a good manager.

For cases judged as subcritical to the punitive suspension measures, sharp reprimand is administered to the individual(s) concerned.

The following cases are pertinent to the “sharp reprimand” penalty.

1. Among the cases II above, the researchers in case that the influence on society and the maliciousness of their conducts are judged to be insignificant and the amount of money involved is small.
2. Among the cases IV above, the researchers in case that the influence on society and the maliciousness of their conducts are judged to be insignificant.



[Research Misconduct]

Individual Involvement in the Misconducts			Negative Impacts on Science and on Public at Large Degree of Maliciousness	Period of KAKENHI Suspension	
Subject of Research Misconduct	(a) Particularly malicious individual(s) who, for example, had intention of research misconduct from the very beginning of the research			10 years	
	(b) Author(s) of paper(s), etc. related to the research in which research misconduct (s) have been identified (other than (a) above)	Responsible author(s) of the paper(s) in question (corresponding author, lead author or other authors bearing equivalent responsibilities)	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	
		Author(s) of the paper(s) in question other than the responsible author(s) described above			2 to 3 years
	(c) Individual(s) involved who are not the authors of the research paper(s) for which research misconduct(s) are identified.				2 to 3 years
	Responsible author(s) of paper(s), (corresponding author, lead author or other authors bearing equivalent responsibilities) for which research misconduct(s) are identified, but not involved in the alleged research misconduct		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 specific issues for extenuation such as voluntary withdrawal of the paper in question may be taken into account, the suspension period can be shortened as judged fit.

- (ii) The relevant information of each research misconduct case may be provided to the offices of the research funding agencies (including Incorporated Administrative Agencies) under the jurisdiction of the relevant Office and Ministry and the Ministry of Education, Culture, Sports, Science and Technology. Thereby the penalized researcher may be also subject to restriction in application of and/or participation to research projects in other competitive funds other than KAKENHI.

Note: “Application and/or participating” means proposing new research projects, applying, responding to call for proposals, newly participating to research as a person involved in collective research, etc. and participating as a Principal Investigator or a person involved in collective research, etc. in research projects in progress (continued research projects).

- (iii) Research institutions are required to comply with the “Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards) (revised in February 18 2014), Ordered by the Minister of Education, Culture, Sports, Science and Technology” and the “Guidelines for Responding to Research Misconduct (adopted August 26, 2014 by MEXT)”. Therefore, research institutions should pay adequate attention to these two sets of Guidelines when researchers implement their research activities.

In case where the status of the system improvement in line with these guidelines is recognized inadequate based on the survey results, the measures such as the reduction in indirect cost of all kinds of grants disbursed by MEXT or the Incorporated Administrative Agencies under the control of MEXT to the research institution(s) in question, can be taken.

- “Guidelines on the Management and Audit of Public Research Funds at Research Institutions”

URL: [https://www.mext.go.jp/a\\_menu/kansa/houkoku/1343904.htm](https://www.mext.go.jp/a_menu/kansa/houkoku/1343904.htm)

- “Guidelines for Responding to Research Misconduct”

URL: [https://www.mext.go.jp/a\\_menu/jinzai/fusei/index.htm](https://www.mext.go.jp/a_menu/jinzai/fusei/index.htm)

Note: Examples of improper grant spending, fraudulent grant acquisition and research misconduct of KAKENHI.

- Improper grant spending

- Someone instructed a trader to forge fictitious transaction pretending to have purchased expendables, made the university pay a KAKENHI for them, and then instructed the trader to keep the money as deposit for future use.
- Someone instructed a trader to forge a fictitious transaction, obtaining a false invoice which carries item names different from those actually ordered and delivered, and then made the university pay a KAKENHI for them.
- Someone instructed his/her students to submit false work attendance sheets, made the university pay a KAKENHI for them, and then kept the money as a pooled fund of his/her lab.
- Someone visited destination not listed on the overseas travel itinerary, in order to have a meeting on cooperative research unrelated to the purpose of a KAKENHI research project.

(Note) The expenditure of the KAKENHI for fictitious and other transactions, like the ones mentioned in the case examples above, are all considered “misappropriation or misuse”, even if the expenditure was intended for the purpose of conducting the KAKENHI research project.

- Fraudulent grant acquisition

- A researcher ineligible for the KAKENHI funding made application and acquired a KAKENHI grant.

- Research misconduct

- Someone manipulated or forged experimental data or figures in a research paper published as an achievement of the research supported by the KAKENHI.
- Someone published books of his/her achievement with KAKENHI which contained an article translated from an original English research paper with no prior consent from the author(s) nor proper quotation statement.

## 14. Dissemination of Research Achievements supported by KAKENHI

KAKENHI research achievements are made available to other researchers and to the general public, through posting of the “Research Outline” and the “Report on the Research Achievements” on the Grants-in-Aid for Scientific Research Database (KAKEN) operated by the National Institute of Informatics.

To promote dissemination of research achievements, the KAKENHI can be used to cover such outreach-related expenses as preparation of website or printing of pamphlets. The KAKENHI grantees are urged to actively pursue public promotion of their research achievements through the aid of KAKENHI so as to make them widely known to the public at large.

In addition, please take note of the following issues as well.

### (1) The acknowledgment for KAKENHI grant in research publications

When publishing research achievements of a KAKENHI project, researchers should be sure to express that the project has been supported by a KAKENHI grant, by stating in the “Acknowledgment” section of the paper the “JSPS KAKENHI Grant Number JP8 digits” in the case of English publication or “JSPS 科研費 JP8 桁の課題番号” in the case of Japanese publication.

〈Example〉

【English】 This work was supported by JSPS KAKENHI Grant Number JP12F34567.

【Japan】 本研究は JSPS 科研費 JP12F34567 の助成を受けたものです。

### (2) The implementation of the fair and conscientious research activities

The research using the KAKENHI should be carried out based on researcher’s own self-awareness and

responsibility. Therefore the publication on the implementation of the research or research achievements, etc. should not come from the government request and the views and responsibilities on the research achievements should be attributed to the researchers themselves.

On the occasion such as researchers release the research achievements using the KAKENHI broadly to the public, the examples of the indication noting that the research achievements are based on the personal views are given below.

<Example>

【English】Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the author's (s)' organization, JSPS nor MEXT.

【Japan】本研究の成果は著者自らの見解等に基づくものであり、所属研究機関、資金配分機関及び国の見解等を反映するものではありません。

### (3) Promotion of “Open Access” to the research papers supported by KAKENHI grants

The Japan Society for the Promotion of Science (JSPS) endorses general policy of promotion of open access of publications of research results funded by public grants including KAKENHI. Note that open access is not mandatory if there are justifiable reasons for deferral such as copyright-related issues, or insufficient repository infrastructure at the research institution.

○The open access implementation policy of JSPS is given on the following webpage:

URL: [https://www.jsps.go.jp/data/Open\\_access.pdf](https://www.jsps.go.jp/data/Open_access.pdf)

#### 【Reference 1: What is “Open Access”】

“Open Access” refers to the idea that research papers published in peer-reviewed journals, etc. should be made freely accessible by anyone on line.

#### 【Reference 2: Different Routes to Open Access】

There are three main ways of open access implementation ((1) to (3) below)

- (1) A way in which the article published in the conventional subscription fee type academic journal after a certain period (Embargo) (\* 1) (for example 6 months later) is made open access by opening the final manuscript to an Institutional Repository (\* 2) established by the research institution to which the author belongs, or by opening the final manuscript to the website, etc. established by the researchers (self-archiving) (\* 3).
- (2) A way to make the article open access by posting the article on the Web established by the research community or public institution
- (3) A way to make the article open access immediately by paying the publication fee (APC: Article Processing Charge) by the author of the article

\*1: “Embargo”

The predetermined period from the time of publication of an article in an academic journal to the time of release so that it can be posted on an online open access archiving system (repository).

\*2: Institutional Repository

An online archiving system created by university or research institution for storage and dissemination of the intellectual products. Institutional repositories play important roles in the reform of academic information

distribution by enabling the researchers register their own articles, 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 conservation of intellectual products.

\*3: Self-archiving

"Self-archiving" refers to online posting of articles published in academic journals, dissertations, or data by those other than the publisher, (the researcher or research institution) generally on their institutional repositories.

## **15. Code of Conduct for Scientists to Adhere**

To ensure the quality of scientific knowledge and to gain trust of society on scientists and scientific communities, it is essential to exercise fair and conscientious research activities with the adherence to the code of conduct for scientists. Applicants must understand and practice the contents of both the Statement "Code of Conduct for Scientists -Revised Version-" (section I. "Responsibilities of Scientists") by the Science Council of Japan and the booklet "For the Sound Development of Science - The Attitude of a Conscientious Scientist-" (especially section I "What Is a Responsible Research Activity?") issued by the Japan Society for the Promotion of Science (JSPS).

And also take note that upon the formal application for grant delivery, it shall be confirmed through the electric application system whether the Principal Investigator and Co-investigator(s) will have taken the research ethics education coursework, etc.

**[Extraction from the Statement “Code of Conduct for Scientists – Revised Version –” by the Science Council of Japan dated on 25 January 2013]**

**I Responsibilities of Scientists**

**(Basic Responsibilities of Scientists)**

1 Scientists shall recognize that they are responsible for assuring the quality of the specialized knowledge and skills that they themselves create, and for using their expert knowledge, skills and experience to contribute to the health and welfare of humankind, the safety and security of society and the sustainability of the global environment.

**(Attitude of Scientists)**

2 Scientists shall always make judgments and act with honesty and integrity, endeavoring to maintain and improve their own expertise, abilities and skills, and shall make the utmost effort to scientifically and objectively demonstrate the accuracy and validity of the knowledge they create through scientific research.

**(Scientists in Society)**

3 Scientists shall recognize that scientific autonomy is upheld by public trust and the mandate of the people, understand the relationships between science, technology, society, and the natural environment from a wide-ranging perspective, and act in an appropriate manner.

**(Research that Answers to Social Wishes)**

4 Scientists shall recognize that they are responsible for answering to the wishes of society to investigate into truths and to achieve various issues. When using research funds that are to be provided for establishing the research environment and for conducting research scientists shall always recognize that such broad social expectations exist.

**(Accountability and Disclosure)**

5 Scientists shall strive to disclose and actively explain the roles and significance of their own research, evaluate the possible effects of their research on people, society and the environment as well as the changes that their research might engender, neutrally and objectively disclose the results of this evaluation, and build a constructive dialogue with society.

**(Dual Use of Scientific Research Outcomes)**

6 Scientists shall recognize that there exist possibilities that their research results, contrary to their own intentions, may be used for destructive actions, and shall select appropriate means and methods as allowed by society in conducting research and publicizing the results.

\* URL:<http://www.scj.go.jp/ja/scj/kihan/>

**[“For the Sound Development of Science – The Attitude of a Conscientious Scientist –” by the Japan Society for the Promotion of Science (JSPS)]**

(Japanese version (text version)) (“For the Sound Development of Science” Editorial Committee on JSPS)

\* URL:<https://www.jsps.go.jp/j-kousei/data/rinri.pdf>

## II. Preparation of the KAKENHI Application Form (Research Proposal Document), etc.

### 1. Preparation of KAKENHI Research Proposal Documents

Grants-in-Aid for Scientific Research is a competitive funding intended to provide financial support for creative and pioneering research conducted by individual researchers. Therefore, the contents of the Research Proposal Document must be original planned by the applicant.

In preparing Research Proposal Document, plagiarism and/or misappropriation of the research contents of others are strictly impermissible. Applicants must comply with research ethics.

The JSPS Electronic Application System is used to prepare and submit (send) Research Proposal Document

(URL for Electronic Application System: <https://www-shinsei.jps.go.jp/kaken/index.html>)

In preparing their Research Proposal Document, Principal Investigators use the login ID and password for the e-Rad system issued by the host research institution. The proposal should be prepared and submitted (sent) to the host research institution based on the “Supplement: FY2021 Application Procedures for Grants-in-Aid for JSPS Research Fellows (JSPS International Research Fellow) (Forms / Procedures for Preparing and Entering a Research Proposal Document).”

The host research institution will compile all the Research Proposal Document it received and submit (send) them to JSPS. (Paper-based applications will not be accepted.)

Also, the Principal Investigator should have the Co-Investigator read and sign the “Confirmation of Grant Application Form” and then submit it to his/her affiliated research institution.

### 2. Points to Keep in Mind When Preparing the Research Proposal Document

- (1) The Research Proposal Document may not be amended after the host institution has processed it and submitted (send) 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 a thousand yen.
- (3) For details regarding the use of the KAKENHI Electronic Application System, please refer to its Operation Manual (URL: <https://www-shinsei.jps.go.jp/kaken/index.html>).

### 3. Application Method

The Principle Investigator should submit his/her Research Proposal Document to the administrative section of his/her host research institution by the deadline set by the host research institution. (It is not allowed to submit the Research Proposal Document directly to JSPS.)

After having the International Research Fellow read and sign the “Confirmation of Grant Application Form,” the host researcher is to submit the form to his/her affiliated research institution by the deadline it sets. If the “Confirmation of Grant Application Form” and the Research Proposal Document 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.

Regarding the deadline for host institutions to submit their Research Proposal Documents to JSPS, please see page 24.

#### 4. Handling of Personal Information

The personal information included in the Research Proposal Document will be used for the elimination of “unreasonable duplication and/or excessive concentration in the allocation of competitive funds” and for the appropriate funding of KAKENHI grants. (This includes providing the data to external contractor(s) in charge of electronic processing and management of the KAKENHI data.) The information included in the Research Proposal Document is to be provided to the e-Rad system. (The information registered in the e-Rad system is utilized for proper assessment of research and development by national funding, development of effective and efficient comprehensive strategy, planning and development of resource allocation policy, etc. Therefore the information will be supplied to the Cabinet Office through the e-Rad system. The applicant may be requested to cooperate in verification of the information and other related works.)

The information on the adopted KAKENHI projects (the title of research project, the name of PI and his/her affiliated research institution, the grant to be delivered, research period, etc.) is categorized as “information planned to be made public”, as laid down in Article 5, paragraph 1, item 1 of the “Act on Access to Information Held by Independent Administrative Agencies” (Act No.140 of 2001). The information will be made public through press release materials, the Grants-in-Aid for Scientific Research Database (KAKEN) of the National Institute of Informatics, and other means.

The researchers and their affiliated research institutions are requested to carry out the application procedures with full understanding of the information handling (utilization, provision and disclosure) stated above.

#### 5. Schedule after Submitting the Research Proposal Documents (plan)

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. Grant amounts will be disbursed in units of ¥100,000.

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

There may be changes in the plan including the timing of the provisional grant decision due to COVID-19. When the changes occur it will be announced on the JSPS website and through the research institutions.

Schedule for provisional grant decision (tentative):

		Provisional grant decision	Formal application for grant delivery	Official grant decision	Grant delivery
1	Research projects continuing from the previous year	Early Apr.	Late May	Late Jun.	Middle of Jul.
2	New research projects (First application round)	Late Apr.	Late May	Late Jun.	Middle of Jul.
3	New research projects (Second application round)	Late Jul.	Middle of Aug.	Early Sep.	Late Sep.
4	New research projects (Third application round)	Late Sep.	Middle of Oct.	Early Nov.	Late Nov.
5	New research projects (Fourth application round)	Middle of Nov.	Early Dec.	Late Dec.	Middle of Jan.

- \* All dates for official grant decision in items 1-5 apply to 2021.
- \* The grant decision for new research project will not be made if the fellow didn't begin his/her fellowship during the period to start the fellowship (see "5. Application Eligibility (etc.)" on page 2). Please contact Overseas Fellowship Division, International Program Department, Japan Society for the Promotion of Science (see page 34) while declining a grant application.
- \* Regarding the use of grant, it is allowed to start research and follow necessary procedures such as making contract on and after the date of notification of grant decision and the date of fellowship commencement.

### **III. Completion of Research Ethics Education Coursework, etc.**

Principal Investigators(PI)s and Co-Investigators taking part in a research funded by the KAKENHI, are requested to have completed properly the following procedures including research ethics, by the time they submits the formal application for grant delivery of a newly adopted research project in the FY2021 Grants-in-Aid for Scientific Research, and upon the formal application for a grant delivery, it shall be confirmed through the electronic application system whether they will have taken the research ethics education coursework, etc.

If a PI and Co-I completed the research ethics related procedures in the past, or has moved from the research institute at which he/she completed the procedure, he/she should check with the administrative section of his/her host research institution for the validity of the procedure he/she conducted in the past.

[Actions to be taken by the Principal Investigator]

- The PI must either read through and learn the teaching materials by him/herself concerning the research ethics education coursework such as "For the Sound Development of Science – The Attitude of a Conscientious Scientist" published by the JSPS Editorial Committee of "For the Sound Development of Science, the "e-Learning Course on Research Ethics [eL CoRE] or "APRIN e-learning program (eAPRIN).", etc. or attend a lecture on research ethics conducted by research institutions based on the "Guidelines for Responding to Misconduct in Research (adopted by the MEXT on August 26, 2014), by the time of the formal application for grant delivery.
- The PI must understand thoroughly and exercise the proper research practices in conducting his/her research, from amongst the contents of both the Statement "Code of Conduct for Scientists-Revised Version-" by the Science Council of Japan and the booklet "For the Sound Development of Science -The Attitude of a Conscientious Scientist-" issued by JSPS, by the time of the formal application for grant delivery.
- From the prospective Co-Investigator (JSPS International Research Fellow), the PI must
  - ① submit a "Confirmation of Grant Application Form" to the affiliated research institution clearly stating the Co-I's intention to complete of a seminar attendance or other kinds of coursework relevant to research ethics by the time of the formal application for the grant delivery of the research project in question.
  - ② ascertain that the Co-I (JSPS International Research Fellow) has actually completed the coursework such as an attendance at the lecture on research ethics by the time of the formal application for the



grant delivery.

[Actions to be taken by the Co-Investigator (JSPS International Research Fellow)]

- Submit “Confirmation of Grant Application Form” to the PI clearly stating “the completion of a seminar attendance or other kinds of coursework relevant to research ethics by the time of the formal application for the grant delivery of the research project in question”.
- The Co-I must either read through and learn the teaching materials by him/herself concerning the research ethics education coursework such as “For the Sound Development of Science – The Attitude of a Conscientious Scientist” published by the JSPS Editorial Committee of “For the Sound Development of Science, the “e-Learning Course on Research Ethics [eL CoRE] or “APRIN e-learning program (eAPRIN)”, etc., or attend a lecture on research ethics conducted by research institutions based on “Guidelines for Responding to Misconduct in Research (adopted by MEXT on August 26, 2014), and report the PI to the effect that he/she has done, by the time of the formal application for the grant delivery by the PI.
- The Co-I must understand thoroughly and exercise the proper research practices in conducting their research, from amongst the contents of both the statement “Code of Conduct for Scientists -Revised Version-” by the Science Council of Japan and the booklet “For the Sound Development of Science -The Attitude of a Conscientious Scientist-” issued by JSPS, and report the PI to the effect that he/she has done, by the time of the formal application for the grant delivery by the PI.

## **IV. Handling of Research Projects to be Continued in FY 2021**

### **1. Handling of Research Projects that is to be continued into FY 2021 (hereinafter referred to as “continuing research project”)**

For a continued research project, PI does not need to submit any application form afresh. However, he/she has to prepare and submit the necessary documents, including the form of the formal application for grant delivery, after receiving a notification of the provisional grant decision.

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. Completion of Research Ethics Education Coursework, etc.**

The PI should check with the administrative section of his/her institution about the rules concerning the research ethics education coursework, etc. For a continued research project upon the formal application for a grant delivery in every fiscal year, it shall be confirmed through the electronic application system whether the PI and Co-I(s) have taken the research ethics education coursework, etc.

In case that the PI has changed in FY2021, the new PI has to complete the followings prior to the formal application for grant delivery. (Or, in case the grant has been already delivered, he/she has to do the followings by the time the “Approval to Change the Project Members” is submitted by the PI to JSPS).

- Either to read through and learn the teaching materials by oneself concerning the research ethics education coursework such as “For the Sound Development of Science - The Attitude of a Conscientious

Scientist” published by the JSPS Editorial Committee of named “For the Sound Development of Science, the “e-Learning Course on Research Ethics [eL CoRE] or “APRIN e-learning program (eAPRIN)”, etc., or to attend a lecture on research ethics conducted by research institutes based on “Guidelines for Responding to Misconduct in Research (adopted by the MEXT on August 26, 2014)

- To understand thoroughly and to exercise the proper research practices in conducting their research, from amongst the contents of both the statement “Code of Conduct for Scientists -Revised Version-” by the Science Council of Japan and the booklet “For the Sound Development of Science -The Attitude of a Conscientious Scientist-” issued by the JSPS

## **V. Procedures to be Completed by the Research Institution**

### **1. Issues to Be Completed Beforehand by the “Research Institution”**

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 is to confirm 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 JSPS Electronic Application System, and inform 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 Research Proposal Documents (Please see “2. Submission and Other Matters of the Research Proposal Document (Preparing the Research Proposal Document), (2) Submittal (transmission) Periods” on page 24.

When carrying out applicant-related work, the research institution must maintain close contact with the person administering the JSPS International Research Fellow Program in each research institution and prevent the leakage of any applicant information.

#### **(2) Submission of the “Self-Assessment Checklist on the Improvement of the System” Based on the “Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)”**

When implementing the adopted research projects with KAKENHI grant, the research institutions must comply with the content of the “Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)” (Adopted by the Minister of MEXT. Revised on February 18, 2014) (hereinafter referred to as “Guidelines on Public Research Funds”), they must set up a system of the management and audit for implementing the public research funds and report the state of implementation and other matters by submitting a “Self-Assessment Checklist on the Improvement of the System based on the Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)” (hereinafter referred to as “Self-Assessment Checklist on the Improvement of the System”).

Therefore, “the research institutions with which the Principal Investigators and Co-Investigators who are applying for KAKENHI in FY2021 are affiliated” and “the research institutions with which the Principal Investigators and Co-Investigators who are planning to continue their research projects using KAKENHI in FY2021” **must submit via e-Rad a “Self-Assessment Checklist on the Improvement of the System”**

**to MEXT's Office of Research Funding Administration, Promotion Policy Division, Research Promotion Bureau. If the "Self-Assessment Checklist on the Improvement of the System" was not submitted on or after April 2020, it should be submitted by the last day of the application submittal period. (See Note 1.)**

For details, refer to the website

(URL: [https://www.mext.go.jp/a\\_menu/kansa/houkoku/1324571.htm](https://www.mext.go.jp/a_menu/kansa/houkoku/1324571.htm))

If the "Self-Assessment Checklist on the Improvement of the System" has already submitted in April 2020 or later, it is not necessary to submit it again.

**Researcher affiliated to a research institution which has not turned in the said checklist cannot receive the official grant decision.**

Note1: The final days of submittal periods are set based on the recruitment round. Please see "2. Submission and Other Matters of the Research Proposal Document (Preparing the Research Proposal Document), (2) Submittal (transmission) Periods" on page 24.

Note2: When using e-Rad, an ID and password for the research institution are necessary.

#### < Inquiries >

(Concerning forms and submission of the Guidelines on Public research Funds)

Office of Research Funding Administration, Promotion Policy Division, Research Promotion Bureau, MEXT

e-mail: [kenkyuhi@mext.go.jp](mailto:kenkyuhi@mext.go.jp)

URL: [http://www.mext.go.jp/a\\_menu/kansa/houkoku/1324571.htm](http://www.mext.go.jp/a_menu/kansa/houkoku/1324571.htm)

(Concerning the research institute e-Rad registration)

Helpdesk of the Cross-ministerial Research and Development management system of MEXT

Telephone: 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: <https://www.e-rad.go.jp/organ/entry.html>

(Time period when e-Rad is available for use)

(Monday to Sunday) 0:00 - 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, this will be announced beforehand on the portal site

### **(3) Submission of the "Checklist Pertaining to the Current Status" Based on the "Guidelines for Responding to Research Misconduct"**

When implementing the research projects using KAKENHI grant, the research institutions must comply with the contents of the "Guidelines for Responding to Research Misconduct" (Adopted by the Minister of MEXT on 26 August 2014) (hereinafter referred to as "Guidelines on Research Misconduct") and submit the "Checklist Pertaining to the Current Status based on the Guidelines for Responding to Research Misconduct" (hereinafter referred to as "Checklist on the Research Misconduct").

Therefore, "the research institutions with which the Principal Investigators and Co-investigators who are applying for KAKENHI in FY2021 are affiliated" and "the research institutions with which the

Principal Investigators and Co-Investigators who are planning to continue their research projects using KAKENHI in FY2021 are affiliated” **must submit via e-Rad a “Checklist on the Research Misconduct” to MEXT’s Office for Research Integrity Promotion, Human Resources Policy Division, Science and Technology Policy Bureau. If the Self-Assessment Checklist on the Improvement of the System was not submitted on or after April 2020, it should be submitted by the last day of the application submittal period. (See Note 1.)**

For details, refer to the website

(URL: [https://www.mext.go.jp/a\\_menu/jinzai/fusei/1415332\\_00001.htm](https://www.mext.go.jp/a_menu/jinzai/fusei/1415332_00001.htm))

If the “Checklist on the Research Misconduct” has already been submitted in April 2020 or later it is not necessary to submit it again.

**Researchers affiliated to a research institution which has not turned in the said checklist cannot receive the official grant decision.**

\*Please note that while the “Checklist on the Research Misconduct” is the same in using e-Rad for submission with the “Self-Assessment Checklist on the Improvement of the System”, the submission destination is different. Both checklists must be submitted.

Note 1 : The final days of submittal periods are set based on the recruitment round. Please see “2. Submission and Other Matters of the Research Proposal Document (Preparing the Research Proposal Document), (2) Submittal (transmission) Periods” on page 24

Note 2 : When using e-Rad, an ID and a password for the research institution are necessary.

#### < Inquiries >

(Concerning the format and submission of Guidelines for Responding to Research Misconduct)

\* Differs from the contact information for the Guidelines on Public Research Funds.

Office for Research Integrity Promotion, Human Resources Policy Division, Science and Technology Policy Bureau, MEXT

e-mail: [kiban@mext.go.jp](mailto:kiban@mext.go.jp)

URL: [https://www.mext.go.jp/a\\_menu/jinzai/fusei/index.htm](https://www.mext.go.jp/a_menu/jinzai/fusei/index.htm)

(Concerning the research institute on e-Rad registration)

Helpdesk of the Cross-ministerial Research and Development Management System (e-Rad) of MEXT

Telephone: 0570-066-877 (Navi Dial)

(Office hours: 9:00-18:00, except Saturdays, Sundays, National Holidays and the New Year

Holidays (from December 29 until January 3))

URL: <https://www.e-rad.go.jp/organ/entry.html>

(Time period when e-Rad is available for use)

(Monday to Sunday) 0:00 - 24:00 (in operation 24 hours a day, 365 days a year)

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 or suspended, this will be announced beforehand on the portal site

#### **(4)Implementation of a Research Ethics Education Coursework Based on the “Guidelines on Research Misconduct,” etc.**

Principal Investigators and Co-Investigators taking part in a new research project have to complete followings before the formal application for grant delivery.

- Either to read through and learn the teaching materials by oneself concerning the research ethics education coursework such as “For the Sound Development of Science -The Attitude of a Conscientious Scientist-” (JSPS Editing Committee “For the Sound Development of Science”), the “e-Learning Course on Research Ethics (eL CoRE)”, the “APRIN e-learning program (eAPRIN)”, etc., or to attend a lecture on research ethics conducted by research institutions based on the “Guidelines on Research Misconduct” at their host research institution
- To understand thoroughly and to exercise the proper research practices in conducting their research, from amongst the contents of both the Statement “Code of Conduct for Scientists -Revised Version-” by the Science Council of Japan and the booklet “For the Sound Development of Science -The Attitude of a Conscientious Scientist-” issued by JSPS

To that end, each research institution is requested to disseminate broadly what the researchers should consider, in conducting of their researches as well as carrying out an ethics education in research training session based on the “Guidelines on Research Misconduct”

As JSPS Research Fellows are required to take the above research ethics education at the time of their selection, it is not necessary for them to take it again.

#### **(5) Ascertainment of the Eligibility for KAKENHI Application**

It should be verified whether the Principal Investigator and the Co-Investigator listed in the Research Proposal Document are researchers who meet the requirements that are stipulated in the Application Procedures.

Moreover, it should be verified certainly that they must not be categorized as ineligible for grant acquisition in FY2021 in KAKENHI and other competitive funding, as a penalty for their improper grant spending, fraudulent grant acquisition, or research misconduct.

#### **(6) Verification with the Principal Investigator**

The research institution should verify whether the Principal Investigator who have been listed in the Research Proposal Document have completed the Research Proposal Document, after confirming the description in the column “I. Call for Proposals” in this Application Procedures for Grants-in-Aid for Scientific Research.

#### **(7) Verifying the “Confirmation of Grant Application Form”**

Verify whether the Principal Investigator indicated in the Research Proposal Document had the Co-Investigator (JSPS International Research Fellow) read and sign the “Confirmation of Grant Application Form”.

## **2. Submission and Other Matters of the Research Proposal Document (Preparing the Research Proposal Document)**

### (1) Confirmation and Approval of the Research Proposal Document

The research institution should access the “Electronic Application System”, using the ID and the password for e-Rad, obtain the information of the Research Proposal Document (PDF files) that the Principal Investigator(s) prepared, and verify their contents and other matters.

The research institution should perform the “approval” process on all the Research Proposal Documents (PDF files) that has no mistakes in their contents. (Completed to submit (send) the Research Proposal Document (PDF files) to JSPS.) Moreover, it is not possible to make corrections or other modifications to the Research Proposal Document (PDF files) for which the research institution has already performed “approval” process.

### (2) Submittal (transmission) Periods

Application round	Start research	Submit (send) Research Proposal Document	Provisional funding decision (tentative)	Formal application for grant delivery (tentative)	Funding decision (tentative)
First	1-30 Apr.	20 Jan. (Wed.) -19 Feb. (Fri.)	Late Apr.	Late May.	Late Jun.
Second	1 May -31 Jul.	10 May (Mon.) -3 Jun. (Thu.)	Late Jul.	Middle of Aug.	Early Sep.
Third	1 Aug. -30 Sep.	27 Jul. (Tue.) -24 Aug. (Tue.)	Late Sep.	Middle of Oct.	Early Nov.
Fourth	1 Oct. -30 Nov.	17 Sep. (Fri.) -14 Oct. (Thu.)	Middle of Nov.	Early Dec.	Late Dec.

\*All dates apply to 2021.

The date of fellowship commencement is the date that the fellow arrives in Japan. If you are already residing in Japan, the fellowship commencement date will be the starting date that you submit to JSPS. You should apply within the recruitment period that corresponds to the “period to start the fellowship” that includes the date you submit to JSPS.

Information on eligible applicants (List of Eligible Persons) is updated in the morning of the first day of period in which the Research Proposal Document is submitted (sent).

If eligible applicants are not shown on the List of Eligible Persons, the research institution should contact JSPS by no later than one week before the last day of the subject application submitted (send) round.

Regarding International Research Fellows whose tenure has been extended but their grant for FY 2021 or after has not been officially approved, a 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 funding should be taken into consideration.

**Submittal Deadline: 16:30, the final day of each submittal period (This deadline should be strictly observed.)**

**\*Research Proposal Document that is submitted (send) after this deadline will not be accepted for any reason. Therefore, the documents should be submitted (send) well in advance.**

### (3) Points to Keep in Mind

- 1) Please refer to the KAKENHI Electronic Application System Operation Manual for details on electronic application processing. (URL:<https://www.shinsei.jsps.go.jp/kaken/index.html>)
- 2) **After the submitted (send) of the application documents, it is not possible to make corrections or to re-submit them. If after submission, errors are found in the entry of the project duration or requested funding, no correction of them will be allowed. Therefore, researchers should take sufficient care in preparing their Research Proposal Document before submitted (send) it.**

### 3. Others

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

If changes in one of the following items have been scheduled, research institutions should promptly report the content of these changes to the Scientific Research Aid Division of the Research Promotion Bureau of MEXT.

- 1) Abolition or dissolution of the research institution
- 2) Name and address of a research institution, and name of the representative
- 3) Matters concerning laws, regulation, endowment acts, and other rules that prescribe the purpose of establishment, the business content and the internal organization of the research institution

#### (2) Applying for a Grant-in-Aid for JSPS Research Fellow as Related to Hosting a JSPS Research Fellow

Regarding the KAKENHI program’s Series of Single-year Grants and Grant-in-Aid for JSPS Research Fellows as related to hosting a JSPS Research Fellow, please use the “Application Procedures for Grants-in-Aid for Scientific Research (KAKENHI), FY 2021, JSPS Research Fellow [JSPS Research Fellow].”

#### (3) Schedule for provisional grant decision (tentative):

		Provisional grant decision	Formal application for grant delivery	Official grant decision	Grant delivery
1	Research projects continuing from the previous year	Early Apr.	Late May	Late Jun.	Middle of Jul.
2	New research projects (First application round)	Late Apr.	Late May	Late Jun.	Middle of Jul.
3	New research projects (Second application round)	Late Jul.	Middle of Aug.	Early Sep.	Late Sep.
4	New research projects (Third application round)	Late Sep.	Middle of Oct.	Early Nov.	Late Nov.
5	New research projects (Fourth application round)	Middle of Nov.	Early Dec.	Late Dec.	Middle of Jan.

\* The dates for official grant decision in items 1-5 apply to 2021.

The date of grant delivery for item 5 applies to 2022.

\*The grant decision for new research project will not be made if the fellow didn’t begin his/her

fellowship during the period to start the fellowship (Please see “5. Application Eligibility (etc.)” on page 2). Please contact Overseas Fellowship Division, International Program Department, Japan Society for the Promotion of Science (see page 34) while declining a grant application.

\*Regarding the use of grant, it is allowed to start research and follow necessary procedures such as making contract on and after the date of notification of grant decision and the date of fellowship commencement.

## **VI. Other Relevant Issues**

### **1. Support through Grant-in-Aid for Scientific Research on Innovative Areas—Platforms for Advanced Technologies and Research Resources**

In order to respond effectively to the diverse needs of researchers of KAKENHI research projects, the Grant-in-Aid for Scientific Research on Innovative Areas—Platforms for Advanced Technologies and Research Resources forms a resource and technical support platform for research (hereinafter referred to as “Platform”) under the close cooperation of relevant institutes with inter-university research institutes and Joint Usage/Research Centers as core institutes. Together with providing technical support towards individual research projects and providing advanced problem solving methods to researchers, it provides an integral promotion of cooperation between researchers, interdisciplinary integration, and human resources development.

Applications for technical support, etc. are open for each of the Platforms below where it concerns research projects carried out through KAKENHI. Researchers desiring technical support etc. from each of the Platforms are requested to check their respective websites etc. and actively apply.

\* “Technical Support etc.” points to the sharing of equipment with researchers from a wide range of research fields, technical support and the collecting, conservation, and providing of resources (documents, data, experiment samples, specimen, etc.), and support for conservation techniques etc.

“Advanced Technology Support Platform Program” has scientific value and an advanced nature through the combination of multiple facilities and equipment, and provides shared use of equipment and technical support to researchers in a wide variety of research areas.

“Research Platform Resource Support Program” Collects, conserves, and supplies the resources that are the basis of research (documents, data, experiment samples, specimen, etc.) and also conducts support for conservation techniques etc.



Area	Platform Name	Core Institution	Support Function
Advanced Technology Support Platform Program	Platform of Advanced Bioimaging Support (*)	National Institute for Physiological Sciences National Institute for Basic Biology	Advanced technical support and user training for : · Light microscopy · Electron microscopy · Magnetic resonance imaging · Imaging analysis
	Platform of Advanced Animal Model Support(*)	The Institute of Medical Science The University of Tokyo	Support for constructing animal models, Support for pathological analysis, Support for physiological analysis, and Support for molecular profiling
	Platform for Advanced Genome Science (*)	National Institute of Genetics	Advanced genome analysis (de novo genome sequencing; re-sequencing for genome variation detection; analysis of transcriptome, epigenome and metagenome; ultra-high sensitivity analysis for single cells, single molecules, etc.; big-data analysis and advanced bioinformatics; by using of the latest facilities and technologies)
Research Platform Resource Support Program	Platform for Integration and Sophistication of Image Information on Area Studies	National Museum of Ethnology	Digital Picture Library for Area Studies
	Supply Platform of Short-lived Radioisotopes for Fundamental Research	Research Center for Nuclear Physics, Osaka University	Supply short-lived radioisotopes produced by accelerators for fundamental research in various scientific fields.
	Platform of Supporting Cohort Study and Biospecimen Analysis (*)	The Institute of Medical Science The University of Tokyo	Support for cohort study using bioresources, Support for maintaining and utilizing human brain resources, and Support using biospecimen

Also, Committee on Promoting Collaboration in Life Sciences that functions as a general information point and coordinator across the four Platforms marked with an asterisk(\*) above is set up. (Core Institution: The Institute of Medical Science, The University of Tokyo)

Each Platform's website can be found in the links on the site below:

URL : [https://www.mext.go.jp/a\\_menu/shinkou/hojyo/1367903.htm](https://www.mext.go.jp/a_menu/shinkou/hojyo/1367903.htm)

## 2. Promotion of the Shared Use of Research Equipment

In “Reform of Competitive Research Funds: Towards a Sustained Output of Research Achievements (Interim Summary)” (June 24, 2015, Competitive Research Fund Reform Review meeting) it was decided that, when the original research objectives were fully achieved, versatile and large equipment should, in principle, be shared.

Furthermore, in “On the Management of Research Organizations and the Introduction of a New, Unified System for the Shared Use of Research Equipment” (November, 2015, Science and Technology Council Advanced Research Foundation Subcommittee), the establishment and operation of a “research equipment sharing system on the research organization level” (hereinafter referred to as “equipment sharing system”) is demanded of universities and national research and development agencies, etc.

With this in mind, when purchasing equipment with competitive research funds, please actively work on the use of equipment purchased with other research funds, and the purchase and shared use

of equipment from several research funds where it concerns especially large and versatile equipment. Please also make ensure that sharing is possible within the rules of the said competitive research funds, and no obstacle is made to the execution of the research project.

- “Management of Research Organizations and the Introduction of a New, Unified System for the Shared Use of Research Equipment”  
(November 25, 2015, Advanced Research Foundation Division, Science and Technology Council)  
URL: [https://www.mext.go.jp/b\\_menu/shingi/gijyutu/gijyutu17/houkoku/1366220.htm](https://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu17/houkoku/1366220.htm)
- “Reform of Competitive Research Funds: Towards a Sustained Output of Research Achievements (Interim Report)”  
(June 24, 2015, Competitive Research Fund Reform Review meeting)  
URL: [https://www.mext.go.jp/b\\_menu/shingi/chousa/shinkou/039/gaiyou/1359306.htm](https://www.mext.go.jp/b_menu/shingi/chousa/shinkou/039/gaiyou/1359306.htm)
- Unification of Spending rules for Competitive Research Funds  
(Revised version of the March 31, 2015, Agreement of the Liaison Meeting of Related Offices and Ministries Competitive Research Funds: Revised on April 20, 2017)  
URL: [https://www8.cao.go.jp/cstp/compefund/shishin3\\_siyouruuru.pdf](https://www8.cao.go.jp/cstp/compefund/shishin3_siyouruuru.pdf)

### **3. Promotion of the ‘Dialogue on Science and Technology with Citizens’ (A Basic Approach Policy)**

In the “Promotion of the ‘Dialogue on Science and Technology with Citizens’ (A Basic Course of Action)” (Adopted by the Minister of State for Science and Technology Policy and the Executive Members of the Council for Science and Technology Policy on June 19, 2010) which was compiled in June 2010, the activity in which researchers explain the content and achievements of their research activities to society and citizens in an easy-to-understand form is placed in the above-mentioned ‘Dialogue on Science and Technology with Citizens’. Researchers who have received an allotment of public research funds amounting more than 30 million yen per year per case are requested to positively work on the ‘Dialogue on Science and Technology with Citizens’. Universities and other research institutions are also requested to make positive efforts in order for researchers who have received public research funds to ensure the proper implementation of the ‘Dialogue on Science and Technology with Citizens’, for example, by setting up support systems.

For KAKENHI, there is the question “Are you positively trying to publicize and disseminate the research content and research achievements?”, especially in the research progress assessment of Specially Promoted Research, for which researchers receive a relatively high amount of research funds, and in interim and ex-post assessment of Scientific Research on Innovative Areas (Research in a Proposed Research Area). Therefore, based on the above-mentioned basic policy, researchers should disseminate the achievements of research funded with KAKENHI to society and citizens in an even more positive way.

### **4. Cooperation with the National Bioscience Database Center**

The National Bioscience Database Center (URL: <https://biosciencedbc.jp/>) has been established in the Japan Science and Technology Agency (JST, a national research and development agency), in order to promote the integrated use of databases in the area of life science that have been created by various research institutions and other institutions.

This Center spurs the active participation of related institutions, and based on four pillars, namely (1) the planning of strategies, (2) creation and operation of portal websites, (3) research on and

development of core technology for the integration of databases and (4) the promotion of the integration of biotechnology-related databases, it is promoting projects aiming at the integration of databases in the area of life science. In this way, through wide sharing and utilization of the research achievements in the area of life science produced in Japan in the researcher community, the Center aims at invigorating overall research in the area of life science, including research and development connected to basic research and industrial applied research.

JSPS would like to request researchers to cooperate by providing to the Center copies of raw data related to achievements published in research papers and other output in the area of life science, or copies of created open databases.

Moreover, the copies provided will be able to be utilized on a non-exclusive basis as reproductions, alterations, or in other necessary forms. JSPS would like researchers to understand in advance that, in response to the requests of the institutions that received copies, it would also like request researchers to cooperate by providing all the information necessary for utilizing the copies.

Furthermore, the National Bioscience Database Center has developed guidelines for data on humans, in order to promote the sharing and use of data related to research in the area of life science, with due considerations to the protection of personal information.

NBDC human data sharing guidelines

URL: <https://humandbs.biosciencedbc.jp/guidelines/>

< Inquiries >

National Bioscience Database Center, Japan Science and Technology Agency,

Telephone: 03-5214-8491

## **5. Inter-University Bio-Backup Project**

The purpose of the Inter-University Bio-Backup Project (IBBP) is to “back up” biological genetic resources, which are indispensable research resources in various research areas, and to avoid damage or loss of biological genetic resources due to unforeseen accidents, disasters, etc. The project newly commenced from 2012.

In the National Institute for Basic Biology of the Inter-University Research Institute Corporation National Institutes of Natural Sciences, which is the core of this project, the Inter-University Bio-Backup Project for Basic Biology (IBBP Center, URL: <http://www.nibb.ac.jp/ibbp/>) has been established as a backup center for biological genetic resources. It is equipped with the newest equipment necessary for the backup of biological genetic resources.

Any researcher who belongs to a university or a research institution may apply for storage. Biological genetic resources that can be stored in the IBBP Center are samples that can be proliferated (amplified) or cryopreserved (for vegetable seeds, the refrigeration or deep-freezing preservation condition needs to be definite), and being not pathogenic is also a condition. Since backup is provided free of charge, researchers should make use of the IBBP Center.

< Inquiries >

Executive Office, IBBP Center, Inter-University Research Institute Corporation National Institutes of Natural Sciences

Telephone: 0564-59-5930, 5931

## **6. National BioResource Project**

The National BioResource Project (NBRP) strategically collects and preserves important bioresources that are the basic and foundation of life science research at the core bases of this project and provides them to universities and research institutes, thereby contributing to the development of life science research in Japan. In the future, in order to contribute to the development of life science research in

Japan, it is necessary to continually collect useful bioresources.

For that matter, please deposit (\*) available bioresources among bioresources developed by Grant-in-Aid for Scientific Research (limited to the bioresource targeted for NBRP). Please cooperate with the NBRP collecting activities.

It is recommended to utilize resources the already collected in NBRP from the viewpoint such as efficient implementation of research.

(\*) Deposit: This is a procedure to approve the use (preservation / provision) in this project without transferring the various rights related to the resource. By specifying specific conditions in the deposit agreement, you can add usage conditions such as restrictions on usage and quotation of articles to users.

List of NBRP core bases representative agencies

URL: <https://nbrp.jp/resource/>

< Inquiries >

Division of Bio-bank Division, Department of Research Infrastructure, National Research and Development Agency Japan Agency for Medical Research and Development  
Telephone: 03-6870-2228

## 7. Registration of the Researcher Information in “researchmap”

The “researchmap (URL: <https://researchmap.jp/>)” is the Japan’s largest researcher information database as a general guide to Japanese researchers. The information on the research achievements registered in the researchmap is ready to be openly available over the Internet and the database itself is linked to e-Rad, many university faculty databases and so on. The Japanese Government as a whole is going to further utilize the researchmap. Please be sure to register your information (as a researcher) on the site.

< Inquiries >

Service Support Center (in charge of the “researchmap”)  
Department for Information Infrastructure Japan Science and Technology Agency  
Web inquiry form: <https://researchmap.jp/public/inquiry/>

## 8. Security Export Control Policy (Coping with Technology Leakage Overseas)

In Japan, export controls (\*) are carried out under the Foreign Exchange and Foreign Trade Act (Act No. 228 of 1949) (hereinafter referred to as “Foreign Exchange Act”). Therefore, in principle, in order to export (provide) cargo and technology regulated by the Foreign Exchange Act, it is necessary to obtain permission of the Minister of Economy, Trade and Industry. It is reminded that KAKENHI grantees must observe the Foreign Exchange Act as well as other laws, guidelines and circular notices issued by the government.

(\*) Japan's Security Export Control System established on the basis of international agreements mainly consists of (i) “List rules” which require permission of the Minister of Economy, Trade and Industry in principle when exporting cargo or providing technology that carry specifications and/or functions higher than certain levels, such as carbon fiber and numerically controlled machine tool etc., and (ii) “Catch-all regulation” which requires permission of the Minister of Economy, Trade and Industry when exporting cargo or providing technology that are not subject to regulation under the List rules but do fall under certain regulatory requirements (application requirements, consumer requirements and/or informed requirements).

Not only export of cargo but also provision of technology will be subject to the regulation by the Foreign Exchange Act. When providing a “List rules” technology to non-residents or providing it in a foreign country, prior permission for provision is required. “Provision of technology” includes not only providing technical information such as design drawings, specifications, manuals, samples, and prototypes via storage media such as paper, mail, CD, USB memory, but also providing work knowledge and technical assistance at seminars through technical instruction, skill training, etc. Researchers should be aware that there may be case in which technologies subject to regulation by the Foreign Exchange Act are involved when mentoring foreign students and/or joint research activities with overseas groups.

For this reason, in implementing various research activities including research projects funded with KAKENHI, research institutions are asked to take systematic measures to ensure that the research achievements which have potential risks of being diverted to military use are not transferred to WMD developers, terrorist organizations, or people carrying out other dubious activities.

Details of the security trade control are published on the websites including the Ministry of Economy, Trade and Industry website.

- Ministry of Economy, Trade and Industry: Security Trade Control (General)  
<http://www.meti.go.jp/policy/anpo/>
- Ministry of Economy, Trade and Industry: “Handbook on Security Trade Control”  
<https://www.meti.go.jp/policy/anpo/seminer/shiryo/handbook.pdf>
- Center for Information on Security Trade Controls  
<http://www.cistec.or.jp/index.html>
- “Guidance for the Control of Sensitive Technologies for Security Export for Academic and Research Institutions 3rd Edition”  
[https://www.meti.go.jp/policy/anpo/law\\_document/tutatu/t07sonota/t07sonota\\_jishukanri03.pdf](https://www.meti.go.jp/policy/anpo/law_document/tutatu/t07sonota/t07sonota_jishukanri03.pdf)

## 9. Treatment Improvement for Students in Doctoral Course

In the 5th Science and Technology Basic Plan, the numerical target was set that approximately 20percent of the doctoral students can receive the amount of subsidy roughly equivalent to their living cost. This policy is to substantiate the financial support to doctoral students in particular in order to attract talents from home and abroad. Research institutions are urged to enlarge job opportunities as RA etc. and treatment improvement for the doctoral students. The “Comprehensive Package for Enhancing Research Capacity and Supporting Young Researchers” (January 23, 2020, Decision of Council for Science, Technology and Innovation) state a goal that in the future every doctoral student, if he/she wishes, can receive an amount of subsidy roughly equivalent to his/her living cost, and set a specific measure to promote ensuring appropriate wage level for an RA employed with competitive or collaborative research funds.

Based on the above, when employs a doctoral student as RA for the KAKENHI project, the hourly wage standard has to be set according to the nature and content of his/her job based on the standard set by the PI’s (or Co-I’s) research institution and pay the wage according to the actual work hours under the proper labor management.

Furthermore, when employs a doctoral student PI (or Co-I) should pay due consideration not to overload the student with excessive work hours and to keep the balance with the time for student's own research and learning.

## 10. Others

Improvements are being made to KAKENHI system in accordance with the "Comprehensive Package to Strengthen Research Capacity and Support Young Researchers" (January 23, 2020, Decision of Council for Science, Technology and Innovation), and based on the "Implementation Guidelines for Self-motivated Research Activities by Young Researchers Employed with Competitive Research Funds" (February 12, 2020, Agreement of the Liaison Meeting of Related Offices and Ministries on Competitive Research Funds), on the "Adjustment Enabling Direct Expense of Competitive Research Funds to Cover the Costs of Assignments Other Than Research (Introduction of Buyout System)" (October 9, 2020, Agreement of the Liaison Meeting of Related Offices and Ministries on Competitive Research Funds) , and other directives.

Please refer to the following URL for more details. The Grant-in-Aid for JSPS Fellows is not covered under the "Buyout system."

- System improvement related to Application for Grants-in-Aid for Scientific Research Program (KAKENHI) in fiscal year 2021

URL: [https://www.jsps.go.jp/j-grantsinaid/06\\_jsps\\_info/g\\_200812/index.html](https://www.jsps.go.jp/j-grantsinaid/06_jsps_info/g_200812/index.html)

## **(Reference 1) Screening Panels and Other Matters**

### **1. Screening Methods and Other Matters**

The review for the of KAKENHI is carried out by the Scientific Research Grant Committee of the Japan Society for the Promotion of Science (JSPS), and it is based on the Research Proposal Document.

The review takes place behind closed doors. The submitted Research Proposal Document is not returned to the applicants.

The “details on assessment rules” (Rules concerning the screening and assessment for Grants-in-Aid for Scientific Research (called “review and assessment rules”)) can be checked in the Grants-in-Aid for Scientific Research section of the JSPS’s website

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

### **2. Notification of the Review Results**

The results of the application screening for the Grant-in-Aid for JSPS Research International Fellows will be notified by document to the host research institutions on the following schedule.

Please refer to pages 17 and 25 for the schedule of grant decision, etc.

## **(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)**

**Spending Rules (Supplementary Conditions for FY2020) (omitted)**

# Inquiries

## **1. Inquiries about the Application Procedures should be directed to the following divisions through 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

Telephone: 03-3263-0976, 0980, 1041

FAX : 03-3263-9005

### **(2) For inquiries concerning proposal of JSPS International Research Fellow**

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

Telephone: 03-3263-3444, 3810

\* Both (1) and (2) are available every day except on Saturdays, Sundays, National Holidays, the New Year Holidays (from December 29 until January 3), and the Anniversary of the Foundation of JSPS (September 21).

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

#### **• Call center**

Telephone: 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.**

Institutional Research and Information Division, Policy Planning Department, Japan Society for the Promotion of Science

Telephone: 03-3263-1017, 1022, 1107, 1024

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

#### **• e-Rad help desk**

Telephone: 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. 03-6631-0622

### **(5) For matters related to the “Self-Assessment Checklist on the Improvement of the System” based on the “Guidelines on the Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)”**

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

Telephone: 03-5253-4111 (ext. 3827, 3862)

### **(6) For matters related to the “Checklist Pertaining to the Current Status” based on the “Guidelines for Responding to Misconduct in Research”**

Office for Research Integrity Promotion, Human Resources Policy Division, Science and Technology Policy Bureau, MEXT



Telephone: 03-5253-4111 (ext. 3874, 3873, 4028)

**(7) For matters related to the “National Bioscience Database”**

National Bioscience Database Center, Japan Science and Technology Agency (JST)

Telephone: 03-5214-8491

**(8) For matters related to the “Inter-University Bio-Backup Project”**

Executive Office, IBBP Center, Inter-University Research Institute Corporation National  
Institutes of Natural Sciences

Telephone: 0564-59-5930, 5931

**(9) For matters related to the “National BioResource Project”**

Department of Health and Clinical Data, Japan Medical Research and Development  
Organization

Telephone: 03-6870-2228

**(10) For matters related to the “researchmap”**

Service Support Center (in charge of the researchmap), Department of Information  
Infrastructure, National Institute of Advanced Industrial Science and Technology (JST)

Web inquiry form: <https://researchmap.jp/public/inquiry/>

**(11) For matters related to the “Security Export Control Policy”**

Security Export Control Administration Division, Trade Control Department, Trade and  
Economic Cooperation Bureau, Ministry of Economy, Trade and Industry

Telephone: 03-3501-2800

FAX: 03-3501-0996

**2. The Application Procedures and the form of “Confirmation of Grant Application Form” can be downloaded from the following website.**

URL : <https://www.jsps.go.jp/j-grantsinaid/index.html> [Japanese]

URL : <https://www.jsps.go.jp/english/e-grants/index.html> [English]