



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

## FY2021

JSPS Research Fellows  
【JSPS International Research Fellow】

(Forms / Procedures for Preparing and Entering a Research Proposal Document)

January, 2021

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



<b>1. Screen Image of Research Proposal Document (items to be entered in the Website) of Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow] -----</b>	<b>1</b>
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\* Application Guidelines and “Confirmation of Grant Application Form” can be downloaded from the following homepage:

URL: [https://www.jsps.go.jp/j-grantsinaid/21\\_tokushourei/index.html](https://www.jsps.go.jp/j-grantsinaid/21_tokushourei/index.html)

\* When inputting your Proposal for Grant-in-Aid, please refer to the Operation Manual of the KAKENHI Electronic Application System.

URL: <https://www-shinsei.jsps.go.jp/kaken/index.html>

## Screen Image of Research Proposal Document (items to be entered in the Website) of Grant-in-Aid for JSPS Research Fellows [JSPS International Research Fellow]

JSPS
科研費電子申請システム
Help
Logout

応募者向けメニュー>研究計画調書作成(Application Information Input)>研究計画調書確認>研究計画調書確認完了)

Application Information Input
English > Japanese

29 minutes have been passed since the screen had been displayed.
Last Saved Date The information entered is not saved.

< Note >

- Field marked in asterisk (\*) is mandatory.
- If the system remains idle for a certain period of time, a session time out may clear any information entered. Click [Save Temporarily] periodically to store changes. In such instance, please read the frequently asked questions on the electronic application system information page.
- The system may experience problems when multiple windows or tabs are opened. Please avoid an access from multiple windows or tabs.

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

Research Proposal Document for "JSPS Research Fellows (JSPS International Research Fellow)" (FY 2021)[1]

Name of the Host (Principal Investigator)	(Pronunciation in katakana)ケンキウ ジロウ (Kanji etc)研究 二郎
Researcher Number	XXXXXXXX
Research Institution	(Number)99999 AAA大学
Academic Unit (School, Faculty, etc.)	〇〇部
Position	教授

【JSPS International Research Fellow (Co-investigator)】

Panel Review Section (Research Category)	人文学
Name	JACKSON Bob Joseph
ID Number	P12345
Nationality	アメリカ合衆国
Funding Category	* <input type="text"/>
Fellowship Tenure	*From: Year 2021 Month 9 Day 1 Until: Year 2023 Month 8 Day 31 24 months Recalculation
Title of Research Project	〇〇〇〇に関する研究

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

【Research Expenditure (Round off fractions smaller than 1000 yen)】

Recalculation  
(Unit: Thousand yen)

FY 2021					
Equipment costs		Consumables expenses			
Item	Amount	Item	Amount		
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>		
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>		
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>		
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>		
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>		
Subtotal		Subtotal			
0		0			
Travel Expenses		Personnel cost/honoraria		Miscellaneous expenses	
Item	Amount	Item	Amount	Item	Amount
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>

	0		0		0
	0		0		0
	0		0		0
	0		0		0
Subtotal	0	Subtotal	0	Subtotal	0
Research Expenditure					0

FY 2022					
Equipment costs			Consumables expenses		
Item	Amount		Item	Amount	
	0			0	
	0			0	
	0			0	
	0			0	
	0			0	
Subtotal	0		Subtotal	0	
Travel Expenses		Personnel cost/Honoraria		Miscellaneous expenses	
Item	Amount	Item	Amount	Item	Amount
	0		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
Subtotal	0	Subtotal	0	Subtotal	0
Research Expenditure					0

FY 2023			
Equipment costs		Consumables expenses	
Item	Amount	Item	Amount
	0		0
	0		0

		0			0
		0			0
		0			0
Subtotal		0	Subtotal		0
<b>Travel Expenses</b>		<b>Personnel cost/Honoraria</b>		<b>Miscellaneous expenses</b>	
Item	Amount	Item	Amount	Item	Amount
	0		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
Subtotal		0	Subtotal		0
<b>Research Expenditure</b>					
<b>Sum Total (Thousand Yen)</b>					<b>0</b>

29 minutes have been passed since the screen had been displayed.

Save Temporarily

Purpose of the Research	※Details shall be given clearly with focus on what will be elucidated and to what extent it will be pursued. Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only.
	* Number of characters entered: 0

<b>Research Plan</b> ※The applicant should describe the research plan stated in the application form for JSPS Postdoctoral Fellowships for Overseas Researchers including relevance with budget (major equipment costs and major costs) of each fiscal year. (also including relevance with existing equipment costs) Moreover, indicate the necessity of the cost (e.g. breakdown) if, in case of research plans where in any of the fiscal years any of the costs like "equipment costs", "travel expenses" or "Personnel cost/Honoraria" exceeds 90%, or in the case of research plans with a budget in which expense items under "Miscellaneous expenses" account for a particularly large percentage of the budget in any single fiscal year.	
FY 2021	Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only. * Number of characters entered: 0
FY 2022	Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only. * Number of characters entered: 0
Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only.	

FY 2023	is allowed one time only.
	<div></div> <div>Number of characters entered: 0</div>

※Only if applicable to cases below  
Describe the reason for choosing funding category below, when the applicant choose "Special Research" or the applicant who belongs to "Humanities" or "Social Sciences" choose "Lab Research" at funding category.

Reason for the Application as "Special Research" (or for the Application when the budget is beyond sum total of "Lab Research")	Up to 400 double-byte characters or up to 800 single-byte characters. Line break is allowed one time only.
	<div></div> <div>Number of characters entered: 0</div>

Save Temporarily and Go to Next

Save Temporarily

Save Temporarily and Go Back

Go Back Without Save

Logout

**令和3(2021)年度 第1回**  
**科学研究費助成事業（特別研究員奨励費）（外国人特別研究員）研究計画調査書**

令和XX年XX月XX日 0版

<b>受入研究者 (研究代表者)</b>	(フリガナ) 氏名					
	所属研究機関名					
	部局名					
	職名					
	e-Rad研究者番号					
<b>外国人特別 研究員 (研究分担者)</b>	氏名					
	機関番号		ID番号		応募区分	
	国籍					
	外特採用期間					
<b>研究課題名</b>						

**研究目的及び研究計画**

<b>研究目的</b>					
<b>研究計画</b>	<b>令和3年度</b>				
	<b>令和4年度</b>				



研究計画 (つづき)	令和5年度
特別枠の応募 をする場合の 理由	

# 研究経費 使用内訳

(金額単位：千円)

令和3年度				総計	
設備備品費		消耗品費			
品名	金額	品名	金額		
旅費		人件費・謝金		その他	
事項	金額	事項	金額	事項	金額

令和4年度					総計	
設備備品費			消耗品費			
品名		金額	品名		金額	
旅費		人件費・謝金			その他	
事項	金額	事項	金額	事項	金額	
令和5年度					総計	
設備備品費			消耗品費			
品名		金額	品名		金額	
旅費		人件費・謝金			その他	
事項	金額	事項	金額	事項	金額	
					応募総額	

# Procedures for Preparing and Entering a Research Proposal Document for “JSPS Research Fellows [JSPS International Research Fellow]” FY2021

Applicants for the KAKENHI should fill in this **Research Proposal Document**, giving details of the research project based on the Application Procedures, and submit it to the Independent Administrative Legal Entity Japan Society for the Promotion of Science (hereinafter referred to as “JSPS”) prior to application. **This Research Proposal Document is used as a review material at the JSPS Scientific Research Grant Committee.**

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

When the application is adopted as a result of the review at the Scientific Research Grant Committee, a notice concerning the provisional grant decision will be issued. By the form of the formal application for grant delivery, the submission based on the notice will be done. The KAKENHI will be disbursed if the research plan, etc. are acknowledged as appropriate.

The principal investigator (host researcher) will receive a login ID and password for the Cross-Ministerial R&D Management System (hereinafter referred to as “e-Rad”) from his/her host research institution to use in accessing JSPS Electronic Application System. Application entries are entered directly into the Electronic Application System. When filling out the application (preparing your Research Proposal Document), please follow the instructions provided in each section.

Items to be noted

The following items related to the host researcher and the international research fellow will be automatically displayed on the application form. If errors are found in the automatically displayed information, put the system on “Temporarily Save” and contact the admin office of your research institution for instructions.

- **Name of the Host Researcher (Principal Investigator)**
- **Researcher Number**
- **Research Institution**
- **Academic Unit**
- **Position**
- **Panel Review Section/Research Category (of JSPS International Research Fellow)**
- **Name of JSPS International Research Fellow**
- **ID Number of JSPS International Research Fellow**
- **Nationality of JSPS International Research Fellow**
- **Title of Proposed Project**

## 1. “JSPS International Research Fellow (Co-Investigator)” section

### 1) Funding Category” section

Select your researcher status including whether it is for Lab-Research, Non-Lab Research, or Special Research.

### 2) “Fellowship Tenure” section

Automatically displayed are starting date and months of the Fellow’s tenure recorded in his/her notice of selection. If these have changed, please enter the corrected data. By pushing the “Recalculate” button, the last day of the tenure will be automatically displayed. If, however, the first day of the Fellow’s tenure is postponed and it causes a delay in the application period, the change in tenure may not be made until that application round begins. (For the application rounds, please see page 24 of the “Application Procedures for Grants-in-Aid for

## 2. “Research expenditure” section

Make entries based on your research plan. Amounts should be entered **in units of a thousand yen** in the “Fiscal Year” and “Item” columns. (Numbers will be rounded down to the closest thousand yen.). Enter an amount of ¥100,000 or more for the total research expenditure in each fiscal year of your research period. (Amounts of less than ¥100,000 will be cut in ¥100,000 units.)

By pushing the “Recalculation” button, the Subtotal and Annual Budget amounts will be automatically displayed.

Extra lines may not be added. Bundle related goods and articles together and enter them within the prescribed number of lines.

Note the following points when entering details of each expense. However, the way to journalize each expense should be handled in accordance with such as the accounting rules of the research institutions to which the applicant belongs including but not limited to the following examples.

### (1) “Equipment costs” section

When several books and/or documents are purchased, their contents should be clearly described, such as a “Book on medieval political history in the West.” (As for the books, the same way to journalize should be applied even if they were not handled as equipment.). In the case of machinery and equipment, simply enter a set of XXX as well as its breakdown.

### (2) “Consumables expense” section

Enter the name of each chemical, lab animal, glass tool and other items to be purchased.

### (3) “Travel Expenses” section

Domestic and overseas trips by the Principal Investigator, Co-Investigator, and Research Collaborator(s) for such travel as to conduct surveys/research, attend research meetings, report research results, etc. Costs covered include travel expenses, lodging costs, and per diem (Per diem to International Research Fellow is not included in the funding). Enter each cost item.

### (4) “Personnel cost / Honoraria” section

Enter the expenditures for each matter such as honoraria, compensation, wages and salaries to Research Collaborator(s) (postdoctoral researchers, research assistants (RA), researchers belonging to overseas research institutions, and others) who engaged in organizing materials, assisting in experiments, performing translation or proofreading, providing technical knowledge, distributing and collecting questionnaires and collecting information materials for research), and payment to temporary staff agencies. In addition, enter the status at the time of collaboration (such as project assistant professor, postdoctoral fellow, student in Doctoral course/Master's course, etc.) of the people to whom the personnel cost or honoraria to be paid if it is obvious. (Example) Organizing materials: [breakdown: X (number of students in Doctoral courses) × Y (number of months)] = XXXX yen (Refer to the Application Procedures for Grants-in-Aid for Scientific Research.)

**(5) “Miscellaneous expenses” section**

Additional costs required to carry out the subject research, including costs for printing, photocopying, developing printing, correspondence (stamps and phone calls), transport, rental or leasing the research facilities (only where the grant-aided project cannot be conducted in the facilities of the research institution), meeting (rental of the venue and meals (excluding alcohol)), equipment rental (e.g. computers, automobiles, experimental equipment), equipment repair costs, transportation other than travel expenses, presentation of the research achievements (fees for contributing to the publications of academic societies, website creation, and preparation of pamphlets to publicize the research achievements, costs of PR activities disseminating research achievements to the general public, and other matters), experiment waste disposal cost. Enter each item.

Enter the expenditures to carry out the research (e.g. the costs for printing, photocopying, developing/printing, correspondence (stamps and phone calls), transport, renting or leasing the research facilities (only where the grant-aided project cannot be conducted in the facilities of the research institution), meetings (rental of the venue and meals (excluding alcohol)), equipment rental (e.g. computers, automobiles, experimental equipment), equipment repairs, transportation other than travel expenses, presentation of the research achievements (fees for contributing to the publications of academic societies, website creation, and preparation of pamphlets to publicize the research achievements, costs of PR activities disseminating research achievements to the general public, and other matters), experiment waste disposal cost, item by item.

**3. “Purpose of the Research” section, “Research Plan” section**

Please make entries following the instructions in each section. **You may use English.**

**4. “Reason for the Application as Special Research” section**

If you choose “Special Research” (funding in an amount that exceeds the Lab-Research limit) or if in the Panel Review Sections (Research Category) you choose “Lab-research” for a humanities or social science project, please give a clear and concise reason for doing so. **You may use English.**

令和3(2021)年度科学研究費助成事業(特別研究員奨励費)  
(外国人特別研究員)の応募等に係る確認書

Confirmation on the Application of the Grant-in-Aid for  
JSPS Research Fellow (JSPS International Research Fellow) FY2021

私は、令和3(2021)年度科学研究費助成事業(科学研究費補助金)(特別研究員奨励費)(外国人特別研究員)の研究計画を遂行するために、私の日本側受入研究者である

(機関名) \_\_\_\_\_ (職名) \_\_\_\_\_ (氏名) \_\_\_\_\_

氏がこの科研費の応募及び交付に係る研究代表者として事務手続を行うことに協力するとともに、受入研究者が科研費の交付を受けた後は、同人と連帯して科研費の適正な管理に努め、関係法令・規則を遵守します。

また、科研費の補助条件及び以下の内容を理解し、遵守することを約束します。

- ・ 学術研究に対する国民の負託及び科研費が国民の貴重な税金で賄われていることを十分認識し、科研費を適正かつ効率的に使用するとともに、研究において不正行為を行わないこと
- ・ 当該研究課題の交付申請前までに研究倫理教育教材(『科学の健全な発展のためにー誠実な科学者の心得ー』日本学術振興会「科学の健全な発展のために」編集委員会、研究倫理eラーニングコース(e-Learning Course on Research Ethics [eL CoRE])、APRIN Japan eラーニングプログラム(eAPRIN)等)の通読・履修をすること、または、「研究活動における不正行為への対応等に関するガイドライン」(2014年8月26日 文部科学大臣決定)を踏まえ研究機関が実施する研究倫理教育の受講をすること
- ・ 当該研究課題の交付申請前までに日本学術会議の声明「科学者の行動規範ー改訂版ー」や、日本学術振興会「科学の健全な発展のためにー誠実な科学者の心得ー」の内容のうち、研究者が研究遂行上配慮すべき事項について、十分内容を理解し確認すること

As a JSPS International Research Fellow, I will cooperate in conducting research using the Grant-in-Aid for JSPS Research Fellows with my host researcher in Japan.

Name of host researcher: \_\_\_\_\_

His/her official title: \_\_\_\_\_

His/her institution: \_\_\_\_\_

will act as my representative in official matters related to applying for and receiving the grant. Once my host researcher receives the grant, I will cooperate with him/her in carrying out the most effective use and management of the research funds. I also agree to respecting all related rules and regulations.

In addition, I have read, understand and will comply with the KAKENHI supplementary conditions and the terms stipulated in the following.

- ・ You have to recognize that citizens have placed trust in scientific research and that KAKENHI are funded with their tax, and you therefore have to use KAKENHI in a proper and efficient way and refrain from committing research misconduct during my research.
- ・ You have to fulfil the requirement for the research ethics education coursework either by reading a textbook such as "For the Sound Development of Science - The Attitude of a Conscientious Scientist -" ("For the Sound Development of Science" Editorial Committee on JSPS), by taking an e-Learning course such as the "e-Learning Course on Research Ethics [eL CoRE] or "APRIN Japan e-learning program (eAPRIN)", or by participating in the research ethics education course conducted at his/her institution based on the "Guidelines for Responding to

Misconduct in Research" (Adopted August 26, 2014 by the MEXT), prior to the formal application for grant delivery

- You have to understand thoroughly and confirm on what the researchers should consider, in conducting of their researches, 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-" by the JSPS, by the time of the formal application for grant delivery of the concerned research project..

年 月 日

Date: \_\_\_\_\_

外国人特別研究員/JSPS International Research Fellow Name

(ID 番号) \_\_\_\_\_

(活字体)

(Print) \_\_\_\_\_

(署名)

(Signature) \_\_\_\_\_