



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

FY2021

JSPS Research Fellows  
【JSPS 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 Research Fellow] -----</b>	<b>1</b>
<b>2. Output Image of Research Proposal Document of Grant-in-Aid for JSPS Research Fellows [JSPS Research Fellow] -----</b>	<b>5</b>
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\* Application Guidelines can be downloaded from the following homepage:

URL: [https://www.jsps.go.jp/j-grantsinaid/20\\_tokushourei/index.html](https://www.jsps.go.jp/j-grantsinaid/20_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 Research Fellow]

JSPS  
科研費電子申請システム

[Help](#)
[Logout](#)

特別研究員向けメニュー > 研究計画調書作成 (Application Information Input) > 応募情報又は研究計画調書確認 > 応募情報又は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 Research Fellow)" (FY2021)[1]

Reception Number	202100001
Fellowship Category	PD
Review Section	人文学
Starting Date of Fellowship Tenure	XXXXXX
Name	(Pronunciation in katakana) ダイヒョウ イチロウ (Kanji etc) 代表 一郎
Funding Category	* <span style="background-color: #d9d9d9;">▼</span>
Researcher Number	(Enter if JSPS Research Fellow holds Researcher Number)
Host Institution	(Number) 99999 AAA大学
Host Academic Unit (School, Faculty, etc.)	〇〇部 (Enter if the Academic Unit (School, Faculty, etc.) name is different)
Office of Research Administration	(Number) *101 (Enter if the Office of Research Administration (number) that verifies your proposal is different. (If the number is unknown, please confirm it to person in charge of your host institution or host Academic Unit (School, Faculty, etc.))
Title of Research Project	〇〇〇に関する研究

[Host Researcher]

☐ Revise information of the Host Researcher. (When Host Researcher's Name, Academic Unit (School, Faculty, etc.) and Position are revised, submit "Notice of Change of the Host Researcher" for JSPS Research Fellowships for Young Scientists.)

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

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)

FY2021			
Equipment costs		Consumables expenses	
Item	Amount	Item	Amount
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
Subtotal		0	
Travel Expenses		Personnel cost/Honoraria	
Item	Amount	Item	Amount
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
Subtotal		0	
Miscellaneous expenses			
Item	Amount	Item	Amount
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	0
Subtotal		0	

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

FY2022					
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

FY2023			
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
Research Expenditure					
0					

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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 character. 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 Research Fellowships for Young Scientists, including relevance with budget (major equipments and major costs) of each fiscal year. (also including relevance with existing equipments) Moreover, indicate the necessity of the cost (e.g. breakdown) if, in the case of research plans where in any of the fiscal year any of the cost like "equipment", "travel expenses" or "personnel expenditure and remuneration" exceeds 90%, or in the case of research plans with a budget in which expense items under "Miscellaneous" account for a particularly large percentage of the budget in any fiscal year.	
FY2021	Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only.
	*
Number of characters entered: 0	
FY2022	Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only.
	*
Number of characters entered: 0	

FY2023

Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only.

Number of characters entered: 0

※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 character. Line break is allowed one time only.

Number of characters entered: 0

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

Save Temporarily

## 【The Status of Application and Acquisition of Research Grants】

※Click "Add" on the left-hand side of the window to insert additional research project fields. Click "Delete" on the left-hand side of each field to delete unused fields.  
(if any field is not used or no longer required)

Note: PI:Principal Investigator, Co-I(s): Co-Investigator(s)

	Research Funding in the application stage or to Be Provided	Role in this Project	1.Funding System/Research Grant Name (Funding Agency Name) 2.Research Period 3.Title of the Research Project 4.Name of the Principal Investigator	Budget for FY2021 (throughout the period) (Unit : thousand yen)	Distinction of the research contents and Reason for submission of this KAKENHI application in addition to the other projects. (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
Delete *	▼	▼	1.*Please select "Role" at first. ▼ [Text Box]	* [Text Box]	* [Text Box]
			2.FY * [Text Box] ~FY * [Text Box] 3.* [Text Box]		
Delete *	▼	▼	4. (Family Name) * [Text Box] (First Name) [Text Box]	* [Text Box]	Sum Total * [Text Box] thousand yen
			1.*Please select "Role" at first. ▼ [Text Box]		
Delete *	▼	▼	2.FY * [Text Box] ~FY * [Text Box] 3.* [Text Box]	* [Text Box]	* [Text Box]
			4. (Family Name) * [Text Box] (First Name) [Text Box]		
Add					

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）（特別研究員）研究計画調書**

令和XX年XX月XX日 0版

<b>資格</b>		<b>書面合議・面接審査区分</b>	
<b>受付番号</b>		<b>応募区分</b>	
<b>(フリガナ) 氏名</b>			<b>e-Rad研究者番号</b>
<b>受入研究機関名</b>	<small>(番号)</small>		
<b>受入部局名</b>			
<b>研究課題名</b>			
<b>受入研究者</b>	<small>(所属研究機関名)</small>		
	<small>(部局名)</small>		
	<small>(職名)</small>		
	<small>(氏名)</small>		
	<small>(研究者番号)</small>		

**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>



<b>研究計画 (つづき)</b>	<b>令和5年度</b>
	<b>令和 -年度</b>
<b>特別枠の応募 をする場合の 理由</b>	

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	

研究経費 使用内訳

(金額単位：千円)

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	
令和 -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	

研究費の応募・受入等の状況

応募中又は 受入予定 の別	資金制度・ 研究費名 (研究期間)	研究課題名 (研究代表者氏名)	役割	令和3年度 の研究経費 (期間全体の額)	研究内容の相違点 (研究代表者である場合は、研究期間全体の受入額)
				(千円)	
				(千円)	
				(千円)	
				(千円)	
				(千円)	

## **Procedures for Preparing and Entering a Research Proposal Document for “JSPS Research Fellows [JSPS 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 (JSPS Research Fellow) will receive a login ID and password for the JSPS Electronic Application System from his/her host research institution (the research institution at which s/he conducts research). The ID and password are used to access the KAKENHI Electronic Application System and input the application information.

When filling out the Research Proposal Document, please follow the instructions provided in each of its sections.

### **Items to be noted**

The following items related to the application form that the Research Fellow submitted for the JSPS Research Fellowship for Young Scientists will be automatically displayed on the application form. They are taken from your application for the JSPS Research Fellowship for Young Scientists. If errors are found in the automatically displayed information, put the system on “Temporarily Save” and contact the admin office of your host research institution for instructions.

- **Reception Number**
- **Fellowship Category**
- **Review Section**
- **Starting Date of Fellowship Tenure**
- **Name**
- **Host Research Institution**
- **Title of Proposed Project**

### **1. “Funding Category” section**

In the “Funding Category,” select your researcher status including whether it is for Lab-Research, Non-Lab Research, or Special Research.

### **2. “Researcher Number” section**

If you have a researcher number, please enter it.

### 3. “Host Academic Unit” section

DC1 and DC2 Fellows: Input your graduate department. PD and RPD Fellows: Enter either the department of your affiliated lab or your research institute (etc.). If the automatically displayed Host Academic Unit is incorrect or the space is blank, please enter your correct Host Academic Unit.

### 4. “Office of Research Administration (Number)” section

From the list, chose and enter the number of your Office of Research Administration (the office that verifies the content of your Grant-in-Aid Proposal).

As a rule, this number is the automatically displayed number of your host researcher’s affiliated office. If, however, the displayed Office of Research Administration is different from that of your host researcher’s affiliated office, please input the correct office number. If the host researcher’s number space is blank, please enter the number.

If an incorrect office number is entered, the unit administrator at the host institution will not be able to you’re your Research Proposal Document. Therefore, care should be taken when entering it. If the office number is not known, it should be obtained in advance from the host research institution or host office.

### 5. “Host Researcher” section

Automatically displayed is host researcher information obtained from his/her researcher number recorded in your application form for the JSPS Research Fellowships for Young Scientists. If you would like to amend this section, check the item “Revise information of the Host Researcher,” and amend the desired places.

If in the application form for JSPS Research Fellowships for Young Scientists, the host researcher number is entered in error, this space will be blank. Therefore, please enter the host researcher’s correct researcher number.

If you want to revise the host researcher information because there has been a change in his/her name, unit or position vis-a-vis that recorded in your application form for JSPS Research Fellowships for Young Scientists, a “Notice of Change of Host Researcher” must be submit to JSPS (Research Fellowship Division). (This notice is not required in the case of an erroneous researcher number.)

### 6. “Research expenditure” section

Make entries based on your research plan. Amounts should be entered **in units of thousand yen** in the “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 expenses” 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 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. 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.

## **7. “Purpose of the Research” section, “Research Plan” section**

Based on the contents of your application form for JSPS Research Fellowships for Young Scientists, make entries following the instructions in each section. **You may use English.**

## **8. “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 you choose “Lab-research” in the Review Section for a humanities or social science project, please give a clear and concise reason for doing so. **You may use English.**

## **9. “The Status of Application and Acquisition of Research Grants” section**

Please fill out this section accurately if other than the Grant-in-Aid for JSPS Research Fellows you are currently applying for another grant under a different KAKENHI category or under another competitive research funding system (including an overseas system), or if you are scheduled to receive funding under another KAKENHI category or under another competitive research funding system in or after FY 2021. When filling it out, please be sure that the information in this section is used to determine that no unreasonable duplication and/or excessive overconcentration exists in your grant allocation and that you will be able to fully implement the Fellow’s project while at the same time carrying out another grant-supported project. (This only applies if your participation in the other project(s) is as a Principal Investigator or Co-Investigator.)

### **(1) “Research Funding in the application stage or to Be Provided” section**

When applying for a research project in FY 2021, choose “in the application stage” If you were selected for a project in FY 2020 and will receive funding in FY 2021, choose “To Be Provided.”

### **(2) “Role” section**

Select either “代表” (Principal Investigator) or “分担” (Co-Investigator).

### **(3) “Funding System / Research Grant name (Funding Agency Name)” section**

Select the name of the funding system. If you select “その他(Other),” enter the name of the funding system.

### **(4) “Research Period” section**

Enter the period of the research project.

### **(5) “Title of the Research Project” section**

Enter the title of the research project.

### **(6) “Name of the Principal Investigator” section**

If you chose “Co-Investigator,” in “Role” section, enter the name of the Principal Investigator.

### **(7) “Budget for FY 2021 (throughout the Period)(in units of thousand yen)” section**

In the upper box, enter the amount of direct funding that you, JSPS Research Fellow, will use in FY 2021 (amount being applied for). In the lower box, enter the total amount of funding that you will use throughout the project period (scheduled funding).



If you are a Co-Investigator, enter the amount of co-funding (scheduled funding) you will use in FY 2021 in the upper box, and the total amount of your funding (scheduled funding) in the lower box.

**(8) “Distinction of the research contents and Reason for submission of this KAKENHI application in addition to the other projects” section**

Describe the difference between the Grant-in-Aid for JSPS Research Fellows you are applying for and the funding you are or will apply for under other KAKENHI categories or other competitive funding systems. Be concise and focused. If you are the principal investigator, enter the total amount of your direct funding for the entire project period in the “total amount” space.