

Supplement



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

FY2022

JSPS Research Fellows
【JSPS Research Fellow】

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

January, 2022

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

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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

* 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>

【英語】応募情報(Web入力項目)画面イメージ【特別研究員奨励費(特別研究員)】

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)” (FY2022)[1]

Reception Number	202200001
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	* [List] [v]
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 シロウ (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)

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
	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	Subtotal	0
Research Expenditure					0

FY2024					
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

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

Save Temporarily

Purpose of the Research	<p>※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.</p>
	<p>* Number of characters entered: 0</p>

<p>Research Plan ※: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 Consumables or Miscellaneous account for a particularly large percentage of the budget in any fiscal year.</p>	
FY2022	<p>Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only.</p> <p>* Number of characters entered: 0</p>
FY2023	<p>Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only.</p> <p>Number of characters entered: 0</p>
FY2024	<p>Up to 400 double-byte characters or up to 800 single-byte character. Line break is allowed one time only.</p> <p>Number of characters entered: 0</p>

※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 FY 2022 (through out the period) (Unit : thousand yen)	Distinction of the research contents, and other relevant information (Affiliated institution and title/position in submitting or accepting the project shown left) (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
Delete	*	*	1.*Please select "Role" at first 2.FY * ~ FY * 3.* 4. (Family Name)* (First Name)	*	Sum Total * thousand yen
Delete	*	*	1.*Please select "Role" at first 2.FY * ~ FY * 3.* 4. (Family Name)* (First Name)	*	Sum Total * thousand yen
Add					

Save Temporarily and Go to Next

Save Temporarily

Save Temporarily and Go Back

Go Back Without Save

Logout

**令和4(2022)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 1版

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

研究目的及び研究計画

研究目的	
研究計画	令和4年度
	令和5年度

研究計画 (つづき)	令和6年度
	令和 -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	

研究経費 使用内訳

(金額単位：千円)

令和6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4年度 の研究経費 (期間全体の額)	研究内容の相違点等 (左記の研究課題の応募又は受け入れるに当たっての所属組織・役職) (科研費の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]” FY2022

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 in each fiscal year entered in “research plan” section. 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

Except for equipment cost, consumables expenses, travel expenses, personnel cost/honoraria, please 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. (Refer to the Application Procedures for Grants-in-Aid for Scientific Research)) 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 2022. 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.)

(*) The Integrated Innovation Strategy 2020 states that “Regarding the acceptance of funds from foreign countries, we [the Government of Japan] will make information disclosure of the situation, etc. as a requirement at the time of a research funds application.” In response, starting from the FY2021 call for proposals, it is clearly stated that applicants submitting KAKENHI grant applications must declare any foreign research funds in “The Status of Application and Acquisition of Research Grants” column in the Research Proposal Document. Enter all domestic and foreign competitive research funds as well as any research funding, including subsidies from private foundations, funds for contract research and joint research in the review process and/or adopted and to be delivered.

And, Note the following points about joint research, etc. with a non-disclosure agreement will be handled.

- For the time being, you can submit without entering the name of the partner institution and the amount of research expenses accepted, if it is difficult to submit due to unavoidable circumstances such as when it is difficult to submit based on the contents of the confidentiality agreement that has already been concluded, etc. And it should also be noted that when concluding a confidentiality agreement, etc. in the future, it is assumed that only necessary information may be submitted when applying for competitive research funds.

※ The submitted information may be shared among the funding agencies and related ministries as well as information that has not been subject to a confidentiality agreement, but even in this case, the information will be shared only with those who have confidentiality obligations..

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

When applying for a research project in FY 2022, choose “in the application stage” If you were selected for a project in FY 2021 and will receive funding in FY 2022, choose “To Be Provided.”

(2) “Role in this Project” 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 2022 (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 2022 (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 2022 in the upper box, and the total amount of your funding (scheduled funding) in the lower box.

(8) “Distinction of the research contents and other relevant information ” 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.

In addition, enter the affiliated institution and title/position in submitting or accepting the research project.

When entering the affiliated institution and title/position, you should enter all of the research projects, even if affiliated institution and title/position in submitting the research project will be in the same way.

If applicant is a Principal Investigator of KAKENHI, please enter the total amount of direct expense for the whole research period.