

Supplement



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

FY2017

Research Activity Start-up

(Application Documents: Forms and Guidelines)

March 1, 2017

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

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\*The form for the Project Description File can be downloaded from the section “Grants-in-Aid for Scientific Research - KAKENHI” of the JSPS website.

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

\*Please refer to the “Operation Manual” of the “Electronic Application System” to prepare the proposal for Grant-in-Aid.

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

**“The Accessible Date to the Electronic Application System”  
Regarding the 2017 Grant-in-Aid for Research Activity Start-up**

When applying for the grant, it is necessary to access the Electronic Application System using e-Rad ID and password to prepare the application documents. Therefore, if the applicant has not yet obtained an ID and password, s/he must obtain them from his/her research institution at first.

The first date that a researcher can access the electronic application system is based on the date that s/he obtains an e-Rad ID and password. For details, see the following table.

When the Research Institution submits Form U-3 “Background Description Regarding Grant-in-Aid for Research Activity Start-up FY2017” (submission deadline: 5pm May 2, 2017), the Principal Investigators will be able to access the electronic application system several days after JSPS receives the form. (cf. Application Procedures, page 22 and page 75)

	The Date Registered the Researcher Information on the e-Rad	The Accessible Date to the Electronic Application System for Each Researchers
Period 1	2016/11/8 (Tue) — 2017/3/29 (Wed)	2017/3/31 (Fri) (7 a.m.)
Period 2	3/30 (Thu) — 4/5 (Wed)	4/7 (Fri) (7 a.m.)
Period 3	4/6 (Thu) — 4/12 (Wed)	4/14 (Fri) (7 a.m.)
Period 4	4/13 (Thu) — 4/19 (Wed)	4/21 (Fri) (7 a.m.)
Period 5	4/20 (Thu) — 4/26 (Wed)	4/28 (Fri) (7 a.m.)
Period 6	4/27 (Thu) — 4/30 (Sun)	5/1 (Mon) (1 p.m.)
Period 7	5/1 (Mon) — 5/2 (Tue)	5/8 (Mon) (1 p.m.)
Deadline for Submission: 2017/5/9 (Tue) 4:30 p.m. (to be strictly observed)		

Note: As proposals for Grant-in-Aid cannot be accepted by JSPS after the submission deadline, please complete the registration (renewal) of the applicants’ e-Rad information as early as possible, so that they will have sufficient time to submit (transmit) their proposals.

**FY2017 Procedures for Preparing Application Information  
on the Website  
(Grant-in-Aid for Research Activity Start-up)**

“Application Information” on the website as part of research proposal is one of the application forms which leads to confirmation of the application contents and creating the screening documents. Therefore, it should be prepared carefully so as not to be unacceptable or affect the screening result.

The Application Information on the Website are the items which the Principal Investigator directly fill out by accessing the “JSPS Electronic Application System for Projects Funded by KAKENHI” (hereinafter called “electronic application system”) using the ID and password on e-Rad, “Cross-Ministerial Research and Development Management System, correctly”. This data also constitutes the first half of the proposal.

Part of necessary information such as Effort and others should be registered on e-Rad to apply for Grant-in-Aid.

The Principal Investigator is responsible for preparing the application information and should do so according to the rules set forth in the Application Procedures. When preparing the application information, he or she should pay attention to the following points.

The name or affiliation etc., of principal investigator appears automatically based on the previous registration by research institution. If the applicant finds mistakes, please save the data tentatively, inform the secretariat of your institution of the incorrect information and follow their instructions.

Please select “Entry of Application Information” of the research category (Grant-in-Aid for Research Activity Start-up) from the “List of Research Categories - Applications Accepting”. When you click the button “Japanese ▶ English”, the screen will be changed to English version.

## Remarks

Researchers who satisfy either Condition A) or B) below are eligible to apply for this grant.

A) Researchers who were not eligible under the Grants-in-Aid application calls issued by MEXT and JSPS during the period from September 1 to November 7, 2016, but who obtained the eligibility after the Grant-in-Aid deadline of November 7, 2016.

B) Researchers who were not eligible under the above Grants-in-Aid application calls for reasons of maternity and/or childcare leave in FY2016.

**Note 1** Regarding the Grant-in-Aid Eligibility, please refer to the Application Procedures, pages 19-21.

**Note 2** If the researcher satisfies Condition B), Form U-3“Background Description Regarding the Eligibility for Grant-in-Aid for Research Activity Start-up FY2017” must be submitted to JSPS before applying. Form U-3 must be prepared and submitted by the research institution, so researchers planning to apply should promptly communicate their intention to the research institution. Please refer to the Application Procedures, pages 21-23.

### 1. Requested Areas for Screening

The applicant should select one of the following areas for screening on page 30 of the Application Procedures.

(1) Humanities , (2) Social Sciences , (3) Mathematical and Physical Sciences , (4) Chemistry , (5) Engineering , (6) Biology , (7) Agricultural Sciences , (8) Medicine, Dentistry, and Pharmacy
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### 2. Related Research Areas (Item)

The applicant should fill out the most related research field number from the “List of Categories, Areas, Disciplines and Research Fields” (cf. Application Procedures, pages 31-33) (hereinafter called “List of Research Fields”).

### 3. Screening Sub-panel Number

If the applicant selects a research field with the indication “A”, “B” or “C” from the “List of Research Fields”, he or she should select the most related sub-panel number from the “List of Categories, Areas, Disciplines and Research Fields - Appendix Table of Keywords” (cf. Application Procedures, pages 34-70) (hereinafter called “Table of Keywords”), and fill out either alphabet as follows:

“Screening Sub-panel A” → A, “Screening Sub-panel B” → B, “Screening Sub-panel C” → C

#### **4. Name of the Principal Investigator**

Family and given names are displayed automatically as they are registered by research institution previously, therefore, principal investigator should confirm the information is correct.

#### **5. Age**

Age appears automatically as it is registered by research institution previously, therefore, principal investigator should confirm the age as of April 1, 2017 whether the information is correct.

#### **6. Research Institution, Academic Unit and Position**

Research Institution, Affiliation and Position of Principal Investigator appear automatically as they are registered by research institution previously, therefore, principal investigator should confirm the information is correct at the time of research proposal creation.

- (1) If the affiliation displayed is different from the one that the applicant actually belongs to, please revise it to the correct one. In case affiliation does not exist, you should fill out a space in the column.
- (2) If the name of the position that is automatically displayed is different from the actual name of the applicant's position, please revise it to the correct one.

#### **7. Academic Degree, Field of Specialization and Effort**

The applicant should be sure to describe each of these items.

The applicant should fill out the time allocation rate (an integral number between 1 and 100) in the section "Effort", assuming that the research project will be selected.

When determining the time allocation rate, the applicant should keep in mind the definition of "effort" by the Council for Science and Technology Policy. This definition is "the percentage of time allocation (%) necessary for the implementation of the research, if the entire yearly working hours of the researcher is set at 100%". The "entire working hours" mean not only for research activities, but also for entire actual working hours, including educational activities and other activities.

When the research project is selected, the applicant will be requested to determine the effort anew at that time and it will be registered in e-Rad.

#### **8. Eligibility for Application**

The application eligibility with Condition A) or B) selected previously is displayed. Please confirm that your eligibility information is registered correctly.

**9. Date of Acquisition of the Eligibility To Apply for Grants-in-Aid for Scientific Research (for applicants with Condition A) only)**

In this date column, state the year, month and day that the applicant newly acquired or reacquired the eligibility to apply for Grant-in-Aid (KAKENHI).

**10. Period Taken for Maternity/Childcare Leave (for applicants with Condition B) only)**

Please state the period of maternity/childcare leave in this column.

**11. Budget and Research Project Number of Grant-in-Aid for JSPS Research Fellows (for applicants with Condition A) only)**

Applicants who were selected for JSPS Research Fellows before acquiring eligibility for Grant-in-Aid and were noticed the provisional amount 2017, should fill out the provisional amount 2017 per 1,000 yen unit in the provisional amount column. If not applicable, fill out “0.”

If you fill out the provisional amount, please fill out in the column “project number,” too.

Note: The project number is the one stated in “Notice of Final Decision to Grant the Funding”.

(Examples)

In the case of fellows under the JSPS Research Fellowship for Young Scientists:

“26·1234” “16J12345”

In the case of fellows under JSPS Postdoctoral Fellowship for Overseas Researchers:

“26·01234” “16F12345”

**12. Title of Proposed Project**

Please fill out the research project title expressing the specific contents throughout the research period in the column of “Title of Proposed Project”. The number of characters that can be entered is 200. Please avoid general or abstract expressions here.

As a general rule, changes of the title of the research project will not be accepted.

The applicant should pay attention to the above mentioned and avoid the use of chemical formulas and mathematical formulas in particular. (e.g. If “Ca<sup>2+</sup>” is inputted as “Ca2+”. It is counted as 4 characters.)

**13. Budget for Proposed Project**

Please fill out the budget per fiscal year and per breakdown based on the research plan in each column. In this process, please take care of “objective costs (direct costs)” and “non-objective costs” stated below. In case annual budget of a fiscal year during the research period is less than 100,000 yen, the research project is not adopted, so please be careful.

The total amount of the budget (per fiscal year and per breakdown) is displayed automatically on

the confirmation screen after the completions of input, therefore, please confirm each amount.

When filling out, the amount should be stated per 1,000 yen unit and smaller amount less than 1,000 yen should be rounded down.

The applicant should fill out “0” in every blank box when expense will not be incurred. The total amount of Grant-in-Aid Research Activity Start-up is up to 1,500,000 yen per year, not 1,500,000 yen or less throughout 2 years. Please keep this in mind.

(Examples)

1 Research Plan for 2 Years

1<sup>st</sup> year: 1,400 thousand yen / 2<sup>nd</sup> year: 1,000 thousand yen

2 Research Plan for 1 Year

1<sup>st</sup> year: 1,400 thousand yen / 2<sup>nd</sup> year: 0 thousand yen

#### **“Objective Costs”(Direct Costs)**

**The budget necessary for the implementation of the research including the budget for summarizing the research achievements is called “direct cost”.**

\* In case any of the costs among “equipment”, “travel expenses” or “personnel expenditure and remuneration” exceeds 90% of the fiscal year, or if “Miscellaneous” accounts for particularly large percentage of the budget in any single fiscal year, the applicant should describe in the proposal the reasons why these costs are necessary for the implantation of the research.

#### **“Non-objective Costs”**

**The following costs are not included in the grant funding:**

- A Costs for buildings and other facilities except the costs for minor installations on account of the introduction of goods purchased by means of direct costs.
- B Costs for handling accidents or disasters that occurred during the implementation of funded project.
- C Personnel expenditure and remuneration for the Principal Investigator
- D Other costs that the use of indirect costs seems to be appropriate.\*

\* Non-objective cost is expenditure necessary for the management and other things by research institution during the implementation of the research project. It accounts for 30% of the direct costs and utilized by the research institution.

In Grant-in-Aid for Research Activity Start Up, indirect cost is scheduled to be provided, however, the Principal Investigator does not need to mention the indirect costs in the application form.

#### **14. Wish for Disclosure of Screening Results**

In case your research proposal has not been adopted, you can request for the disclosure of the screening result. Please select and check either box “Wish for Disclosure of the Screening Results: Yes” or “Wish for Disclosure of the Screening Results: No”.



Condition A)

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\(Enter Application Information\)](#) > [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](#)

**Enter Application Information**    English > Japanese

29 minutes have been passed since the screen had been displayed.    Last Saved Date: XXXX.XX.XX XX:XX

< 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 Temporarily Save 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   
 Temporarily Save   
 Go Back Without Save

**Proposal for Grant-in-Aid for "Research Activity Start-up" (FY2017)**

Requested Areas for Screening	*
Related Research Areas (Item)	* <input type="text"/> <a href="#">List</a>
Screening Sub-panel Number	<input type="text"/>
Research Field	<input type="text"/>

  

Name of the Principal Investigator	(Pronunciation in katakana) ダイヒョウ イチロウ (Kanji etc) 代表 一郎
Age	XX Years Old (Date of Birth: XXXX.XX.XX)
Research Institution	(Number) 99999 AAA大学
Academic Unit	(Number) 999 <input type="text"/> <input type="text"/> (Enter if the Academic Unit name is different)
Position	(Number) 24 <input type="text"/> <input type="text"/> (Enter if the Position name is different, or "その他" is selected)
Academic Degree	* <input type="text"/>
Field of Specialization	* <input type="text"/>
Effort	* <input type="text"/> %
Eligibility for Application	(A)文部科学省及び日本学術振興会が前年秋に公募を行った研究種目の応募締切日(平成28年11月7日)の翌日以降に科学研究費助成事業の応募資格を得たため、当該研究種目に応募できなかった者 (A) Anyone could not apply to the research category concerned because the person obtained the eligibility for application after the next day of the application deadline for the research category which MEXT or JSPS offered the public application in the previous autumn(2016.11.7)
Date of Acquisition of the Eligibility to Apply for Grants-in-Aid for Scientific Research	*Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>
Budget of Grant-in-Aid for JSPS Research Fellows	(If the Budget of Grant-in-Aid for JSPS Research Fellows for the FY 2017 has been agreed prior to obtaining eligibility for application, enter the amount agreed.) * <input type="text"/> 0 Thousand Yen
Research Project Number for Grant-in-Aid for JSPS Research Fellows	(When the amount agreed is entered in the Budget of Grant-in-Aid for JSPS Research Fellows field, enter the appropriate Grant Number. (ex.) 26*1234, 15J12345) <input type="text"/> <input type="text"/> <input type="text"/>
Title of Proposed Project	(Up to 40 double-byte characters or up to 200 single-byte characters) * <input type="text"/>

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

【Budget for Proposed Project (Round down below one thousand yen)】 (0 must be entered when not applicable)

Fiscal Year	Annual Budget (Thousand Yen)	Details(Thousand Yen)				
		Equipment	Consumables	Travel Expenses	Personnel Expenditure and Remuneration	Miscellaneous
FY 2017	0*	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
FY 2018	0*	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
<b>Total Amount</b>	0	0	0	0	0	0

Wish for Disclosure of Screening Results    \*

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

File of Details of Application

Please select the File of Details of Application (Word or PDF) .

参照...

- Reselecting the updated File of Details of Application will overwrite the existing file.
- When you do not need to update the file, the File of Details of Application field can be left blank.
- A PDF file can be used instead of a Word file for the File of Details of Application. (A PDF file must be created using the format of the File of Details of Application in accordance with the Word file or the format provided by the JSPS or the MEXT)
- Do not change the margin setting of the File of Details of Application. Doing so may cause errors.

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

Logout

**Condition B)**

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(Enter Application Information > 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)

Enter Application Information
English > Japanese

29 minutes have been passed since the screen had been displayed.
 Last Saved Date: XXXX.XX.XX XX:XX

< 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 Temporarily Save 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
Temporarily Save
Go Back Without Save

**Proposal for Grant-in-Aid for "Research Activity Start-up" (FY2017)**

Requested Areas for Screening	* <input type="text"/>	
Related Research Areas (Item)	* <input type="text"/> <span>List</span>	
Screening Sub-panel Number	<input type="text"/>	
Research Field	<input type="text"/>	

  

Name of the Principal Investigator	(Pronunciation in katakana) ダイヒョウ イチロウ (Kanji etc) 代表 一郎		
Age	XX Years Old (Date of Birth: XXXX.XX.XX)		
Research Institution	(Number) 99999	AAA大学	
Academic Unit	(Number) 999	〇〇学部	<small>(Enter if the Academic Unit name is different)</small>
Position	(Number) 24	研究員	<small>(Enter if the Position name is different, or "その他" is selected)</small>
Academic Degree	* <input type="text"/>		
Field of Specialization	* <input type="text"/>		
Effort	* <input type="text"/> %		
Eligibility for Application	(B)前年度に産前産後の休暇又は育児休業を取得していたため、文部科学省及び日本学術振興会が前年秋に公募を行った研究種目に応募できなかった者 (B) Anyone could not apply to the research category concerned because the person was on a Maternity/Childcare Leave when MEXT or JSPS offered the public application in the previous autumn		
Period taken for Maternity/Childcare Leave	*From: Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> *Until: Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		
Title of Proposed Project	(Up to 40 double-byte characters or up to 200 single-byte characters) * <input type="text"/>		

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

【Budget for Proposed Project (Round down below one thousand yen)】 (0 must be entered when not applicable)

Fiscal Year	Annual Budget (Thousand Yen)	Details(Thousand Yen)				
		Equipment	Consumables	Travel Expenses	Personnel Expenditure and Remuneration	Miscellaneous
FY 2017	0	* <input type="text"/> 0	* <input type="text"/> 0	* <input type="text"/> 0	* <input type="text"/> 0	* <input type="text"/> 0
FY 2018	0	* <input type="text"/> 0	* <input type="text"/> 0	* <input type="text"/> 0	* <input type="text"/> 0	* <input type="text"/> 0
<b>Total Amount</b>	0	0	0	0	0	0

Wish for Disclosure of Screening Results \*

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

File of Details of Application

Please select the File of Details of Application (Word or PDF).

参照...

- Reselecting the updated File of Details of Application will overwrite the existing file.
- When you do not need to update the file, the File of Details of Application field can be left blank.
- A PDF file can be used instead of a Word file for the File of Details of Application. (A PDF file must be created using the format of the File of Details of Application in accordance with the Word file or the format provided by the JSPS or the MEXT)
- Do not change the margin setting of the File of Details of Application. Doing so may cause errors.

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

Logout

- 8 -

## **FY2017 Procedures for Preparing a Proposal for “Grant-in-Aid for Research Activity Start-up”**

Applicants for KAKENHI should fill out in this proposal for Grant-in-Aid, giving details of the research project, based on the Application Procedures, and submit it to Japan Society for the Promotion of Science (hereinafter called JSPS). This proposal for Grant-in-Aid is used as **screening material** at the **JSPS Scientific Research Grant Committee**.

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

When the application is adopted as a result of the screening at the Scientific Research Grant Committee, a notice of provisional decision on funding is sent. Then, the request for funding will be submitted based on the notice. A KAKENHI grant will be provided if the research plan is deemed appropriate.

### Remarks

- ※ **This proposal for Grant-in-Aid is to be used when applying for “Grant-in-Aid for Research Activity Start-up”, “New Application”.**
- ※ **When preparing the proposal for Grant-in-Aid, the Principal Investigator should make the preparations in a responsible way, in accordance with the rules set forth in the Application Procedures.**
- ※ **No modifications can be made to the prescribed form.**
- ※ **Be sure the place the title of each entry column at the top of the page.**
- ※ **For each item, do not exceed the specified page limit.**
- ※ **You may delete the red sentences marked [※] at the top of columns.**
- ※ **Proposals for Grant-in-Aid prepared in English will be accepted.**
- ※ **Before submitting your PDF file, be sure to check whether there are any defects in the content of the amended research proposal (e.g. missing script or diagrams, garbled text).**

### **I. Application Information (to be filled out on the website)**

The following items are “application information (to be filled out on the website)” of the “proposal for Grant-in-Aid”. When preparing the application information, Principal Investigators should access to the JSPS Electronic Application System (hereinafter called “Electronic Application System”) using their ID and password of e-Rad “Cross-Ministerial Research and Development Management

System, correctly ” (hereinafter called “e-Rad”) which has been provided by the research institution to which they belong, and directly fill out their data.

The application information (to be filled out on the website) constitutes the first part of the proposal by using the electronic application system.

In order to prepare application information (to be filled out on the website), please refer to the “FY2017 Procedures for Preparing Application Information (to be filled out on the website) (“Grant-in-Aid for Research Activity Start-up”)”.

(To be filled out on the website)

1. Requested Areas for Screening
2. Related Research Areas (Item)
3. Screening Sub-panel Number
4. Name of the Principal Investigator
5. Age
6. Research Institution, Academic Unit and Position
7. Academic Degree, Field of Specialization and Effort
8. Date of Acquisition of the Eligibility To Apply for Grants-in-Aid for Scientific Research (for Condition A) applicants only)
9. Period Taken for Maternity/Childcare Leave (for Condition B) applicants only)
10. Budget and Research Project Number of Grant-in-Aid for JSPS Fellows (for Condition A) applicants only)
11. Title of Proposed Project
12. Budget of Proposed Project
13. Wish for Disclosure of Screening Results

## **II. Project Description File (details of the downloaded file)**

The following items are information about the “Project Description File (details of the downloaded file)”. They constitute the second part of the proposal for Grant-in-Aid.

The Principal Investigator should download the “Project Description File” from the JSPS website for Grants-in-Aid for Scientific Research, and fill out it. The Principal Investigator should then access the “Electronic Application System”, and upload the filled-out file to the “Electronic Application System”. (Attaching a file 3MB or more is not admitted.)

When preparing the Overall Research Plan, the instructions in each section given below should be observed. Characters and symbols in 11-point font size or larger should be used for 1, 2, and from 4 to 8.

The margin space on the form is set at top: 20 mm, bottom: 20 mm, left side: 25 mm, right side 25 mm. If the margins are changed, there is a possibility that characters and other content will be lost when preparing your screening materials. Therefore, the settings should not be changed.

**(1) The section “Purpose of the Research”**

The applicant should describe “Outline” and “Body” within 2 pages.

The applicant shall indicate the general nature of the research and the specific purpose of the research, after succinctly summarizing and providing an outline around 10 lines at the beginning, with citing academic literature if necessary. In particular, details shall be given clearly with a focus on the following points. [Refer to the rules concerning the screening and assessment for Grants-in-Aid for Scientific Research. (cf. Application Procedures for Grants-in-Aid for Scientific Research)]

- 1) Scientific background of the research (e.g., domestic and overseas trends related to the research and positioning of the research; how the applicant has reached the concept based on his or her achievements in past research work; and details of achievements of past research work where the purpose is to attain a greater level of sophistication)
- 2) What will be elucidated and to what extent will it be pursued during the research period
- 3) Scientific characteristics, originality and expected achievements and significance of the research in the area

**(2) The section “Research Plan and Methods”**

The applicant should describe “Outline” and “Body” within 2 pages.

The applicant should provide details of the research plan and the methods for achieving the objectives of the research, after succinctly summarizing and providing an outline at the beginning. The plan should be divided into two, the one for FY2017 and the other for FY2018 (if research plan is one year, the applicant provides only FY2017. The literature should be referred to if necessary. The plan and methods should indicate measures through consideration from multiple aspects, such as the action in the event that the research does not progress as originally planned. In addition, Specific devices for implementing the research (such as ideas and/or the assistance of Research Collaborators to advance the research effectively) should be highlighted.

**(3) The section “Research Activities”**

The applicant should describe within 2 pages.

The applicant should fill in the important research papers/articles, books, industrial property rights and invited lectures open to the public in chronological order from present to the past (per each year) and put the serial numbers accordingly. Forthcoming research papers/articles in academic journals

may be included, only if they have been accepted for publication.

Please describe research achievements focusing primarily on the ones from 2012 onward. It is also acceptable to describe research papers or other achievements (up to ten items) which are closely related to the current research or main articles even if they were published before 2012.

- 1) For a published research papers/articles, state the title, name(s) of author(s), name of journal, absence or presence of peer review, volume, page numbers of the initial and final pages and year of publication.
- 2) The sequence of above items could be reversed as long as all of the items are included. If there are many authors, only state several main authors by omitting others (if any authors' names are omitted, state the number of the authors and the order on the author list). The Principal Investigator should be marked with an underline.

**(4) The section “Brief Background Description of Research of the Applicant”**

The applicant should describe within 1 pages.

Please State the background history of research in chronological order from present to the past, starting from the academic, occupational and research careers. Clearly indicate details of the research and noteworthy occasion(s) (e.g., awards, etc.). The applicant with Condition B) states that got maternity and/or childcare leave.

**(5) The section “State of Preparations of the Research Plan and Methods to Disseminate the Research Results to Society and Citizens”**

The applicant should describe about half-page. (The upper limit is 1 page)

The following points should be highlighted and stated in a concrete and clear manner.

- 1) The current state of research environment, such as research facilities, equipment and materials that are used for the implementation of the research
- 2) The state of preparation for starting the research, such as coordination and contact with Research Collaborators, as needed
- 3) How the research achievements are disseminated to society and people.

**(6) Originality of the proposed project vis-à-vis other project(s) in which the applicant is participating**

The applicant should describe about half-page. (The upper limit is 1 page)

If applicants are or will participate in other research project(s), describe concretely whether the proposed project is related to the other project and, if so, describe whether it will be implemented actively with original point of view. In this case, describe the type of funding, absence or presence of employment by the funding, the research period, research theme and content, the division of roles, and other aspects of that research project. Please indicate when this is not applicable.

**(7) The section “Protection of Human Rights and Compliance with the Laws and Regulations”**

The applicant should describe about half-page. (The upper limit is 1 page)

The applicant should describe the measures and actions to take, if the research project involves necessary procedures in the related laws and regulations such as the consent and the cooperation of the other party, consideration for the handling of personal information, bioethics and safety measures.

Above mentioned applies to surveys, researches, experiments which require an approval by an ethics committee inside and outside the research institution, such as questionnaire or interview surveys in which personal information is involved, the use of provided samples, analysis study of the human genome, recombinant DNA experiments, experiments on animals, etc. Please indicate when this is not applicable.

**(8) Rationality and Justification of the Research Costs**

The applicant should describe about half-page. (The upper limit is 1 page)

The applicant should fill in the rationality, necessity and grounds of calculating for the research costs to be stated in “9. *Details of Budget*”, the following page and thereafter, based on the scale and organization of the research given in “2. *Research Plan and Methods*”. If any of the costs among “equipment”, “travel expenses” or “personnel expenditure and remuneration” exceeds 90% of the total of the fiscal year or “Miscellaneous” accounts for a particularly large percentage of the budget in any single fiscal year, please describe the necessity (e.g. breakdown).

**(9) Details of Budget**

When making entries, it is okay to adjust the space for each cost item (however, the cost-item spaces cannot be deleted). Please enter all cost items within two pages.

Regarding research funding required by the research plan, enter by fiscal year the names of articles to be purchased under each cost item, record their amounts and also the total amount in units of 1000 yen (round down numbers to the closest 1000 yen).

**1) The section “Statement of Costs for Equipment”**

If an applicant is scheduled to purchase many books and materials, he or she should describe the details, such as “Books of Political History during the Middle Ages in the West”, clarifying the contents of the books and materials. For machines and tools, not only the set of the types but also the details should be stated.

**2) The section “Statement of Costs for Consumables”**

The applicant should fill out the each name such as chemicals, test animals, and scientific glassware, etc..

### **3) The section “Statement of Costs for Travel Expenses”**

The applicant can divide travel expenses into 2 categories, domestic and overseas. Travel expenses can be used for the Principal Investigator and Research Collaborator(s) (e.g. collection of materials, various surveys, research meetings, and the publication of research achievements). Travel expenses include transportation, accommodation, and daily allowance in both overseas and domestic travel.

### **4) The section “Statement of Costs for Personnel Expenditure and Remuneration”**

The personnel expenditure and remuneration should be stated when paid to Research Collaborator(s) (e.g. postdoctoral researchers, research assistants (RA), researchers belonging to overseas research institutions, and others) as honoraria, compensation, wages and salaries, who engage in organizing materials, assisting in experiments, translation or proofreading, providing technical knowledge, distributing and collecting questionnaires and collecting information materials for research, etc. It also should be stated if paid to temporary staff agencies.

(Example: Organizing materials: [breakdown: X (number of people) × Y (number of months)] XX1,000 yen)

### **5) The section “Statement of Costs for Miscellaneous”**

The applicant should itemize costs other than the above-mentioned for conducting the research, for example, the costs for printing, photocopying, developing/printing, correspondence (including stamps and phone calls), transport, renting the research site (only when the grant-aided project cannot be conducted in the facilities of the research institution), conference (renting the venue, meals except for alcohol), equipment lease or rental (e.g. computers, automobiles, experimental equipment), equipment repairs, transportation other than travel expenses, presentation of the research achievements (posting fees to the publications of academic societies, website creation, brochure creation to publicize the research achievements, costs of PR activities disseminating research achievements to the general public, ,experiment waste disposal cost, etc.).



(entry example)

**Cost for Equipment**

FY	Item and Specifications (Unit price × qty) (Institute where equipment is to be installed)	Amount (thousands of yen)
2017	PC for data analysis, OO maker, (model number 00-00) 1 unit x 500	500
	Total	500
2018	Storage server, OO maker, 1 unit x 300 (model number ABC123) (OO University)	300
	Total	300

**Cost for Travel Expenses**

FY	Item	Amount (thousands of yen)
2017	Research meeting (oo University, 2 hours)	50
	Research meeting (ooo University, 1 hour)	30
	Conference presentation (Tokyo, 3 days/2 nights)	70
	Total	150
2018	Research results presentation (New York, USA, 6 days/4 nights)	300
	Total	300

**Cost for Personnel Expenditure and Remuneration**

FY	Item	Amount (thousands of yen)
2017	Document compiling (Breakdown: o persons, xo months)	100
	Total	100
2018		
	Total	0

**(10) The section “Application for Research Funding, Current State of Funding and Effort”**

When making entries, it is okay to adjust the number of lines for each cost item (however, the cost-item spaces cannot be deleted). Please enter all cost items within one page.

When filling in this column, properly enter the amount of research funding that you have already received and that is at your disposal taking into account the fact that “whether your research project

can be fully implemented without incurring the irrational duplication or excessive concentration of research funding” will be considered when screening your proposal in the collegial screening.

The Principal Investigator should state the situation of respectively “(1) research funding currently applying”, “(2) research funding scheduled to be provided” and “(3) other activities” at the time of application, taking into account the following points for each research project.

- In the section “(1) research funding currently applying” and “(2) research funding scheduled to be provided”, the applicant should state not only KAKENHI project but also other competitive funding schemes.
- If you have several funding resources, please add lines as required.
- The applicant should include research funding that is competitively delivered within the research institution in “(1) research funding currently applying” or “(2) research funding scheduled to be provided”.
- The basic funding that is uniformly delivered within the research institution for conducting the research activities as duty does not need to be included in “(1) research funding currently applying” or “(2) research funding scheduled to be provided”. However, the effort for the research activities using such funding should be filled out in “(3) other activities”.

Moreover, the effort in the research project supported by KAKENHI grant in which the applicant participates as Affiliated-Investigator (*renkei-kenkyūsha*) should be stated in “(3) other activities”. Further, the total efforts of “(1) research funding currently applying” and “(2) research funding scheduled to be provided” and “(3) other activities” should be 100 percent.

**1) “Funding system and name of the research funding (research period and name of the funding organization)”**

The applicant should describe the name of the research funding, the research period and the name of the funding organization. Moreover, in the case of KAKENHI grant, he or she should only describe the research category, screening division (for Scientific Research on Innovative Areas (Research in a proposed research area, including planned research or invited research), and the research period.

(Example 1) Screening division “General” in “Grant-in-Aid for Scientific Research (C)” with a research period from FY2016 to FY2019

→ Grant-in-Aid for Scientific Research (C) (General) (FY2016 to FY2019)

(Example 2) “Grant-in-Aid for Challenging Research (Exploratory) ” with a research period from FY2017 to FY2019

→ Grant-in-Aid for Challenging Research (Exploratory) (FY2017 to FY2019)

(Example 3) Planning Research in “Grant-in-Aid for Scientific Research on Innovative Areas (Research in a proposed research area)” with a research period from

FY2017 to FY2021

→Grant-in-Aid for Scientific Research on Innovative Areas (Research in a proposed research area) (Planned Research) (FY2017 to FY2021)

**2) “Title of the research project (name of the Principal Investigator)”**

The applicant should describe the title of the proposed project. Moreover, if the applicant participates as a Co-Investigator (*kenkyū-buntansha*) or suchlike, he or she should state the name of the Principal Investigator of the research project and others in parentheses.

**3) “Role (Principal Investigator or Co-Investigator (*kenkyū-buntansha*))”**

The applicant should describe “Principal Investigator”, if the role of the researcher is Principal Investigator, and “Co-Investigator (*kenkyū-buntansha*)”, if the role of the researcher is Co-Investigator (*kenkyū-buntansha*).

**4) “Budget for FY2017 (throughout the period) (Unit: Thousands of yen)”**

The applicant should fill out the amount of the direct cost of the research expenditure that he or she will receive and use himself/herself in FY2017 in the upper part of the page. (Budget under application should be described the applied amount.) The applicant should also describe the total amount (the expected amount) that he or she will use himself/herself during the whole research period in the lower part of the page in parenthesis.

In case the applicant is the Co-Investigator (*kenkyū-buntansha*), he or she should fill out the amount of the shared amount (the expected amount) he or she will receive and use himself/herself in FY2017 in the upper part of the page. He or she should also describe the total amount of the shared amount (the expected amount) he or she will use himself/herself during the whole research period in the lower part of the page in parenthesis. (If there is no share, he or she should fill out “0” in the respective part.)

Moreover, in case the applicant is the Principal Investigator of any category of KAKENHI, he or she should describe the total amount of the direct cost for the whole research period as well as the reason why he/she applies to Grant-in-Aid for Research Activity Start-up in addition to the research funding already obtained and the difference in contents in each research.

**5) “Effort (%)”**

The applicant should describe the time allocation rate (%) necessary for the implementation of each research activity. The entire working time as 100% is divided into “(1) research funding currently applying”, “(2) research funding scheduled to be granted” and “(3) other activities”. The “entire working time” does not mean time spent only on research activities, but the actual total working time, including educational activities and other activities.

In KAKENHI grant, the applicant should put a dash (“-”) when duplicate applications are permitted

but not both of them are selected at the same time (e.g. Specially Promoted Research, etc.).

In case the principal investigator is conducting research using a competitive funding system, he or she should without fail describe the “effort” for the research activity. When the research project under application is adopted, he or she will determine the “effort” again at that time, and register it in e-Rad.

**6) “Differences in details of research and reasons for additional application to Grant-in-Aid for Research Activity Start-up (In the case of a Principal Investigator of a KAKENHI, the amount to receive for the whole research period)”**

The applicant should clearly describe the difference focused on the details of research between other grants under application or scheduled to be provided and Grant-in-Aid for Research Activity Start-up, as well as the reason why the applicant applies to Grant-in-Aid for Research Activity Start-up in addition to other grants.

If the applicant is the Principal Investigator of any of the category of KAKENHI, he or she should describe the total amount of the direct cost for the whole research period.

機関番号	研究種目番号	審査区分番号	細目番号	分割番号	整理番号
00000	00	-	0000	0	0000

平成29年度 (2017年度) 研究活動スタート支援 研究計画調書

平成 XX 年 XX 月 XX 日  
1版

新規

研究種目	研究活動スタート支援						
審査希望分野							
関連する細目							
研究代表者 氏名	(フリガナ)						
	(漢字等)						
年齢 (H29.4.1現在)	歳 ( S . 年 月 生まれ )						
所属研究機関							
部 局							
職							
学 位							
現在の専門						ポート	
応募要件							
科研費応募資格 取得日							
産休・育休の 取得期間							
研究課題名							
研究経費 〔千円未満の 端数は切り 捨てる〕	年度	研究経費 (千円)	使用内訳 (千円)				
			設備備品費	消耗品費	旅費	人件費・謝金	その他
	平成29年度						
	平成30年度						
	総計						
開示希望の有無							
特別研究員 奨励費内約額	千円		特別研究員 奨励費課題番号				

## 1. Purpose of the Research

The applicant shall indicate the general nature of the research and the specific purpose of the research, after succinctly summarizing and providing an outline around 10 lines at the beginning , with citing academic literature if necessary. In particular, details shall be given clearly with a focus on the following points.

- 1) Scientific background of the research (e.g., domestic and overseas trends related to the research and positioning of the research; how the applicant has reached the concept based on his or her achievements in past research work; and details of achievements of past research work where the purpose is to attain a greater level of sophistication)
- 2) What will be elucidated and to what extent will it be pursued during the research period
- 3) Scientific characteristics, originality and expected achievements and significance of the research in the area

**(Outline) \* The applicant should succinctly summarize around 10 lines.**

**(Body) \* The applicant should describe “Outline” and “Body” within 2 pages .**

## 2. Research Plan and Methods

The applicant should provide details of the research plan and the methods for achieving the objectives of the research, after succinctly summarizing and providing an outline around 10 lines at the beginning. The plan should be divided into two, the one for FY2017 and the other for FY2018 (if research plan is one year, the applicant should provide only FY2017). The literature should be referred to if necessary. The plan and methods should indicate measures through consideration from multiple aspects, such as the action in the event that the research does not progress as originally planned. In addition, Specific devices for implementing the research (such as ideas and/or the assistance of Research Collaborators to advance the research effectively) should be highlighted.

**(Outline)** \* The applicant should succinctly summarize around 10 lines.

**(Body)** \* The applicant should describe “Outline” and “Body” within 2 pages .

### 3. Research Activities

The applicant should fill in the important research papers/articles, books, industrial property rights and invited lectures open to the public in chronological order from present to the past (per each year) and put the serial numbers accordingly. Forthcoming research papers/articles in academic journals may be included, only if they have been accepted for publication.

Please describe research achievements focusing primarily on the ones from 2012 onward. It is also acceptable to describe research papers or other achievements (up to ten items) which are closely related to the current research or main articles even if they were published before 2012.

- 1) For a published research papers/articles, state the title, name(s) of author(s), name of journal, absence or presence of peer review, volume, page numbers of the initial and final pages and year of publication.
- 2) The sequence of above items could be reversed as long as all of the items are included. If there are many authors, only state several main authors by omitting others (if any authors' names are omitted, state the number of the authors and the order on the author list). The Principal Investigator should be marked with an underline.

**\* The applicant should describe within 2 pages.**



#### **4. Brief Background Description of Research of the Applicant**

State the background history of research in chronological order from present to the past, starting from the academic, occupational and research careers. Clearly indicate details of the research and noteworthy occasion(s) (e.g., awards, etc.). The applicant with Condition B) state that got maternity and/or childcare leave.

**\* The applicant should describe within 1 pages .**

## **5. State of Preparations for the Research Plan and Methods to Disseminate the Research Results to Society and Citizens**

The following points should be highlighted and stated in a concrete and clear manner.

- 1) The current state of research environment, such as research facilities, equipment and materials that are used for the implementation of the research
- 2) The state of preparation for starting the research, such as coordination and contact with Research Collaborators, as needed
- 3) How the research achievements are disseminated to society and people

**\* The applicant should describe about half-page. (The upper limit is 1 page)**

**6. Originality of the proposed project vis-à-vis other project(s) in which the applicant is participating**

If applicants are or will participate in other research project(s), describe concretely whether the proposed project is related to the other project and, if so, describe whether it will be implemented actively with original point of view. In this case, describe the type of funding, absence or presence of employment by the funding, the research period, research theme and content, the division of roles, and other aspects of that research project. Please indicate when this is not applicable.

**\* The applicant should describe about half-page. (The upper limit is 1 page)**

## **7. Protection of Human Rights and Compliance with Laws and Regulations**

Describe the measures and actions that you will take if your research involves compliance with the related laws and regulations (e.g. research requiring the consent and the cooperation of the other party, research requiring consideration for the handling of personal information and research requiring efforts regarding bioethics and safety measures when implementing the research plan). This applies to surveys, research, experiments which require an approval procedure in an ethics committee inside and outside the research institution, such as questionnaire surveys and interview surveys in which personal information is involved, the use of provided samples, analysis study of the human genome, recombinant DNA experiments, experiments on animals, etc. Please indicate when this is not applicable.

**\* The applicant should describe about half-page. (The upper limit is 1 page)**

## 8. Rationality and Justification of the Research Costs

The applicant should fill in the rationality, necessity and grounds of calculating for the research costs to be stated in “9. *Details of Budget*”, the following page and thereafter, based on the scale and organization of the research given in “2. *Research Plan and Methods*”. If any of the costs among “equipment”, “travel expenses” or “personnel expenditure and remuneration” exceeds 90% of the total of the fiscal year or “Miscellaneous” accounts for a particularly large percentage of the budget in any single fiscal year, please describe the necessity (e.g. breakdown).

**\* The applicant should describe about half-page. (The upper limit is 1 page)**

## 9. Details of Budget

Regarding research funding required by the research plan, enter by fiscal year the names of articles to be purchased under each cost item, record their amounts and also the total amount in units of 1000 yen (round down numbers to the closest 1000 yen).

**\* The applicant should describe within 2 pages .**

### (1) Cost for Equipment

FY	Item and Specifications (Unit price × qty) (Institute where equipment is to be installed)	Amount (thousands of yen)
2017		
	Total	
2018		
	Total	

### (2) Cost for Consumables

FY	Item	Amount (thousands of yen)
2017		
	Total	
2018		
	Total	

### (3) Cost for Travel Expenses

FY	Item	Amount (thousands of yen)
2017		
	Total	
2018		
	Total	

**(4) Cost for Personnel Expenditure and Remuneration**

FY	Item	Amount (thousands of yen)
2017		
	Total	
2018		
	Total	

**(5) Cost for Miscellaneous**

FY	Item	Amount (thousands of yen)
2017		
	Total	
2018		
	Total	

## 10. Application for Research Funding, Current State of Funding and Effort

Since examiners will refer to the information stated here in the collegial screening when they discuss whether a research project will be able to be sufficiently implemented without causing unreasonable duplication or excessive concentration of research funding. It is necessary that the applicant correctly states the budget for the proposed research project that he or she receives and uses. The applicant should take into consideration the following points and enter (1) the research funding applied for, (2) the research funding to be provided and (3) other activities at the time of application by the Principal Investigator. Distinguish between sources of research funding by drawing a line, if there is more than one. For the exact method for filling in the necessary data, the applicant should verify the Procedures for Preparing and Entering a Proposal for Grant-in-Aid.

- 1) Fill in *Effort* with a percentage of time allocation (%) necessary for the implementation of the research when the entire yearly working time is set at 100%.
- 2) State the title of the research project at the beginning of (1) *Research Funding Applied for*.
- 3) In the case of a KAKENHI for "Scientific Research on Innovative Areas (Research in a proposed research area)", the applicant should state whether it is "planned research" or "invited research".
- 4) Include research funding competitively provided by the research institution to which the researcher belongs.
- 5) In column (3) "Other Activities," enter the amount of effort to be expended for research and education activities conducted outside the parameters column (1) "Research Funding Applied for" and column (2) "Research Funding to be Provided."
- 6) The amount of effort recorded in columns (1), (2) and (3) should add up to 100%.

※The applicant may add lines as required, but should describe within 1 page.

### (1) Research Funding Applied for

Funding system and name of the research funding (research period and name of the funding organization)	Title of the research project (name of the Principal Investigator)	Role (Principal Investigator or Co-Investigator ( <i>kenkyu-buntansha</i> ))	Budget for FY2017 (throughout the period) (Unit: Thousands of yen)	Effort (%)	Differences in details of research and reasons for additional application to Grant-in-Aid Research Activity Start-Up  (In the case of a Principal Investigator of a KAKENHI, the amount to receive for the whole research period)
Research project for which a grant is applied Grant-in-Aid for Research Activity Start-up (2017-____)		Principal Investigator	( )		total budget ( thousands of yen)
			( )		total budget ( thousands of yen)

### (2) Research Funding to be Provided

Funding system and name of the research funding (research period and name of the funding organization)	Title of the research project (name of the Principal Investigator)	Role (Principal Investigator or Co-Investigator ( <i>kenkyu-buntansha</i> ))	Budget for FY2017 (throughout the period) (Unit: Thousands of yen)	Effort (%)	Differences in details of research and reasons for additional application to Grant-in-Aid Research Activity Start-Up  (In the case of a Principal Investigator of a KAKENHI, the amount to receive for the whole research period)
			( )		total budget ( thousands of yen)
			( )		total budget ( thousands of yen)

(3) Other Activities      Efforts :      %