

## **FY2018 Procedures for Preparing and Entering Research Proposal Document (items to be entered in the Website) (Grant-in-Aid for Research Activity Start-up)**

The confirmation of the content of the application and the preparation of the review material is based on the “Research Proposal Document (to be entered in the Website)”, which constitutes one part of the application documents. Consequently, it is possible that the information entered in the website will have an influence on the results of the review, or it is possible that the research project will not be accepted for review, because of the content entered. Therefore, the applicant should prepare the Research Proposal Document with care.

Also, a part of content entered (title of Proposed Research Project, information of project member, effort, etc.) will be provided to the e-Rad.

Please select “application information input” of the research category (Grant-in-Aid for Research Activity Start-up) from the “List of Research Categories Accepting Applications”. When you select the applicable application requirement on the “Confirmation of Application Requirements” screen, the “Management of Research Proposal Document” screen will be displayed. Next, please select “application information input” in the entered application information (“Research Project Information”, “Research Achievements”, “Research Expenditure and Their Necessity”, “The Status of Application and Acquisition of Research Grants”). The respective input screen will be displayed. On the screen of “application information input”, if the “Japanese ▶ English” button at the upper left of the screen is clicked, then the explanations are translated into English.

### **I. Confirmation of Application Requirements**

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 8, 2017, but who obtained the eligibility after the Grant-in-Aid deadline of November 8, 2017.
- B) Researchers who were not eligible under the above Grants-in-Aid application calls for reasons of maternity and/or childcare leave in FY2017.

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

**Note 2** If the researcher satisfies Condition B), Form U-21 “Background Description Regarding the Eligibility for Grant-in-Aid for Research Activity Start-up FY2018” must be submitted to JSPS before applying. Form U-21 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.

## **II. Research project Information**

### **1. Review Section**

In “Grants-in-Aid for Scientific Research-KAKENHI-, “Research Activity Start-up FY2018” Review Section Table”, please enter a review section which you wish to be reviewed.

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

The information on Principal Investigator which has been registered in advance from the research institution will be automatically displayed. Principal Investigator in question should verify whether his/her name has been displayed correctly.

If there is an error, please temporarily save the input data, then contact the secretariat of your research institution and follow the instructions.

### **3. Research Institution, Academic Unit (School, Faculty, etc.) and Position of the Principal Investigator**

The information on Principal Investigator which has been registered in advance from the research institution will be automatically displayed. Principal Investigator should verify whether the information on his/her professional affiliation has been displayed correctly at the time he or she is preparing the Research Proposal Document.

### **4. Academic Degree and Effort**

The applicant should enter the time allocation rate (an integral number between 1 and 100) in the column “Effort”, assuming that the research project for which the current application is being made would be selected.

When determining the time allocation rate, the applicant should determine it keeping 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 in question, if the total yearly working hours of the researcher is set at 100%”. Moreover, the “total working hours” does not mean time spent only on research activities, but entire actual working time, including time spent on educational activities and other activities.

Moreover, when the research project for which the current application is being made is selected, the applicant will be requested to confirm the effort anew at that time and to perform the procedure of formal application for grant delivery. If the effort is changed at that time, it is necessary to correct the effort in e-Rad before formal application for grant delivery.

### **5. Eligibility for Application**

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

**6. 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).

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

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

**8. 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 2018, 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”

**9. Title of Research Project**

In the column “Title of Proposed Research Project”, the applicant should enter a title for the proposed research project in a manner that the title specifically expresses the content of the research until the time of the completion of the research period. (The applicant should avoid general or abstract expressions.) If there are only double-byte characters or double-byte and single-byte characters, you can enter up to 40 letters, and if there are only one-byte characters, up to 200 letters can be entered.

The applicant should keep in mind that voiced sound symbols (*dakuten*) and semivoiced sound symbols (*handakuten*) are not counted independently as one character, but that letters of the alphabet, numbers, symbols, etc. are all counted as one character and displayed as such. The applicant should avoid the use of chemical formulas and mathematical formulas as much as possible. (Display example  $\text{Ca}^{2+}$  → input as C a 2 + (counts as 4 characters))

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

#### **10. Request for disclosure**

The applicant should select the appropriate item from among “I request to be informed of comments from the reviewers: Yes” or “I request to be informed of comments from the reviewers: No”, for the results of the document review (first stage of the review), in case his/her proposed project is not selected.

\* “Disclosure” of the review results will be made only to the applicant through the electronic application system (Except for the applicant, the results cannot be viewed by anyone including the person(s) belong to the research institution).

### **III. Research Achievements**

The Research Achievements column can be prepared using one of two methods: Either by uploading files formatted in Word or PDF via the KAKENHI electronic application system or by entering the files directly into the Research Achievements column on the application webpage. The following points should be kept in mind when using these methods to prepare this column.

#### Selecting the method

On the “Management of Research Proposal Document” screen, select either “Forms to be uploaded” or “Items to be entered in the Website” and push the “Register” button.

##### (1) Forms to be uploaded

Access the forms from the KAKENHI homepage on the JSPS website and upload them after making the required entries.

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

##### (2) Items to be entered in the Website

- If you want to enter achievements registered on your researchmap, push the “Link from researchmap” button on the “Enter Application Information (Research Activities)” screen and select the achievements you want to enter. Enter them in any order that you’d like.

- Note that you should number each item of the achievements data imported (inserted) from "researchmap". For a paper with a very long author list, it is permissible to show only the names of principal authors. In that case, write the number of coauthors, and indicate the order of the Principal Investigator in the author list (e.g. 3rd of 18 authors). Also, mark with “◎” in front of

the name of Principal Investigator.

-A set of marks such as “「----- 【○○】 -----」” is displayed as default on the top of each entry field of Papers, Books, Patents, and Invited Talks. You may delete them if you have no items to enter in the field.

#### **IV. Research Expenditure and Their Necessity**

In this column, details of research expenditure, their necessity and the basis of their estimation should be given in connection with the “Research Proposal Document (forms to be uploaded)”. In that case, please pay attention to “target expenditure (direct cost)” and “non-eligible expenditure” described below. Also, please be aware that research plan with research expenditure less than 100,000 yen in any year of the research period will not be eligible for call for proposal.

##### **“Target expenditure (direct expenditure)”**

The expenditure necessary for the implementation of the research plan (including the budget necessary for summarizing the research achievements) is eligible.

##### **“Ineligible expenditure”**

The following expenditures are not included in the funding:

- ① Expenditure for buildings and other facilities (excluding the expenditure for minor installations which became necessary because of the introduction of goods that have been purchased by means of direct expenditure)
- ② Expenditure for handling accidents or disasters that occurred during the implementation of funded project
- ③ Personnel cost/Honoraria for the Principal Investigator or Co-Investigator(s)
- ④ Other expenditure which fall under indirect expenditure\*

\* Indirect expenditure is expenditure necessary for the management of the research institution and other things that arise during the implementation of the research project (corresponding with 30% of the amount of the direct expenditure). The expenditure is used by the research institution. This time, it is scheduled to set up indirect expenditure for the research categories for which a call for proposals is organized. However, the Principal Investigator does not need to state that indirect expenditure in the Research Proposal Document.

Research expenditure and usage breakdown are automatically calculated from the details of each expense. In the detail column of each expenditure, the data input column is displayed by pushing the necessary number of “Add” button on the left side of the input screen. For data entry fields that you do not use (if you have entered but do not use it or if you did not enter at all), please delete the data entry field by pressing the “Delete” button on the left side. Please enter the amount in thousand yen units and round off fractions smaller than one thousand yen. After completing all the details of each expense, please click the recalculate button.

Please note the following points when entering details of each expense.

- Equipment Costs

When purchasing a large number of books and materials, please input to some extent, such as the contents of the books and materials, as “Western medieval political history related books”. Also, in the case of machinery and equipment, simply enter a set of ○ ○ ○ as well as its breakdown.

- Consumables Expenses

Please enter for each product name such as chemicals, laboratory animals, glassware, etc.

- Necessity of the Equipment Costs and the Consumables Expenses

Please enter the necessity and the basis of the estimation of equipment cost and consumables expenses you entered. In any fiscal year of this research, if the “equipment costs” exceeds 90% of the total research expenditure and there is expenditure which accounts for a particularly large proportion in “consumables expenses”, you must enter the necessity of the expenditure to carry out the research.

- Domestic and Overseas Travel Expenses

As for the domestic and overseas travel expenses for Principal Investigator, Co-Investigator(s), Collaborating Researcher, and Research Collaborators (data collection, various investigations, meetings of research, announcement of results of research, etc.), please enter the expenditures (transportation fee, accommodation fee, daily allowance) etc. for each matter.

- Personnel Cost / Honoraria

Please 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. (Example: Organizing materials: [breakdown: X (number of people) × Y (number of months)] = XXXX yen)

○ Miscellaneous Expenses

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) for each matter.

○ Necessity of Travel Expenses, Personnel Cost / Honoraria, and Miscellaneous Expenses

Please enter the necessity and the basis of the estimation of travel expenses, personnel cost / honoraria, and miscellaneous expenses you entered. In any fiscal year of this research, if the “travel expenses” and / or “personnel cost / honoraria” exceeds 90% of the total research expenses and there is expenses which accounts for a particularly large proportion in “miscellaneous expenses”, you must enter the necessity of the expenditure to carry out the research.

**V. The Status of Application and Acquisition of Research Grants**

The entries in this column will be referred to by the review committee in order to ensure that the grant status would not constitute a case of “unreasonable duplication and/or excessive concentration in the grant allocation” so that the proposed research project can be duly carried out in parallel with other projects. List, at the time of submission of this KAKENHI application by Principal Investigator, please input (1) research grant application(s) in the review process, (2) research grant(s) adopted and to be delivered, and (3) other activities.

- Please enter this research project to be entered at the head of “(1) research grant application(s) in the review process”.
- Please enter not only KAKENHI but also other competitive funding system in “(1) research grant application(s) in the review process” and “(2) research grant(s) adopted and to be delivered”.
- Please also enter research grants to be allocated competitively within the research institution to which you belong in “(1) research grant application(s) in the review process” or “(2) research grant(s) adopted and to be delivered”.

- There is no need to enter the fundamental research grants that are allocated uniformly so that research activities etc. can carry out as duties within their research institution in “(1) research grant application(s) in the review process” or “(2) research grant(s) adopted and to be delivered”. The effort of the research activities that utilize such grants is included in “(3) other activities”. Moreover, the effort in the research project supported by a KAKENHI in which the researcher participates as Collaborating Researcher is included in “(3) other activities”.
- If the applicant is a Research Fellowship for Young Scientists (SPD/PD/RPD) and plan to receive a Grant-in-Aid for JSPS Fellows in FY2018, please enter it in “(2) research grant(s) adopted and to be delivered”. Moreover, please do not enter the Grant-in-Aid that is paid monthly by JSPS (research implementation costs).

In the detail column of “(1) research grant application(s) in the review process” and “(2) research grant(s) adopted and to be delivered”, the data input column is displayed by pushing the necessary number of “Add” button on the left side of the input screen. For data entry fields that you do not use (if you have entered but do not use it or if you did not enter at all), please delete the data entry field by pressing the “Delete” button on the left side.

○ “Role in this Project”

Please select “PI” if the role of the researcher is a Principal Investigator or select “Co-I” if the role of the researcher is a Co-Investigator.

○ “Funding System/Research Grant Name (Funding Agency Name)”

In case of KAKENHI, please select the research category. For cases other than KAKENHI, please select “Other” and enter the name of the research grant and the name of the funding organization in the lower row.

○ “Research Period”

Please enter the research period.

○ “Title of the Research Project”

Please enter the title of proposed research project.

○ “Name of Principal Investigator”

If applicant select “Co-I” in the column of Role in the Project, please enter the name of the Principal Investigator (or equivalent) of the research subject.



- “Research Expenditure for FY2018 (throughout the period) (Unit: thousand yen)”

Enter the amount of direct cost of research expenditure to be received and used by himself / herself in FY2018 (items under application is the applied amount) in the upper row, and at the same time enter the total amount (planned amount) to be used by himself / herself during the whole period in the lower row.

If applicant select “Co-I” in the column of Role in the Project, please enter the amount of contribution (planned amount) to be received and used by himself / herself in FY2018 in the upper row, and at the same time enter the total amount of contribution (planned amount) to be used by himself / herself during the whole period in the lower row. (Please enter "0" if contributions are not distributed in the respective column.

- “FY 2018 Effort”

Based on 100% of the total working hours for “(1) research grant application(s) in the review process”, (2) research grant(s) adopted and to be delivered” and “(3) other activities” to be entered in this column, please enter the allocation rate (%) of the time required for conducting activities etc. The “total working hours” does not mean time spent only on research activities, but entire actual working time, including time spent on educational activities and other activities.

In KAKENHI, please enter “-” (hyphen) if applicant enter a research category (such as Specially Promoted Research) that can be duplicated but not adopted in duplicate.

In addition, when conducting research by the competitive funding system, please be sure to enter the effort related to the research activity. When the research project for which the current application is being made is selected, the applicant will be requested to confirm the effort anew at that time and to perform the procedure of formal application for grant delivery. If the effort is changed at that time, it is necessary to correct the effort it e-Rad before formal application for grant delivery.

- “Distinction of the research contents and reason for submission of this KAKENHI application in addition to the other projects”

Please explicitly enter the items focusing on the research grant application(s) in the review process or research grant(s) adopted and to be delivered, distinction of the research contents, and reason for submission of this KAKENHI application in addition to the other projects of the research project.

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