

FY2018 Procedures for Preparing and Entering a Research Proposal Document for “Grant-in-Aid for Research Activity Start-up”

Applicants for 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 review material at the JSPS Scientific Research Review Committee.

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

When the application is approved as a result of the review at the Scientific Research Review Committee, a notice concerning the provisional grant decision is issued. The application will be submitted based on the notice. A KAKENHI will be disbursed if the research plan is deemed appropriate.

Items to be noted

- ※ **This Procedures for Preparing and Entering is to be used to prepare Research Proposal Document for “Grant-in-Aid for Research Activity Start-up” as “New Application”**
- ※ **When preparing the Research Proposal Document, the Principal Investigator should make the preparations with responsibility, in accordance with the rules set forth in the Application Procedures.**
- ※ **Make sure that the title of each column is at the top of the page. Also, please do not exceed the number of pages specified for each item. As a result of filling according to the instructions of each item, blank pages may be generated.**
- ※ **Applicant can delete the sentences indicated by “*” on the form.**
- ※ **Research Proposal Document prepared in English will be accepted.**
- ※ **Before submitting, be sure to check whether the contents of the Research Proposal Document converted to the PDF file are complete (missing characters, charts, garbled characters, etc.).**

I. Style setting

The margin of style is set with upper 20 mm, lower 20 mm, left 25 mm, and right 25 mm. Please do not change the setting margins because there is a risk of missing characters etc. when preparing the review material.

II. Research Proposal Document (to be entered in the website)

The following items are “to be entered in the website” of the “Research Proposal Document”. When preparing their applications, Principal Investigators should access the JSPS Electronic Application System for Projects Funded by KAKENHI (hereinafter referred to as “Electronic Application System”) using their ID and password for the “Cross-Ministerial Research and Development Management System (e-Rad)”, which has been provided by the research institution to which they belong, and directly enter their data.

The items to be entered in the website constitute the first part (“Section desired the review”, “Name of Principal Investigator (PI)” etc.) and the second part (“Research Expenditures and Their Necessity”, “The Status of Application and Acquisition of Research Grants”) of the Research Proposal Document (PDF file) that is prepared using the Electronic Application System.

For procedures for entering items to be entered in the website, please refer to the “FY2018 Procedures for Preparing and Entering a Research Proposal Document” (to be entered in the website) (“Grant-in-Aid for Research Activity Start-up”).

1. Research project Information

- (1) Section Desired the Review
- (2) Name of the Principal Investigator
- (3) Position, Academic Unit (School, Faculty, etc.), and Research Institution of the Principal Investigator
- (4) Academic Degree and Effort
- (5) Date of Acquisition of the Eligibility To Apply for Grants-in-Aid for Scientific Research (for applicants with Condition A) only)
- (6) Period Taken for Maternity/Childcare Leave (for applicants with Condition B) only)
- (7) Budget and Research Project Number of Grant-in-Aid for JSPS Research Fellows (for applicants with Condition A) only)
- (8) Title of the Research Project
- (9) Request for Disclosure

2. 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.

3. Research Expenditure and Their Necessity

4. The Status Application and Acquisition of Research Grants

III. Research Proposal Document (forms to be uploaded)

The following items are contents on the “Research Proposal Document (forms to be uploaded)”. They constitute the intermediate part of the Research Proposal Document (PDF file).

The Principal Investigator should download the “Research Proposal Document (forms to be uploaded)” from the JSPS website for Grants-in-Aid for Scientific Research, and fill it in. He or she should then access the “Electronic Application System”, and upload the filled-in file to the “Electronic Application System”. (Files above 3 MB cannot be uploaded.)

When preparing the Overall Research Plan, the instructions given below and the instructions given in each column should be observed. Characters and symbols in 11-point font size or larger should be used, considering large number of application forms for research project will be reviewed.

1. Forms to be uploaded [Form S-22(1)]

When the form is sent as an attachment via the electronic application system, after filling out the form upload it into the “S-22(1)” column under “Forms to be uploaded” in the “Management of Research Proposal Document” screen. Be sure to write “styl” before each file name.

(1) “Research Objectives, Research Method etc.” column

In this column, the description should be given what kind of research you plan and its summary in this proposal in accordance with the instruction specified in the Research Proposal Document to be submitted this time so that the overall structure can be clarified.

(2) “Research Development Leading to Conception of the Present Research Proposal, etc.” column

In this column, the description should be given the characteristics of the research in accordance with the instruction specified in the Research Proposal Document so that the review committee will better understand the research proposal to be submitted this time.

(3) “Applicant’s hitherto research activities” column

In this column, the description should be given the applicant’s hitherto research activities in accordance with the instruction specified in the Research Proposal Document.

Please describe the research activities that the applicant thinks is important. Applicant may describe activities that show applicant’s ability to perform research as well. For example, there are research that leads to outcomes and research that could discover new issues in things that was not successful. (In this case, applicant may quote the paper or scientific presentation etc. entered in the “Research Achievements” column.).

In addition, applicant can describe the period during which research was suspended, such as

maternity leave and childcare leave, interruption due to acquisition of long-term care leave.

2. Forms to be uploaded [Form S-22(2)]

When the form is sent as an attachment via the electronic application system, after filling out the form upload it into the “S-22(2)” column under “Forms to be uploaded” in the “Management of Research Proposal Document” screen. Be sure to write “perf” before each file name.

When the form is prepared in Word file, select “Forms to be uploaded” on the “Management of Research Proposal Document” screen” and push the “Register” button. When preparing the form, follow the instructions in Achievements column of your Research Proposal Document (application). When entering papers, if there are those taken from e-journals (etc.) that do not have page numbers, it is not necessary to enter the first and last page. In the case of patents (e.g., industrial property rights), describe the gist of the achievements.

A researchmap may be used to enter this form in the website. For the method to do so, please see “FY2018 Procedures for Preparing and Entering a Research Proposal Document for “Grant-in-Aid for Research Activity Start-up.”

3. Forms to be uploaded [Form S-22(3)]

When the form is sent as an attachment via the electronic application system, after filling out the form upload it into the “S-22(3)” column under “Forms to be uploaded” in the “Management of Research Proposal Document” screen. Be sure to write “comp” before each file name.

Please make entries in the “Issues Relevant to Human Right Protection and Legal Compliance” column following the instructions in your Research Proposal Document (application). If something is not applicable, enter “N/A.”

* In the column of “Research Expenditure and Their Necessity” and “The Status of Application and Acquisition of Research Grants”, the description should be entered by the Electronic Application System starting from FY2018 Application for Research Proposal Document. When entering in this column, please refer to “FY2018 Procedures for Preparing and Entering a Research Proposal Document (items to be entered in the website) (“Grant-in-Aid for Research Activity Start-up”).