

Supplement



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

FY2020

Research Activity Start-up

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

March 1, 2020

Japan Society for the Promotion of Science
(<https://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.

<https://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.

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

*Please refer to the “Operation Manual” of the “Electronic Application System” for the administrative staff in the research institution to prepare the “Background Description Regarding the Eligibility for Grant in Aid for Research Activity Start up”.

https://www-shinsei.jsps.go.jp/kaken/topkakenhi/syozoku_ka.html

**“The Accessible Date to the Electronic Application System”
Regarding the 2020 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, he/she 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 “Background Description Regarding Grant-in-Aid for Research Activity Start-up” (submission deadline: 4:30 p.m. 7 May 2020, Principal Investigators) will be able to access the Electronic Application System on the dates listed below (which differ according to the date that form arrives at JSPS).

	Date that Researcher Information is Registered on e-Rad or the Date that “Background Description Regarding Grant-in-Aid for Research Activity Start-up” arrives at JSPS	Date that Researchers can access the Electronic Application System (scheduled)
Period 1	2019/11/8 (Fri) — 2020/3/25 (Wed)	2020/3/27 (Fri) (10 a.m.)
Period 2	3/26 (Thu) — 4/1 (Wed)	4/3 (Fri) (10 a.m.)
Period 3	4/2 (Thu) — 4/8 (Wed)	4/10 (Fri) (10 a.m.)
Period 4	4/9 (Thu) — 4/15 (Wed)	4/17 (Fri) (10 a.m.)
Period 5	4/16 (Thu) — 4/22 (Wed)	4/24 (Fri) (10 a.m.)
Period 6	4/23 (Thu) — 4/29 (Wed)	5/1 (Fri) (10 a.m.)
Period 7	4/30 (Thu)— 5/7 (Thu)	5/8 (Fri) (13 p.m.)
Deadline for Submission: 2020/5/11 (Mon) 4:30 p.m. (to be strictly observed)		

Note: The deadline for submitting the Background Description is by 16:30 on the last day of each registration period.

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.

Note: Application cannot be made for Grant-in-Aid for Research Activity Start-up if new researcher information is registered outside the timeframe of the above schedule.

FY2020 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”, 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) An individual who could not submit a KAKENHI proposal, because he/she obtained the eligibility for KAKENHI application only after the application deadline (November 7, 2019) to the research categories of which the Call for Proposals is announced in September 2019 by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and by the Japan Society for the Promotion of Science (JSPS).

B) An individual who could not submit a KAKENHI proposal to the research categories for which the call for proposals is announced in September 2019 by MEXT and JSPS, because he/she was on a leave of absence for childcare etc. in FY2019.

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

Note 2 If the researcher satisfies Condition B), “Background Description Regarding the Eligibility for

Grant-in-Aid for Research Activity Start-up” must be submitted to JSPS before applying. “Background Description Regarding Grant-in-Aid for Research Activity Start-up” 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 FY2020” 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 e-Rad 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 e-Rad 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. If there is an error, please temporarily save the input data, then contact the secretariat of your research institution and follow the instructions.

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 2020, should fill out the provisional amount 2020 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:

“12J34567”

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

“12F34567”

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 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 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 expenditure)” and “Ineligible 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 installations which became necessary because of the introduction of goods that have been purchased by means of direct expense)
- 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 expense*

* Indirect expense 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 expense). The expenditure is used by the research institution. This time, it is scheduled to set up indirect expense for the research categories for which a call for proposals is organized. However, the Principal Investigator does not need to state that indirect expense 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 pressing the “Add” button necessary times 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 rounding off fractions smaller than one thousand yen. After completing the input of all the details of each expense, please click the recalculate button. And the output in PDF will be the upper limit to 2 pages.

Please 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 you belong including but not limited to the following examples.

- Equipment Costs

When purchasing a large number of books and/or materials, please input, to some extent, the contents of the books and/or materials to clarify what they are, such as “the books related to the Western medieval political history” (As for the books, the same way to journalize should be applied even if they were not handled as equipment.). Also, in the case of the machinery and equipment, not only enter simply with a set of something but also with 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 for the equipment costs and consumables

expenses you have inputted. In any fiscal year of this research period, if the “equipment costs” exceeds 90% of the total research expenditure in any FY of the period 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. In addition, in such cases as equipment were purchased by the combined use from the grants, enter into the column of unit price the amount using for this concerned research project together with mentioning to the effect that this is the combined use.

- Domestic and Overseas Travel Expenses

As for the domestic and overseas travel expenses for Principal Investigator and Research Collaborators (data collection, various investigations, meetings of research, announcement of results of research, etc.), please enter the expenditures (transportation fee, accommodation fee and 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 in any FY of the research period 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. Principal Investigator should input and confirm following information up to the time of current application such as (1) research grant application(s) in the review process, (2) research grant(s) adopted and to be delivered, and (3) other activities.

- This research project should be entered at the head of “(1) research grant application(s) in the review process”.
- Not only KAKENHI but also other competitive research grants should be entered in “(1) research grant application(s) in the review process” and “(2) research grant(s) adopted and to be delivered”.
- There is no need to enter the fundamental research grants that are allocated so that research activities, etc. can carry out as duties within the research institution to which the researcher belongs 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 and so on 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 Research Collaborator is included in “(3) other activities”.

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 FY2020 (throughout the period) (Unit: thousand yen)”

Enter the amount of direct expense of research expenditure to be received and used by himself / herself in FY2020 (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 FY2020 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 2020 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 research grants, 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.

Condition A)

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Help Logout

応募者向けメニュー > 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: XXXX/XXXX/XXXX

< 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.
- If you wish to return to "Management of Research Proposal Document", click the [Temporarily Save] button, save the information, and click the [Go Back Without Save] button.
- **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

Research Proposal Document for "Research Activity Start-up" (FY 2020)

Review Section	List	*	
Name of the Principal Investigator	(Pronunciation in katakana) ダイヒョウ イチロウ (Kanji etc) 代表 一郎		
Research Institution	(Number) 99999	AAA大学	
Academic Unit (School, Faculty, etc.)	〇〇学部		
Position	研究員		
Academic Degree	*		
Effort	* %		
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(2019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 (2019.11.7)		
Date of Acquisition of the Eligibility to Apply for Grants-in-Aid for Scientific Research	*Year <input type="text"/> Mnth <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 2020 has been agreed prior to obtaining eligibility for application, enter the amount agreed.) * <input type="text"/> 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 Research 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

* The contents entered in Research Expenditure and Their Necessity screen are displayed.			
	FY 2020	FY 2021	Sum Total
Research Expenditure (Thousands of Yen)	0	0	0

Request for disclosure *

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

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

Logout

Condition B)

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応募者向けメニュー> 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: XXXX.XXXX.XXXX

< 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.
- If you wish to return to "Management of Research Proposal Document", click the [Temporarily Save] button, save the information, and click the [Go Back Without Save] button.
- 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

Research Proposal Document for "Research Activity Start-up" (FY 2020)

Review Section	List	*	
Name of the Principal Investigator	(Pronunciation in katakana) タイヒョウ イチロウ (Kanji etc) 代表 一郎		
Research Institution	(Number) 99999	AAA大学	
Academic Unit (School, Faculty, etc.)	〇〇学部		
Position	研究員		
Academic Degree	*		
Effort	* %		
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 Research Project	(Up to 40 double-byte characters or up to 200 single-byte characters) *		

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

* The contents entered in Research Expenditure and Their Necessity screen are displayed.

FY	FY 2020	FY 2021	Sum Total
Research Expenditure (Thousands of Yen)	0	0	0

Request for disclosure *

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

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

Logout

Research Expenditure and Their Necessity

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応募者向けメニュー> 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 (Research Expenditure and Their Necessity) English > Japanese

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

Last Saved Date: XXXXXXXXXX XXXXXX

<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.
- If you wish to return to "Management of Research Proposal Document", click the [Save Temporarily and Go Back] button.
- **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 "Research Activity Start-up" (FY 2020)

【Research Expenditure (Round off fractions smaller than 1000 yen)】

In this column, details of research expenditures, their necessity and the basis of their estimation should be given in connection with the "Research Proposal Document (forms to be uploaded)" page. If any of the expenditure categories (equipment costs, travel expenses, or personnel cost/honoraria) exceeds 90% of the total yearly expenditure in any FY of the research period, or if the expenditure in category Consumables expenses or Miscellaneous expenses constitutes a significant portion of the total expenditure, the necessity of that spending should be clarified (by showing the itemized breakdown etc.). In filling this column, please refer to the "Procedures for Preparing and Entering Research Proposal Document (to be entered in the Website)".

Research expenditure and usage breakdowns are automatically calculated from the details of each expenses. Please click on the recalculate button when you have completed inputting details of each expenses.
 Details of each research expenditure are sorted and saved in ascending order of fiscal year when temporarily saved.
 All details of each research expenditure are shown on the screen by importing a CSV file in a specified format. Select CSV file and click Import CSV File button. This will erase the contents you entered. The CSV file contents will be displayed again instead.
 Download the format of CSV file from [here](#).
 Read the Operation Manual on the specification of CSV file import function for more information. Open the page where you can download Operation Manual by clicking Help button at the upper right.
 You can print out the displayed details of each research expenditure you have entered in CSV file format. Click Print CSV File button to print your file.

参照...

Import CSV File
Print CSV File

FY	Research Expenditure (Thousands of Yen)	Breakdown (Thousands of Yen)				
		Equipment Costs	Consumables Expenses	Travel Expense	Personnel Cost/Honoraria	Miscellaneous Expenses
FY 2020	0	0	0	0	0	0
FY 2021	0	0	0	0	0	0
Sum Total	0	0	0	0	0	0

【Details of the Equipment Costs and the Consumables Expenses (Round off fractions smaller than 1000 yen).】

Recalculation

Amount (Thousands of Yen)

Equipment Costs						
	FY	Item (Specification)	Place of Installation (Institution)	Qty	Unit Price	Amount
Delete	*	*	*	*	*	0
Delete	*	*	*	*	*	0
Delete	*	*	*	*	*	0
Add						
Subtotal						0

Amount (Thousands of Yen)

Consumables Expenses			
	FY	Item	Amount
Delete	*	*	*
Delete	*	*	*
Delete	*	*	*
Add			
Subtotal			0

<p style="text-align: center; font-weight: bold;">Necessity of the Equipment Costs, Consumables Expenses</p>	<p style="font-size: x-small;">(Up to 500 double-byte characters or up to 1000 single-byte character. Line break is allowed three time only. The line break is zero character on the screen display but it is counted as a two byte character per one command. Be sure to input about the necessity etc. on the above.)</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
--	---

13

Number of characters entered: 0

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

Save Temporarily

[Details of Travel Expenses, Personnel Cost / Honoraria, and Miscellaneous Expenses (Round off fractions smaller than 1000 yen.)]

Recalculation

Amount (Thousands of Yen)

Domestic Travel Expense			
	FY	Item	Amount
Delete *	▼		* 0
Delete *	▼		* 0
Delete *	▼		* 0
+ Add			
Subtotal			0

Amount (Thousands of Yen)

Overseas Travel Expense			
	FY	Item	Amount
Delete *	▼		* 0
Delete *	▼		* 0
Delete *	▼		* 0
+ Add			
Subtotal			0

Recalculation

Amount (Thousands of Yen)

Personnel cost/Honoraria			
	FY	Item	Amount
Delete *	▼		* 0
Delete *	▼		* 0
Delete *	▼		* 0
+ Add			
Subtotal			0

Amount (Thousands of Yen)

Miscellaneous Expenses			
	FY	Item	Amount
Delete *	▼		* 0
Delete *	▼		* 0
Delete *	▼		* 0
+ Add			
Subtotal			0

Necessity of the Travel Expense, Personnel Cost/Honoraria, Miscellaneous Expenses

(Up to 500 double-byte characters or up to 1000 single-byte character. Line break is allowed three time only. The line break is zero character on the screen display but it is counted as a two byte character per one command. Be sure to input about the necessity etc. on the above.)

Number of characters entered: 0

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

Save Temporarily

Save Temporarily and Go to Next

Save Temporarily

Save Temporarily and Go Back

Go Back Without Save

Logout

The Status of Application and Acquisition of Research Grants

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 (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 (The Status of Application and Acquisition of Research Grants)

English > Japanese

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

Last Saved Date: XXXXXXXXXX XXXXX

<Note>

- Field marked with 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.
- If you wish to return to "Management of Research Proposal Document", click the [Save Temporarily and Go Back] button.
- 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 "Research Activity Start-up" (FY 2020)

【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)

The entries in this column will be referred to 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. Therefore, it is strictly required that all the relevant information on research grants be correctly entered. List, at the time of submission of this KAKENHI application, (1) research grant application(s) in the review process and (2) research grant(s) adopted and to be delivered of Principal Investigator. Refer to the "Procedures for Preparing and Entering Research Proposal Document (to be entered in the Website)" for the specific entry method of this form.

- In the "Effort" column, enter the percentage of hours allocated to each research project, with the total yearly working hours set at 100%.
- If the applicant has acquired competitive research grants within his/her research institution, they should be also listed.

Name of the Researcher 代表 一郎

(1) Research Grant Application(s) in the Review Process

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	Research Expenditure for FY 2020 (throughout the period) (Unit: thousand yen)	FY 2020 Effort (%)	Distinction of the Research Contents and Reason for Submission of This KAKENHI Application in Addition to the Other Projects. (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
代表(PI)	1. [this KAKENHI application]研究活動スタート支援 2. FY 2020~FY 2021 3. ○○○○○○○○○○ 4.	9,999 (9,999.99)	XX%	Sum Total 9,999,999 Thousand Yen
Delete *	1.* Please select "Role" at first. <input type="text"/> 2. FY * <input type="text"/> ~ FY * <input type="text"/> 3.* <input type="text"/> 4. (Family Name)* <input type="text"/> (First Name) <input type="text"/>	* <input type="text"/>	* <input type="text"/> %	Sum Total* <input type="text"/> Thousand Yen
+ Add				

(2) Research Grant(s) Adopted and to be Delivered

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	Research Expenditure for FY 2020 (throughout the period) (Unit: thousand yen)	FY 2020 Effort (%)	Distinction of the Research Contents and Reason for Submission of This KAKENHI Application in Addition to the Other Projects. (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
Delete *	1.* Please select "Role" at first. <input type="text"/> 2. FY * <input type="text"/> ~ FY * <input type="text"/> 3.* <input type="text"/> 4. (Family Name)* <input type="text"/> (First Name) <input type="text"/>	* <input type="text"/>	* <input type="text"/> %	Sum Total* <input type="text"/> Thousand Yen
Delete *	1.* Please select "Role" at first. <input type="text"/> 2. FY * <input type="text"/> ~ FY * <input type="text"/> 3.* <input type="text"/> 4. (Family Name)* <input type="text"/> (First Name) <input type="text"/>	* <input type="text"/>	* <input type="text"/> %	Sum Total* <input type="text"/> Thousand Yen

15

+	Add				
		(3) Other Activities	XX%		
		Total of the Effort in (1), (2) and (3) Above	100%		
Save Temporarily and Go to Next		Save Temporarily	Save Temporarily and Go Back	Go Back Without Save	
					Logout

FY2020 Procedures for Preparing and Entering a Research Proposal Document for “Grant-in-Aid for Research Activity Start-up”

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 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.

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.**
- ※ **Characters and symbols in 11-point font size or larger (10-point or larger in English) should be used, considering a large number of application forms for research project will be reviewed.**
- ※ **Make sure that the title of each column is at the top of the page. Also, 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 but in that case, do not delete them.**
- ※ **The sentences in italics on the form should be deleted but do not delete other instructions and boxes.**
- ※ **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. 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, refer to the “FY2020 Procedures for Preparing and Entering a Research Proposal Document” (items to be entered in the website) (“Grant-in-Aid for Research Activity Start-up”).

1. Research project Information

- (1) Review Section
- (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 for Grant-in-Aid for JSPS Research Fellows (for applicants with Condition A) only)
- (8) Title of Research Project
- (9) Request for disclosure

2. Research Expenditure and Their Necessity

3. The Status Application and Acquisition of Research Grants

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

(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. The summary should be given with approximately 10 lines of paragraph.

(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 Ability to Conduct the Research and the Research Environment” column

Enter in accordance with the instruction specified in the Research Proposal Document.

The description for the “(1) applicant’s hitherto research activities” should be focused on the research activities relevant to the submitted research plan to show the feasibility of the research plan.

The description in this column is to explain the feasibility of the research plan. On citing research achievements (research papers, books, patents, invited talks, etc.) they should be given not as an exhaustive list but as supporting evidence to prove the applicant’s ability to conduct the proposed research.

Sufficient information should be given so that the reviewers can identify the research achievements. In the case of a research paper, for example, the relevant bibliographic information, including the title of the paper, the author(s), the title and the volume of the journal, the publication year, and the pages of the article should be given.

The research papers that can be cited are only those already published or accepted for publication.

In case that the applicants have periods during which the researches were suspended due to acquisition of maternity leave, childcare leave, care leave and so on, they may choose to write about it in this column.

(4) “Issues Relevant to Human Right Protection and Legal Compliance” column

Enter in accordance with the instruction specified in the Research Proposal Document. If the proposed research does not fall under such categories, enter “N/A (not applicable)”.

* When entering in the column of “Research Expenditure and Their Necessity” and “The Status of Application and Acquisition of Research Grants”, refer to “FY2020 Procedures for Preparing and Entering a Research Proposal Document (items to be entered in the website) (“Grant-in-Aid for Research Activity Start-up”)”.

機関番号	研究種目番号	審査区分番号	整理番号
00000	00	0000	0000

令和2年度（2020年度）研究活動スタート支援 研究計画調書

令和XX年XX月XX日
1版

新規

研究種目	研究活動スタート支援						
審査区分							
研究代表者 氏名	(フリガナ)						
	(漢字等)						
所属研究機関							
部 局							
職							
学 位							
エフォート							
応募要件							
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
	令和2年度						
	令和3年度						
	総計						
開示希望の有無	審査結果の開示を希望する						

1. Research Objectives, Research Method, etc.

This research proposal will be reviewed in the Grants-in-Aid for Scientific Research-KAKENHI-“Research Activity Start-up FY2020” review section of the applicant’s choice. In filling this application form, refer to the Application Procedures for Grants-in-Aid for Scientific Research-KAKENHI.

In this column, research objectives, research method, etc. should be described within 2 pages. A succinct summary of the research proposal should be given at the beginning.

The main text should give descriptions, in concrete and clear terms, of (1) scientific background for the proposed research, and the “key scientific question” comprising the core of the research plan, (2) the purpose, scientific significance, and originality of the research project, and (3) what will be elucidated, and to what extent and how will it be pursued during the research period.

[SUMMARY]

[MAIN TEXT]

*** Notes:**

- 1. Read carefully the “Procedures for Preparing and Entering a Research Proposal Document” when preparing the document.*
- 2. The document should be written with font size 10-point or larger.*
- 3. The title and instructions on the upper part of each page should be left intact.*
- 4. Do not exceed the maximum number of pages specified in the instructions. In case blank page(s) occur, leave them as they are (do not eliminate any page).*
- 5. These notes written in italics should be deleted when filling this column.*

Grant-in-Aid for Research Activity Start-up 2

[1. Research Objectives, Research Method, etc. (continued from the previous page)]

Grant-in-Aid for Research Activity Start-up 3

2. Research Development Leading to Conception of the Present Research Proposal, etc.

In this column, descriptions should be given within 1 page, of (1) applicant's research history leading to the conception of this research proposal and its preparation status, and (2) domestic and overseas trends related to the proposed research and the positioning of this research in the relevant field.

3. Applicant's Ability to Conduct the Research and the Research Environment

In this column, descriptions of (1) applicant's hitherto research activities, and (2) research environments including research facilities and equipment, research materials, etc. relevant to the conduct of the proposed research should be given within 2 pages to show the feasibility of the research plan by the applicant (Principal Investigator).

If the applicant has taken leave of absence from research activity for some period (e.g. due to maternity and/or child-care), he/she may choose to write about it in "(1) applicant's hitherto research activities".

*** Note:**

- 1. The description in this column is to explain the feasibility of the research plan. On citing research achievements (research papers, books, patents, invited talks, etc.) they should be given not as an exhaustive list but as supporting evidence to prove the applicant's ability to conduct the proposed research.*
- 2. Sufficient information should be given so that the reviewers can identify the research achievements. In the case of a research paper, for example, the relevant bibliographic information, including the title of the paper, the author(s), the title and the volume of the journal, the publication year, and the pages of the article should be given.*
- 3. The research papers that can be cited are only those already published or accepted for publication.*
- 4. These notes written in italics should be deleted when filling this column.*

Grant-in-Aid for Research Activity Start-up 5

[3. Applicant's Ability to Conduct the Research and the Research Environment (continued from the previous page)]

4. Issues Relevant to Human Right Protection and Legal Compliance

(*cf.* Application Procedures for Grants-in-Aid for Scientific Research)

In case the proposed research involves such issues that require obtaining consent and/or cooperation of the third party, consideration in handling of personal information, or actions related bioethics and/or biosafety (including the laws and regulations and the guidelines in the country/region(s) where the joint international research is to be conducted), the planned measures and actions for these issues should be stated within 1 page.

This applies to research activities that would require approval by an internal or external ethical jury, such as research involving questionnaire surveys, interviews and/or behavior surveys (including personal histories and images) including personal information, handling of donated specimens, human genome analysis, recombinant DNA, and experimentation with animals.

If the proposed research does not fall under such categories, enter “N/A (not applicable)”.

(1) 応募中の研究費

研究者氏名					
資金制度・研究費名(研究期間・配分機関等名)	研究課題名(研究代表者氏名)	役割	令和2年度の研究経費(期間全体の額)	令和2年度エフオ-ト(%)	研究内容の相違点及び他の研究費に加えて本応募研究課題に応募する理由(科研費の研究代表者の場合は、研究期間全体の受入額)
			(千円)		

(2) 受入予定の研究費

資金制度・研究費名(研究期間・配分機関等名)	研究課題名(研究代表者氏名)	役割	令和2年度の研究経費(期間全体の額)	令和2年度エフォ-ト(%)	研究内容の相違点及び他の研究費に加えて本応募研究課題に応募する理由(科研費の研究代表者の場合は、研究期間全体の受入額)
			(千円)		
(3) その他の活動					
合 計				(%)	