

**Procedures for Preparing and Entering a Research Proposal Document
(Forms to be uploaded) for
“Fund for the Promotion of Joint International Research
(International Leading Research)”**

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 the application. **This Research Proposal Document is used as a review material at the JSPS Scientific Research Grant Committee.**

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

When the application is adopted as a result of the review at the Scientific Research Grant Committee, a notice concerning the provisional grant decision will be issued. The applicant should submit the form of formal application for grant delivery based on the notice. The KAKENHI will be disbursed if the research plan, etc. are acknowledged as appropriate.

Items to be noted

- * **This Procedures is to be used to prepare Research Proposal Document for “International Leading Research”.**
- * **The Principal Investigator should prepare the Research Proposal Document with responsibility, in accordance with the rules set forth in the Application Procedures.**
- * **The Research Proposal Document for this research category consists of, in the following order:**
 - Items to be entered in the Website (first half)**
 - Forms to be uploaded [form S-64 (1) (2) (3) (4)]**
 - Items to be entered in the Website (second half)**
 - Forms to be uploaded [form S-64(L)]**
- * **Unless specifically instructed, items to be entered in the Website must be entered in Japanese or English. Forms to be uploaded must be prepared in the language as directed in these Procedures.**
- * **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.).**
- * **The reviewers of this research category will conduct the review based on the content of the items/forms in the following chart. For detailed information, please refer to the Application Procedures.**

	Reviewers (Preliminary Screening)	Review comments by domestic researchers	Review comments by overseas researchers	Reviewers (Document review)
Items to be entered in the Website (first half), 【Both in Japanese and English】	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
Items to be entered in the Website (first half), 【 In English】			<input type="radio"/>	
Form S-64 (1)	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
Form S-64 (2)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Form S-64 (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Form S-64 (4)		<input type="radio"/>		<input type="radio"/>
Items to be entered in the Website (second half)		<input type="radio"/>		<input type="radio"/>
Form S-64 (L)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Introduction

The Principal Investigator should download each of the forms from the JSPS Grants-in-Aid for Scientific Research (KAKENHI) webpage, then upload the completed forms to the designated area of the “Management of Research Proposal Document” screen of KAKENHI electronic application system (hereinafter referred to as “system”) after accessing it using the ID and the password for the Cross-Ministerial Research and Development Management System (hereinafter referred to as “e-Rad”), which has been provided by his/her research institution.

You should note the following in preparing each forms:

- Make sure that the title of each item appears at the top of the page. Do not exceed the maximum number of pages specified for each item.
- Delete the Notes on the forms. Do not delete any other instructions. Also leave the text box lines.
- Out of consideration to the review process in which many research proposal applications will be reviewed, please use a font size of 11 points or larger (10 points or larger for English).
- The margin setting of the forms (set with upper 20 mm, lower 20 mm, left 25 mm, and right 25 mm) should not be changed.
- Reviewers will view the submitted Research Proposal Documents (PDF files) in electronic form on the KAKENHI Electronic Application System to conduct reviews. Research Proposal Documents using colored figures and text will be used as they appear in the review.
- You cannot upload files of 10MB or larger. Prepare the documents in appropriate file size.
- If you have multiple S-64(L) forms, upload in order from the top.
- The file name should start with designated letters as follows:

Form	The head of the file name (capital letters is accepted)	Note
S – 6 4 (1)	abs (A · B · S)	
S – 6 4 (2)	en (E · N)	
S – 6 4 (3)	cv (C · V)	
S – 6 4 (4)	jp (J · P)	
S – 6 4 (L)	loi (L · O · I)	※ Can be uploaded up to 3 letters.

Forms to be uploaded (First half)

Form S-64 (1)

This file should be prepared either in Japanese or English. When preparing the file, the instructions given for each column should be observed.

- * The Preliminary Screening will be conducted based only on the Items to be entered in the Website (first half), this form, Form S-64(3), and Form S-64(L). Therefore, when preparing this form, do not refer to the information contained in forms other than those listed above. Moreover, this form will not be used for overseas review, so the information contained in this form should not be referenced in other forms. For example, in [Form S-64 (2)], you cannot reference any of the graphics you include in this form (and vice versa), so you should illustrate the necessary figures in each form.

Form S-64 (2)

This file should be prepared in English. When preparing the file, the instructions given for each column should be observed.

You should take special cautions in describing sensitive research ideas, etc. that may cause substantial disadvantage to the applicant in case such ideas, etc. were leaked.

- * Note for the description of “Details of the applicants’ ability to conduct the research, the research environment” of the “Research Plan” column.

Focus on describing research activities relevant to your research plan in order to demonstrate the feasibility of the plan. Also describe the Co-Investigators, focusing on research activities relevant to their anticipated roles.

For research achievement (research papers, publications authored, industrial property rights, invited lectures, etc.), avoid listing exhaustive information, but rather appropriately provide key achievements such as supporting literature that could explain the feasibility of your research plan. When describing your research achievements, provide sufficient information so that said achievements can be identified, e.g., the title of the paper, author names, title of the academic journal, volume and page numbers, and year of publication in case of a research paper, and bibliographic information, etc. in case of a book. Note, however, that you may cite only those research papers that have been published or accepted for publication.

If you have suspended your research activity for a certain period due to maternity and/or childcare leaves or nursing care leave, you may state so here.

- * Note for the “Plan for Fostering Early-career Researchers” column,

Under this research category, we place high importance on your sending off early-career researchers to overseas research institutions for as long as possible and enable them to be exposed to various opportunities. As such, include plans for these initiatives as much as possible in this column. Even if it is difficult to send graduate students (doctoral students) abroad for a long term, it is still important for them

to spend time abroad for as long as possible and gain various experiences, so the plans may include short- and medium-term stays and/or multiple stays as the case may be. You are also expected to utilize online means to carry out your joint international research efficiently. However, from the perspective of fostering human resources, it is essential for early-career researchers to physically go overseas and gain research experience. Therefore, to the extent possible, you should plan the research project so that the works in which early-career researchers will be involved are mainly conducted abroad.

Form S-64 (3)

This file should be prepared in English. When preparing the file, the instructions given for each column should be observed.

1. "Application Requirements that PI must meet" column

This column asks you to demonstrate that the Principal Investigator is a researcher who has a record of excellent research achievements and an international research network, together with evidence (to prove that such achievements and results actually exist). Note the following when presenting evidence:

- If presenting a top 10% most highly cited international joint paper

You should determine at your discretion, whether the paper to present is eligible using commercial databases, analytical tools, etc. You should specify at your discretion which databases and other tools to use and/or your own definition of Top 10% (such as subject area, applicable year, date of search, etc.), and attach evidence (screen shot images, etc.) in the form of graphic figures to enable the reviewers to acknowledge that your paper is a top 10% international joint paper. The international co-authors of your paper do not have to be the Overseas Joint Researchers of this proposal. Note that if you fail to provide evidence or if the definition of Top 10% is extremely arbitrary, reviewers may determine that you are not eligible.

- If presenting other evidences

If your research area does not use Top 10% international joint paper as an indicator, you should attach as evidence, achievements and results that are acknowledged in your research area to demonstrate that you are a "Japanese researcher who has a record of excellent research achievements and an international research network." When providing information available on the web as evidence, be sure to attach screen shot images and other evidence in addition to the URL links.

You may provide multiple items of evidence instead of a top 10% international joint paper, but you must limit the volume of information within the given number of pages.

Whether each such evidence meets the eligibility criteria will be judged in the review.

2. "CURRICULUM VITAE (CV)" column

The applicant should prepare this section on separate pages for each Principal Investigator and Co-Investigator (in the order mentioned in the column "Project Members List"), according to the instructions below and the instructions mentioned in the respective columns to be filled in. Add pages for the second Co-Investigator and beyond.

- (1) In the column “Research Institution, Academic Unit (School, Faculty, etc.) and Position”, the applicant should enter his/her research institution, academic unit (school, faculty, etc.) and position at the time of the preparation of the Research Proposal Document.
- (2) In “Role in this Project”, the applicant should enter concisely the roles of the researchers in the proposed research project.
- (3) In “Research Career and Experience”, the applicant should enter their principal research career and experience since graduation in their last school in a retroactive chronological order. When entering your research achievements, provide sufficient information so that said achievements can be identified, e.g., the title of the paper, author names, title of the academic journal, volume and page numbers, and year of publication in case of a research paper, and bibliographic information, etc. in case of a book. Note, however, that you may cite only those research papers that have been published or accepted for publication.

Form S-64 (4)

This file should be prepared either in Japanese or English. When preparing the file, the instructions given for each column should be observed.

Forms to be uploaded (Second half)

Form S-64 (L)

This file should be prepared in English by the overseas joint researchers in person.

When preparing the file, the instructions given for each column should be observed.

Note that the uploaded Letters of Intent will be reviewed as part of the Research Proposal Document.

Therefore, as set forth in the Application Procedures, when requesting the submission of the Letters of Intent, explain to the overseas joint researchers in advance that their names and other personal information contained in the Research Proposal Document will be used for administrative tasks of KAKENHI grants (which may include providing personal information to external contractor(s) in charge of the electronic processing and management of KAKENHI data).

* If you have several overseas joint researcher engagements, you can attach up to three sets of this form (provided, minimum one set is mandatory).