

2017 Waseda University Grant for Special Research Projects

Table of Expense Items/Scope of Use

(Special Research Projects A, *Kiso* Grant and B)

(Note: Expenses which are not directly related to the research plan are not covered.)

Item	Content of use	Remarks
Machinery and Equipment	Individual items or units costing 300,000 yen or over, which will last or be in use for one year or longer.	<ol style="list-style-type: none"> <li>1. Purchase of necessary machinery and equipment required for and related directly to the research specified in the grant.</li> <li>2. Purchased items cannot be installed off campus.</li> <li>3. Articles may not be purchased if they will require maintenance beyond the period of the Grant for Special Research Projects.</li> <li>4. The name, quantity and specifications of each purchased article must be provided for registration under "Rules for Procurement".</li> <li>5. The funds from this grant may not be combined with those from other research grants or personal funds.</li> </ol>
Supplies Expenses	Individual items or units costing 100,00 yen or more and less than 300,000 yen, which will last or be in use for one year or longer.	Same as machinery and equipment (above).
Consumables	Articles with purchase price of less than 100,000 yen and/or lasting or in use for less than one year.	In accordance with "Rules for Procurement."
Books and Materials Expenses	Books and Materials Expenses are categorized into those regarded as supplies or consumables	<ol style="list-style-type: none"> <li>1. Supplies: Books and materials of purchase price of more than 100,000 yen, to be stored for a maximum of 10 years.</li> <li>2. Consumables: Books and Materials of purchase price of 100,000 yen or less.</li> <li>3. All items with some form of information content, including videotapes, CD-ROMs, databases, microfilm material, are categorized as books and materials.</li> </ol>
Communications and Transport	Communication expenses required for the research	Postage stamps, courier service, telephone charges, fax usage charges, etc.
Printing and Binding	Printing and binding expenses required for the research	Copying, photo service (films are consumables) and academic paper offprints.
Travel Expenses (*1)	Transportation and accommodation costs and daily allowance.	<ul style="list-style-type: none"> <li>- Domestic travel expenses, overseas travel expenses and travel expenses for invited researchers</li> <li>- In the case where a business trip is made for this research in combination with other business, travel expenses can be disbursed if the expenses covered by this grant and by other funds are specified and if the itinerary is divided to indicate the two purposes.</li> </ul>
Maintenance fees	Maintenance contract fees (for machinery and appliance), repair of equipment, articles, and books, etc.	Covered within the research period.
Consignment Expenses	Such as translation fees for companies	In accordance with "Rules for Procurement." Letter of request (to document the requested content) and one copy of product.
Fees and Honoraria (*2)	Speaker fees, translation fees, honoraria for hearings, questionnaires and examinees.	Evidence to document the content must be attached.
Wages (Personnel Expenses)	Able to employ research assistants (RA) to cooperate in the completion of research activities. (*3)	Details as found in "Employment of Research Assistant."
	Research support staff	Details may be found in "Employment of Research Support Staff."

Sundry Expenses for Meetings	Meeting necessary for research	Maximum 2,000 yen per person per meeting (Cannot involve expenses for alcohol). A record of the meeting ( <i>kaisai kiroku</i> ) and the breakdown of sundry expenses (if the breakdown is not available, documents describing the name of goods, unit price and the volume) must be submitted.
Incidentals	Computer usage fees, remittance fees, registration fees for academic conferences, etc.	Evidence to document the content must be attached.
Rental fees	Rental fees for machinery and equipment	In accordance with “Rules for Procurement.”
Example of Items Not Covered in Principle	Electric appliances such as air conditioners, electric fans, heaters, fridges, satellite broadcasting antennas, video decks, TV sets, projectors, DVD players, reading lamps, furniture such as bookshelves and chairs, fountain pens, business cards, personal seals, personalized stationery, music software such as records and CDs, water boilers, fax machines, telephones, taxi fare, car rental fees, school fees, annual membership fees for academic societies, Project Research Institute participation fees.	

[Notes]

Regarding the following items, please refer to the website of the Research Promotion Division

- \*1) 2017 Travel Expenses: See Guidelines for travel expenses for attending academic meetings and conducting research activities and Question 25 of the Waseda University Grants for Special Projects FAQ.
- \*2) Fees and Honoraria: “Guidelines related to the payment of labor costs and various allowances related to consigned projects.”
- \*3) Allowance for research assistance (RA) (Personnel Expenses): “Employment of Research Assistant” and Question 8 of 2017 Waseda University Grants for Special Projects FAQ.

If you have questions regarding matters such as the limitation on diversion between funds, please refer to the 2017 Waseda University Grants for Special Projects FAQ.