

2017 Waseda University Grants for Special Projects
(for Newly-hired faculty)

Table of expense items and scope of use

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

Item	Content of use	Remarks
Supplies expenses	Individual items or units costing 100,000 yen or more and less than 300,000 yen, which will last or be in use for one year or longer.	1. Purchase of necessary machinery and equipment required for and related directly to the research specified in the grant. 2. Purchased items cannot be installed off campus. 3. Articles may not be purchased if they will require maintenance beyond the period of the Grant for Special Research Projects. 4. The name, quantity and specifications of each purchased article must be provided for registration under "Rules for Procurement." 5. The funds from this grant may not be combined with those from other research grants or personal funds.
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 as either supplies or consumables.	1. Supplies: Books and Materials of purchase price of more than 100,000 yen, to be stored for a maximum of 10 years. 2. Consumables: Books and Materials of purchase price of less than 100,000 yen or less. 3. All articles with some form of information content, including videotapes, CD-ROMs, databases, microfilm material, are categorized as books and materials.
Communications Expenses	Communication expenses required for research	Postage stamps, courier service, telephone charges, fax usage charges, etc.
Printing and binding expenses	Printing and binding expenses required for research	Copying, photo service (films are consumables) and academic paper offprints.
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.
Travel expenses	Transportation and accommodation costs and daily allowance. Only travel expenses for research representatives are permissible.	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.
Fees and Honorarium (*1)	Speaker fees, translation fees, honoraria for hearings, questionnaires and examinees.	Evidence to document the content must be attached.
Wages (Personnel Expenses) (*2)	Research Support staff (RS)	It is preferable to employ students at Waseda as it is easier to manage the work status.
Incidentals	Computer usage fees, remittance fees, registration fees for academic conferences, etc.	Evidence to document the content must be attached.
Examples of Items Not Covered in Principle.	Electric appliances such as air conditioners, electric fans, heaters, fridges, satellite broadcasting antennas, 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, 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: Fees and Honorariums: Annex 3, Article 11, Guidelines related to the payment of labor costs and various allowances related to consigned projects.

*2 : Wages (Personnel expenses): in accordance with research support staff rules

If you have questions about the combined use of grants and other expenses, limitations on diversion between funds, or other matters, please refer to the Waseda University Grants for Special Projects FAQ.

Sundry expenses for meetings are not covered.