

# April call for applications

## FY2017 Waseda University Grants for Special Research Projects: (*Tokutei Kadai* for Newly-Hired Faculty)

### Guidelines for filling out the research plan form

The Screening Committee of Waseda University Grant for Special Research Projects will examine the applications and decide the recipients of the Waseda University Grant for Special Research Projects (*Tokutei Kadai* for Newly-Hired Faculty). Since the content of the research plan is the subject of screening, please be sure that you have completed the form in the required manner, meticulously and legibly.

1. The applicant may not add any new page to the existing research form.
2. The applicant may cut and paste hard copy text made by a word processor when completing the form. In this case, a photocopy of the cut-and-paste form must be submitted as an original (it is not necessary to submit the cut and pasted original sheet). Handwritten applications are not acceptable.
3. The Research Plan form can be downloaded at:  
<http://www.waseda.jp/rps/fas/research-expenses/specific-research/index2017.html>
4. If the applicant wishes to make any corrections, correction tape must be used rather than crossing out and stamping with a seal.
5. The Research Plan form must be filled out in Japanese or in English.
6. Since the Review Committee receives the submissions in black and white, please make sure to use a font size of about 10points letters and graphics that are easily viewable black and white.
7. Forming a research organization using this grant is not permissible.

### I. Guidelines for completing the form

1. In the '**Affiliation**' section, please write the name of your affiliated faculty, undergraduate school or graduate school.
2. In the '**Department**' section, please write the name of your department. If your school is not divided into departments, this section may be left blank.
3. In the '**Date of job assignment**' section, please state the date when you were assigned to your current status.
4. In the '**Current Status as of April 1, 2017**' section, please write your status at Waseda as of April 1, 2017.
5. In the '**Affiliation and Status in 2017**' section, please write the name of the organization that you were most recently affiliated with and your status there. If you were most recently affiliated with Waseda, please write your status and circle either 'Hired by Waseda (with university funding)' or 'External funding'.
6. In the '**Item number**' sections, please write the number of an item selected from JSPS' List of Categories, Areas, Disciplines and Research Fields for 2017 Grant-In-Aid for Scientific Research (*KAKENHI*) (can be downloaded at [http://www.jsps.go.jp/j-grantsinaid/02\\_koubo/saimoku.html](http://www.jsps.go.jp/j-grantsinaid/02_koubo/saimoku.html))  
Note: Based on the information provided in this section, the application will be sent to review committee members in the relevant field. **Care must be taken with this, since if a mistake is made or this section is left empty, the application cannot be reviewed by committee members in the appropriate field.**
7. In the '**Faculty Code**' section, please write your ID number (6 digits) which is on your ID card and health insurance card.
8. In the '**Research Project**' section, please write your statement in a concrete and simple way, avoiding general or abstract terms, using 20 words or fewer. If the content is very difficult to write in 20 words, a subtopic may be added separately, but still the main topic must be described in 20 words or fewer. (The use of chemical and mathematical formula should be minimized)  
The title of the research project cannot be changed, in principle.

9. In the ‘**Bioethics and safety measures**’ section, please state in accordance with the following table, only if your research content applies.

	Research content
ゲノム	Research involving analysis of human genomes and genes
ES	Research using human embryonic stem cells
人	Research on human subjects (other than research using human genomes and genes and human embryonic stem cells)
組	DNA recombination experiment
動	Animal experiment

10. In the ‘**Research expenses**’ section, please provide a breakdown of direct expenses for each use, based on the research plan, and include the grand total. The amount must be in units of 1,000 yen; please always round down. The maximum amount for applications is 300,000 yen.

11. In the ‘**Usage Breakdown**’ section, please fill this section by keeping the following points in mind.

- (1) Please refer to ‘Expense Item/Scope of Use Table for 2017 Waseda University Grant for Special Research Projects (for Newly-Hired Faculty)’ when filling out items of ‘**Usage Breakdown.**’ It is not permissible to disburse if the content conflicts with the usage rules of *Expense Item/Scope of Use Table*.
- (2) The breakdown of each item may not be summarized, but must be stated concretely concerning content. Major items are already listed in the form, so the amount of money must be filled in when there is an expenditure.
- (3) The usage of research expenditure must be clarified regarding appropriateness for the content of the research (the content of the research expenditure must be reasonable.)
- (4) Please specify concretely the scope of usage breakdown, as planned at the time of application. The research plan is regarded as a tentative plan, so it may change to some extent after selection or even during the conduct of research. Thus, the scope of the breakdown planned at the application stage must be concretely stated.

12. In the ‘**Status of applications for other grants**’ section, please provide the details of your applications for other grants in 2017 and for the past three years (periods (1) to (4) in the following table), as a research representative, regardless of the result of the screening. It is not necessary to complete this section if you were a co-researcher. Please note that the year of application stated in the research plan is different from the fiscal year (see the table below). In [Under application] please state the total amount of grant applied for; in [Continued] state the amount of grant for a single year; and in [None] enter ‘0’. Reporting past applications which were not selected does not affect selection for this grant.

Status of applications for other grants Year of application [Year when application procedures were completed]			Fiscal year [Year when grant was/will be received]
(1)	April 1, 2014 ~ March 31, 2015	Past three years	Year of 2015 (2014 in the case of receiving the grant in the year of application)
(2)	April 1, 2015 ~ March 31, 2016		Year of 2016 (2015 in the case of receiving the grant in the year of application)
(3)	April 1, 2016 ~ March 31, 2017		Year of 2017 (2016 in the case of receiving the grant in the year of application)
(4)	April 1, 2017 ~ present		Year of 2018 (2017 in the case of receiving the grant in the year of application)

Example: You applied for 2017 *Kakenhi* in October 2016 and were selected for a two-year research project.

→ You received the grant in FY2016 but you completed the application procedures in FY2015, so please write 採 (selected) in FY2015 and 継続 (continued) in FY2016, and state the amount of direct expenses for each single year.

13. In the ‘**Research objectives**’ section, please describe concretely the following points so that the screening committee members can clearly understand the research objectives of the project being applied for.

- ① The background of the research (its relation with past research outcomes and preparatory status)
  - ② Research objectives (what will be elucidated, and to what extent?)
  - ③ Characteristics of the research (academic characteristics and expected results and significance)
14. In the **'Research plan and methodology'** section, please concretely describe the plan and methodology necessary to achieve the research objectives, clarifying the relation with the breakdown of research expenditures. Also please indicate how the research content will be conducted within the research period.
15. In the **'Research achievements of the past three years regarding this project'** section, please list your publications in chronological order beginning with the newest.  
The year of publication, paper details (title, name of academic society journal, volume number (issue), first page and last page, and publisher), and name of author(s)

## **II. Submission procedures, deadlines and inquiries**

1. Documents to be submitted and the number of copies  
Form S-4 *Tokutei Kadai* (for newly-hired faculty) Research Plan  
one original and one copy (double-sided copies).
2. Submission and Application Period
- (1) Submission: The documents must be submitted to **the applicant's department office**.
  - (2) Application Period: **Friday, April 7, 2017** (strictly observed).
3. Inquiries  
Your department office: Person in charge of grants in your department office.  
Research Support Section,  
Research Promotion Division: Hirai, Baba or Fujii (e-mail: tokuteikensi@list.waseda.jp)