

## FY 2017 Waseda University Grant for Special Research Projects. Category A Research Plan (Ippan Grant) Guidelines for filling out the research plan form

The Waseda University Grant for Special Research Projects Review Committee will examine the applications and decide the recipients of the Waseda University Grant for Special Research Projects (*Ippan* Grant). Before submitting your application, please be sure that you have completed the form in the required manner as stipulated in the guidelines below.

1. Applicants may not add any new page to the existing pages of 'Research Plan' form.
2. The applicant may cut and paste hard copy text made by a word processor when completing the form. In this case, a copy of the cut-and-paste form must be submitted as an original (it is not necessary to submit the original sheet). Handwritten applications are not acceptable.
3. The Research Plan form can be downloaded from the website of Waseda University Research Promotion Division at (<http://www.waseda.jp/rps/fas/research-expenses/specific-research/index2017.html>)
4. If the applicant wishes to correct some parts of the completed form, correction tape must be used. Crossing out and stamping a seal is not acceptable.
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 letters and graphics that are easily viewable in black and white.

### I. Guidelines for completing the form

1. In the '**Affiliation**' section, please write the name of your affiliated faculty, and in the '**School**' section, the name of your affiliated undergraduate school or graduate school.  
e.g. If you are in the Graduate School of Japanese Applied Linguistics, please write F Graduate School of Japanese Applied Linguistics in 'Affiliation' and Graduate School of Japanese Applied Linguistics, in the '**School**' section
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.  
**Note: Those in the School of Fundamental Science and Engineering, School of Creative Science and Engineering, School of Advanced Science and Engineering, Graduate School of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering and Graduate School of Advanced Science and Engineering must fill in the 'Department' section.**
3. In the '**Item number**,' '**Research field**,' '**Key word**' and '**Screening sub panel number**' sections, please write number, name, and key words using the Roman letter coding in JSPS' List of Categories, Areas, Disciplines and Research Fields and Table of Keywords for 2017 Grant-In-Aid for Scientific Research (*Kakenhi*).  
Note: Based on the information provided in this section, the application will be sent for review. **Care must be taken with this, since if a mistake is made or this section is left empty, the application cannot be reviewed.**
4. In the '**Faculty Code**' section, please write your ID number (6 digits) which is on your ID card and health insurance card.
5. In the '**Research Project**' section, please write your statement, in no more than 20 words, in a concrete and simple way, avoiding general and abstract terms. 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. The use of chemical and mathematical formulae should be avoided as much as possible. The title of the research project cannot be changed, in principle.
6. If your research project is applicable to "Challenging Exploratory Research", please check in the box and fill out page 4.
7. In cases where the research is subject to the compliance rules for bioethics and safety measures for research projects, listed below, please complete the 'Bioethics and safety measure' section as follows:
  - Research on human subjects (except research on the analysis of human genomes and genes and research using human embryonic stem cells) →Human
  - Research on the analysis of human genomes and genes→Genome
  - Research using human embryonic stem cells→ES
  - DNA recombination experiments: →DNA
  - Animal experiment→Animal
8. 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. If there are no expenses, write '0' here. The amount must be in units of 1,000 yen; please always round down. Please check the content of each expense and be careful to state only expenses which are allowable under the grant (refer to '2017 Expense Item/Scope of Use Table for Waseda University Grant for Special Research Projects').
9. In the '**Research Organization**' section, please note the following:

- For **'Role allotment'** section, please state clearly the relationships between the research representative, collaborators and cooperants in terms of the conduct of research and their share of the FY 2017 research plan.
  - Research collaborators are those who participate in the research plan as members of the research organization under the direction of the research representative. Those who qualify as collaborators are eligible for Waseda University Grant for Special Research.
  - Research cooperants are researchers from other universities or from overseas, or Waseda University students participating in the research on a temporary basis.
  - When stating the names of research cooperants, please divide the research organization section into two, and put their names under the title of 'research cooperants.'
  - More than half of members of the research organization (research representative, collaborators, and cooperants) must be consisted of faculties or students from Waseda University.
10. In the 'Application Status' section of the section **'Tokutai Kadai Research Activity Status'**, please state the status of your application between 2013 and 2016. If you had projects selected for *Tokutei Kadai* between 2013 and 2016, please tick ' attached' in the 'research outcome outline report attachment' section for the relevant year and attach a research outcome outline report. If all of the projects selected between 2011 and 2015 have been reported, tick ' reported' in the section 'Selected Project's Research Outcomes Report Status.' If you have not yet submitted the research outcomes report for any of your selected projects, you are not eligible. If none of your projects have been selected, tick ' no selected project.' Please write the name of any book or academic journal in which an outcome was published in the 'Research Outcomes' section.
11. In your application, in the sections 'Application Status for *Kakenhi*' and 'Application Status for External Competitive Funding other than *Kakenhi*' of 'Research Activity Status for External Competitive Funding,' please enter your selection status for each fiscal year (from (1) to (5)) in which you applied as a research representative. Please be careful to note that application year is not the same as fiscal year. The fiscal years are: (1) 2012: April 1, 2012 to March 31, 2013; (2) 2013: April 1, 2013 to March 31, 2014; (3) 2014: April 1, 2013 to March 31, 2014; (4) 2015: April 1, 2015 to March 31, 2016; and (5) 2016: April 1, 2016 to the end of December 2016 (plan to apply).
- If a project continues for more than one year, please circle (Selection) for the first year, and circle (Continuing) for the second year onward. Regarding 'Received Amount,' please write only direct expenses at the time of application for the year 2016. Write the total amount of application for [Plan to apply] and [Under application], the single year amount for [Continuing], and 0 for [Not selected.] In the case of a continuation of a 2017 *Kakenhi* project, please attach the research plan which you submitted at the time of application.

Sample:

Year of application	(1) year _____	(2) year _____	(3) year _____
Application status	[Selected] <input type="checkbox"/> [Not selected] <input type="checkbox"/> [Continuing] <input type="checkbox"/>	[Selected] <input type="checkbox"/> [Not selected] <input type="checkbox"/> [Continuing] <input type="checkbox"/>	[Selected] <input type="checkbox"/> [Not selected] <input type="checkbox"/> [Continuing] <input type="checkbox"/>
Category	Grants-in-Aid for young researcher (A)	Grants-in-Aid for young researcher (B)	Grants-in-Aid for young researcher (B)
Received amount	0	2 million yen	3 million yen

12. In the sections **'Research objectives,' 'Characteristics, innovative point and significance of research,' 'The point of difference from Kakenhi under application,' 'Previous research progress and outcome,' 'Preparation status,'** and **'Research plan and methodology,'** please follow the instructions provided in each section.
13. In the **'Machinery, equipment, and supplies expenses breakdown'** section, please follow the instructions in the research plan form and provide the total.
14. Other than the breakdown sections listed above, please pay attention to the following points and provide the total.
- (1) Each item of consumables expenses, such as medicine, animals for experiments and glass equipment, must be specified.
  - (2) Travel expenses must be separated into domestic and overseas, with a breakdown of expenses (transportation, accommodation, daily allowance) for the research representative, research collaborators, and other cooperants for travel (e.g. collecting materials, conducting surveys, meetings for research, and presentation of research outcomes).
  - (3) Honorarium include fees and wages for those who cooperate for research (in activities such as material sorting, experiment support, translation and proofreading, offering special knowledge distributing and collecting questionnaires, and collecting research materials). Please complete this section in broken down form.  
E.g. material sorting (breakdown: four people x three months, XXX yen)

- (4) Expenses related to the conduct of research other than the above, such as for communicating, meeting (venue rental and meals excluding alcohol), rental charges for items such as computers, experimental facilities and equipment, maintenance expenses for machinery and equipment, academic meeting registrations, and research presentation costs are to be listed in 'Other.'
15. In the 'Research achievement' section, please fill in the research representative's achievement, following the instructions in the research plan form.

## II. Submission and inquiries

### 1. Documents to be submitted

- (1) Waseda University Grant for Special Research Project (Ippan grant): one original and one copy **(one-sided copies of the front and back, attached using clips)**
- (2) The documents must be submitted to **the department affiliated office.**
- (3) Deadline: 5p.m. on November 14, 2016 (Mon) Japan time **strictly observed**

### 2. Other

Inquiries concerning applications: Person in charge of grants in the department office.  
Hirai, Baba or Fujii in the Research Support Section, Research Promotion Division.  
(e-mail: tokuteikensi@list.waseda.jp)