

# FY 2017 Waseda University Grant for Special Research Projects (*Kiso Grant*): Guidelines for filling out the research plan form

The Waseda University Grant for Special Research Projects Review Committee will examine all applications and decide the recipients of the Waseda University Grant for Special Research Projects (*Kiso 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. The applicant may cut and paste hard copy text printed from a word processor when completing the form. In that case, a copy of the cut-and-pasted form must be submitted as an original (it is not necessary to submit the original sheet). Handwritten applications are not acceptable.
2. 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>
3. If the applicant wishes to correct some part of the completed form, correction tape must be used. Crossing out and stamping the correction with a seal is not acceptable.
4. The Research Plan form must be filled out in Japanese or in English.
5. 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. Use a font size of about 10 points.

## 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 Faculty of Japanese Applied Linguistics in the 'Affiliation' section and Graduate School of Japanese Applied Linguistics in the 'School' section.
2. In the 'Department' section, please write the name of your current department. If your school is not divided into departments, this section may be left blank.  
Note: The 'Department' section must be filled in by 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.
3. In the 'Faculty Code' section, please write the ID number (6 digits) which is on your ID card and health insurance card.
4. In the 'Discipline Number' and 'Discipline Name' sections, please make sure to complete those sections in line with the 'List of Categories, Areas, Disciplines, and Research Fields' of FY 2017 Grants-in-Aid for Scientific Research (*Kakenhi*) at <http://www.jsps.go.jp/english/e-grants/index.html>  
Note: Based on the information provided in those sections, the application will be sent for review. Care must be taken with the completion of the form, since if a mistake is made or if required sections are left blank, the application cannot be reviewed.
5. In the 'Research Project' section, please write your statement, in no more than 20 words, in a concrete and simple way, avoiding generalizations 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 or fewer. The use of chemical and mathematical formulae should be avoided as much as possible. The title of the research project cannot be changed after submission.
6. 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 measures' section as follows:
  - Research on human subjects (except research involving the analysis of human genomes and genes and research using human embryonic stem cells) → Human
  - Research involving the analysis of human genomes and genes → Genome
  - Research using human embryonic stem cells → ES
  - DNA recombination experiments → DNA
  - Animal experiments → Animal
7. In the 'Research expenses' section, please provide the amount which is being applied for. The amount must be in units of 1,000 yen, and any amount of 999 yen or less must be rounded down.

8. In the 'Waseda University Grant for Special Research Projects Research Outcome Outline Report' section, please confirm that the research outcome outline report for the Waseda University Grant for Special Research Projects selected between FY 2011 and FY 2015 had been submitted by ticking '☐ reported.' The application is not eligible if that research outcome report has not been submitted. If you have not had a project selected during that period, tick '☐ no selected project.'

9. When filling out the 'Application Status for *Kakenhi*' part of the 'Application Status as a Research Representative for External Competitive Research Funds' section, please state the application and selection status of this *Kiso* Grant for each year stipulated in the application requirements (periods (1) to (3) below). Please be careful to note that application year is not the same as fiscal year (see the following table).

If you have applied as a research representative (regardless of being selected or not) at least once during the period from (1) to (3) or had a continuing project in that period, you are eligible to apply for *Kiso* Grant. If you plan to apply for 2017 external competitive research funds by the end of December, 2016, please circle 'Plan to apply.'

Period of years of application requirements		Fiscal years of external competitive funds such as <i>Kakenhi</i>
(1)	From April 1, 2016 to the end of December, 2016 (including planning to apply)	For FY 2017
(2)	From April 1, 2015 to March 31, 2016	During the past two years
(3)	From April 1, 2014 to March 31, 2015	

#### Sample

Year of application	(1) year _____	(2) year _____	(3) year _____
Application status	[Selected] <span style="border: 1px solid black;">[Not selected]</span> [Continuing]	<span style="border: 1px solid black;">[Selected]</span> [Not selected] [Continuing]	[Selected] [Not selected] <span style="border: 1px solid black;">[Continuing]</span>
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	1 million yen

For 'Grant Amount,' please write the amount of direct expenses only.

For the sections 'Under application' and 'Planning to apply,' please state the total amount applied for; for 'Continuing' please state the amount for a single year; and for 'No,' please state 0.

For 'Application status for external competitive research funds other than *Kakenhi*,' please state the name of the organization and its telephone number or e-mail address and the title of the research project for which you are submitting the application.

10. In the 'Use of Research Expenses' section, please describe the main use of this grant.

11. In the 'Research Achievement' section, please fill in the research representative's achievement related to the research, 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 (*Kiso Grant*): one original and one copy (double-sided copies, attached using paperclips)
- (2) The documents must be submitted to the department affiliated office.
- (3) Deadline: 5 p.m. November 14, 2016 (Mon) Japan time, strictly observed.

### 2. Other

Inquiries concerning applications:

- a. The person in charge of grants in your department office.

Hirai, Baba or Fujii in the Research Support Section, Research Promotion Division.

(e-mail: tokuteikensi@list.waseda.jp)