Application Materials for FY2019 Grants-in-Aid for Scientific Research

<Application Materials> **<p.>**

The Japan Society for the Promotion of Science (JSPS) makes available English language grant information on the pages below.

Grants-in-Aid homepage: **https://www.jsps.go.jp/english/e-grants/index.html**

FY2019 application guidelines and application forms: **https://www.jsps.go.jp/english/e-grants/grants09_fy2019.html**

Grants-in-Aid for Scientific Research includes multiple grant categories, differentiated by period and budget. Professors at APU tend to apply in Scientific Research (C), Challenging Research (Exploratory), or Early-Career Scientists. See Types of Grants Programs on JSPS' page for details.
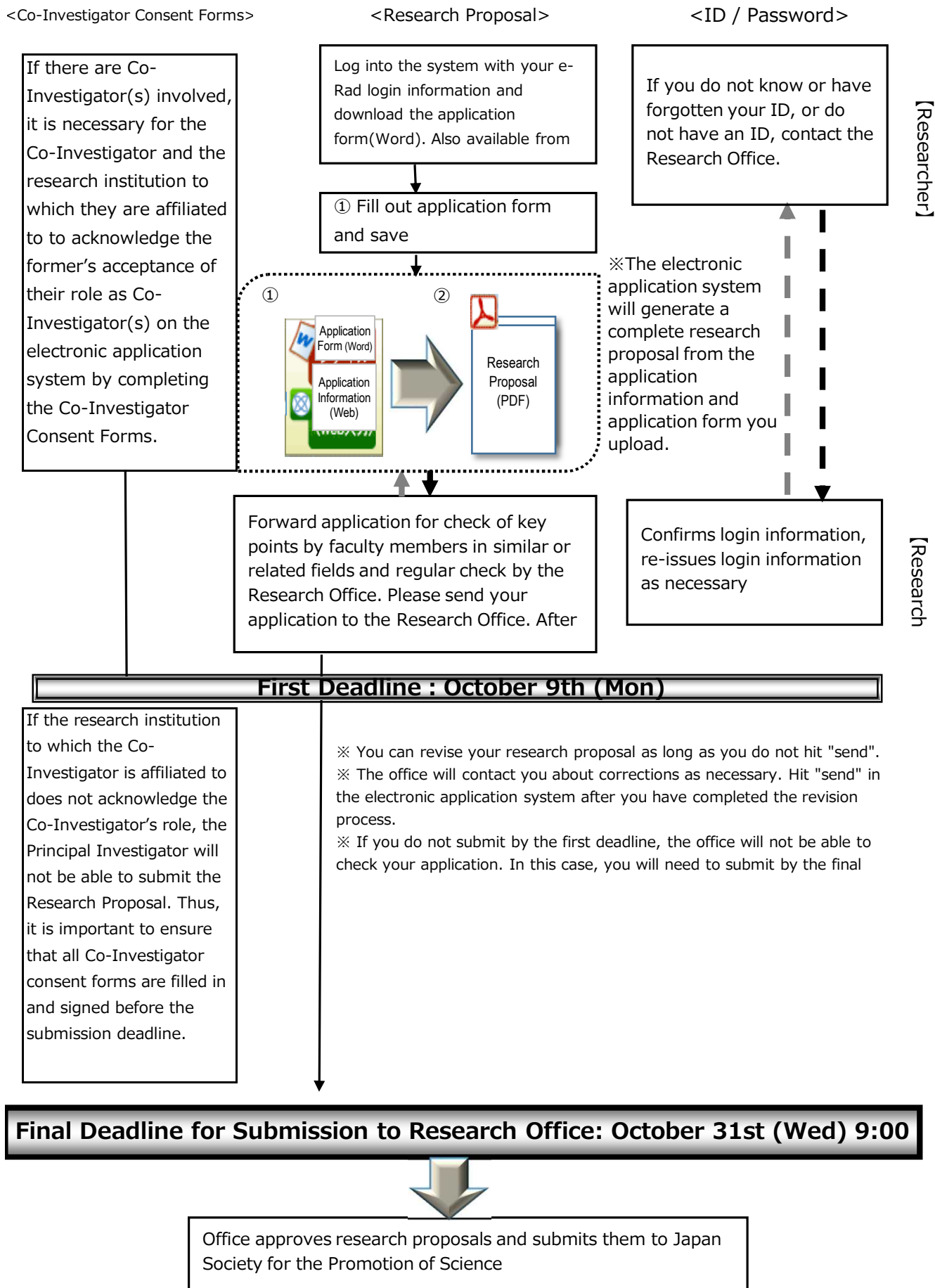
The research proposal consists of two parts: an application form (filled out as a Word file) and electronic application information (filled out directly in the electronic application system).

Applicants will need to select a screening category before entering their application information into the electronic application system.

September 2019
Research Office, Ritsumeikan Asia Pacific University

FY2019 Grants-in-Aid for Scientific Research Application Process

Professors planning to apply should fully understand the process described below before filling out and submitting their application (research proposal). The research proposal consists of ① the

| <Co-Investigator Consent Forms> | <Research Proposal> | <ID / Password> |

<Research Proposal>

Log into the system with your e-Rad login information and download the application form(Word). Also available from

<Co-Investigator Consent Forms>

If there are Co-Investigator(s) involved, it is necessary for the Co-Investigator and the research institution to which they are affiliated to to acknowledge the former's acceptance of their role as Co-Investigator(s) on the electronic application system by completing the Co-Investigator Consent Forms.

① Fill out application form and save

① Application Form (Word) / Application Information (Web) → ② Research Proposal (PDF)

※The electronic application system will generate a complete research proposal from the application information and application form you upload.

<ID / Password>

If you do not know or have forgotten your ID, or do not have an ID, contact the Research Office.

【Researcher】

Forward application for check of key points by faculty members in similar or related fields and regular check by the Research Office. Please send your application to the Research Office. After

Confirms login information, re-issues login information as necessary

【Research

First Deadline : October 9th (Mon)

If the research institution to which the Co-Investigator is affiliated to does not acknowledge the Co-Investigator's role, the Principal Investigator will not be able to submit the Research Proposal. Thus, it is important to ensure that all Co-Investigator consent forms are filled in and signed before the submission deadline.

※ You can revise your research proposal as long as you do not hit "send".
※ The office will contact you about corrections as necessary. Hit "send" in the electronic application system after you have completed the revision process.
※ If you do not submit by the first deadline, the office will not be able to check your application. In this case, you will need to submit by the final

Final Deadline for Submission to Research Office: October 31st (Wed) 9:00

Office approves research proposals and submits them to Japan Society for the Promotion of Science

(Note) Professors cannot apply directly to the Japan Society for the Promotion of Science

[Notes]

The research proposal submission deadline is October 9th. However, the Research Office will submit to the Japan Society for the Promotion of Science any applications that professors have completed and sent through the electronic application system on their own initiative by 9:00 AM on October 31st. In this case, because the Research Office will not be able to check the application for mistakes, the professor should thoroughly review the procedures and manual for applicants before submitting the electronic application.

When the Principal Investigator is forming his or her research group, the Principal Investigator should inform all Co-Investigators in advance of the need for them and their affiliated research institutions to acknowledge their acceptance of their role as Co-Investigator(s) on the electronic application system by completing the Co-Investigator Consent Forms. Please complete the necessary forms and

The Research Office will send all information related to Grants-in-Aid applications and all communications to professors through the Research Office e-mail address (reo@apu.ac.jp). During the Grants-in-Aid application period, professors should check for e-mails from the Research Office and make sure they do not overlook any. The Research Office cannot take responsibility for e-mails sent to any other address.

[Inquiries]
Research Office
Grants-in-Aid Team: Iwayama, Kozuru, Ko, Baba
TEL: 0977(78)1134　ex. 2530, 2504, 2503, 2506
E-mail reo@apu.ac.jp

FY2019 Grants-in-Aid for Scientific Research Application Checklist (for faculty)

●Important Points and Writing Hints●

☐ It is better if the research theme for your research project is an extension of your previous research.

☐ Is your research proposal persuasive?

☐ Will your research proposal effectively impress screeners even if they spend little time screening it (assume a worst case scenario of ten minutes of screening time)?

☐ Even if the screeners are specialists in your field, there is no specialist more familiar with the topic of your application than you. Think of the screeners as people in other fields and aim to explain your proposal in a way that will be easy for them to understand.

☐ The application form is your "presentation material". Is it structured in a logical, easy-to-understand way? Will it persuade the reader of the social and academic importance of the goal you have set and the viability of your plans for achieving that goal?

☐ Have other researchers look at your application and get their opinions as third parties. Use their opinions to improve your application.

☐ Keep feasibility in mind when making your plan and road map. For a 3-5 year research plan, set small goals for each half year (or each year) leading up to the achievement of your final research goal. When multiple people are carrying out the research, define each person's role. Who will do what by when, what will they achieve, and what sort of impact will that have?

☐ Clearly specify the measures to be taken in the event the initial research plan does not go well (a back-up plan).

●Checklist●

<General>

✓	Item
	Are you using the forms for FY2018? Have you made sure you are not using the forms from last year?
	Is the font size above 11-point?
	Have you been careful to not alter the forms? (Is the title of each section at the top of the page? Is each section within the prescribed page limit? You cannot change the margins.)
	Have you emphasized your application's selling points? Excessive bolding or italics will be counterproductive. Be moderate.
	Is your application consistent throughout? (Purpose - Method - Achievements - Costs)
	Have you used figures and tables effectively?

<Research Objectives, Research Method, etc.>

	Have you filled in the outline section at the beginning in a succinct and easy to understand way? The outline should be within ten lines or so.
	Have you explained the following five points about the project? (1) The project's scientific and original characteristics, (2) the key scientific question comprising the core of the research plan, (3) the project's purpose, ripple effects and universality, (4) what you will elucidate and to what extent you will pursue it during the research period?, (5) technical language and abbreviations
	Have you placed (1) through (4) under appropriate subheadings?
	[Group Research] Have you specified the roles of the Principal Investigator and Co-Investigators (funded [*kenkyu-buntansha*], unfunded [*renkei-kenkyusha*], research collaborators) in light of their expected contribution to achieving the research objective?
	Is the whole of the research plan easy to understand as a road map to the achievement of the research objective?

<Research Development Leading to Conception of the Present Research Proposal, etc.>

	Have you described the development of the research idea, the relevant domestic and international research trends and the research's position within them, your past research activities, your preparations for the research project, and the feasibility of the plan?

<Research Achievements of the Principal Investigator (PI) and Co-Investigator(s) (Co-I(s))>

※ Categories other than Challenging Research

※ Young Scientists applicants need only fill out Principal Investigator's research achievements

	Is your research plan connected to and supported by your research activities?
	Have you clearly explained the feasibility of your research plan?
	Is the feasibility of your research plan supported by existing academic literature?

<Issues Relevant to Human Right Protection and Legal Compliance>

	・ If applicable, have you described the measures and actions you will take to comply with related laws and regulations? → If you will conduct questionnaires to collect personal information, please consult with the Research Office about filling in this section. ・ If not applicable, have you written "not applicable" in the box?

<Research Expenditures>

	Have you allocated items costing over ¥500,000 as equipment? Items costing less than ¥500,000, even hardware such as PCs, are categorized as "consumables".
	Have you written the costs in units of ¥1,000?

<Significance as Challenging Research>　※Challenging Research only!

	Have you clearly explained the challenging nature of the research? ・　Background and development of research project ・　Does the research have the potential to revolutionize or transform the scientific establishment? ・　In light of the current state of scientific research, what significance does the research project have as Challenging Research?

Writing a Grants-in-Aid Application: Compilation of Information from Past Reviewers, Successful Applicants and Research Support Seminars

> The Research Office Grants-in-Aid Team compiled this guide from several sources with the hope that it will be of some use to faculty who are applying for Grants-in-Aid. It is only intended to be supplemental information, and there is no guarantee that following this guide will result in a successful application. Please use any information that you determine may be helpful for your application.

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(Application Form)

1. Research Objectives, Research Method, etc.
2. Research Development Leading to Conception of the Present Research Proposal, etc.
3. Applicant's Ability to Conduct the Research and the Research Environment
4. Issues Related to Human Right Protection and Legal Compliance
5. Items to be Entered When New Application is Made in the Fiscal Year Previous to the Final Year of the Research Period of an On-Going KAKENHI Project

※You also need to input the key information such as "Research title", "Research Expenditures and their necessity, Status of Application and Acquisition of Research Grants etc…into the JSPS system.

The information in this guide was compiled from the following sources:

■ Comments from successful Grants-in-Aid applicants and past reviewers
■ "Research Promotion and Support Seminar." Japan Association of University Management, Tokyo, January 2012
■ Osanai, Masaru and Ozawa, Yoshiaki. *Kenkyu Keikakusho no Tenken to Shinka no Jissai* (Checkpoints for Research Proposals and Improving Applications), Institute of Regional Studies, 2011
■ Kojima, Masayasu. *Kakenhi Kakutoku no Houhou to Kotsu* (Tips and Methods for Getting Grants-in-Aid Funding), Yodosha, 2010
■ "Methods and Tips for Acquiring Grants-in-Aid Funding: The Way You Write makes a Big Difference!" Kojima, Masayasu, APU, June 2012.
■ "Grants-in-Aid Application/Acquisition Strategies and their Reality." Lectures at the Institute of Regional Studies Higher Education Information Center, Tokyo, July 2011

1. Reviewers evaluate each application within a short amount of time

Every Grants-in-Aid reviewer has to review close to 100 applications. Compared to academic articles, it is even more crucial for Grants-in-Aid applications to be written in a way that is easily understood. Academic articles are more often than not reviewed by chosen experts or researchers in your field after they have been checked by an editor. However, that is not necessarily the case for Grants-in-Aid applications. Furthermore, reviewers have to evaluate and comment on applications within a short amount of time. Keeping the aforementioned points in mind, it is important to write your application in a way that is easily comprehensible.

An application that is easily comprehensible is also
 ・an application that can be understood by the reviewer after one read
 ・an application that highlights and clearly conveys key points to the reviewer
 ・an application that somebody of a different major or subject of study can easily grasp
 ・an application that does not assume that the reviewer understands the meaning of technical terms used. As much as possible, do not skip over explaining something that you think is "common sense" for your topic, because it might be a foreign concept for the reviewer.

At the Japan Society for the Promotion of Science (JSPS), pre-selected reviewers are given applications within their broad field. This means that even if a reviewer is an expert in your field, they may not necessarily be an expert on your specific topic.
 ・It is important to learn more about your reviewer from past data. Through the following link to the Japan Society for the Promotion of Science (JSPS) website, you can attain more information about your reviewer: (http://www.jsps.go.jp/j-grantsinaid/14_kouho/meibo.html).
 ・Reviewers often look up reviewees on researchmap (https://researchmap.jp/) and the Grants-in-Aid database (https://kaken.nii.ac.jp/ja/). Please ensure that you constantly update information about you and your research if you are featured on said databases.

2. Questions to ask yourself before writing an application
 • What kind of research have you carried out until now? What kind of results did you obtain from said research?
 • Using your previous research as a foundation to build on, what will the proposed project further develop and/or make clear?
 • What kind of impact and contribution will the results of the proposed project have on society?
 • How is the proposed project original and innovative compared to similar research done by other researchers in the past?
 • What kind of problems or obstacles might the proposed project have to overcome during the implementation stages? Are there any possible solutions to deal with such problems or obstacles?
 • What will you do if the proposed project does not proceed as planned? Consider possible causes and solutions.
 • What kind of research group structure and expenses are needed to carry out the proposed project?

3. Deciding on the right research topic
 • Make sure that the focus of the research topic you choose is not too broad or narrow.
   Having too broad of a topic could give the impression that the research is abstract, but if it is too narrow your proposal could get a low evaluation in terms of universality of results. It is good to narrow down the focus of your research to one main point and convey its importance to the reviewers.
 • When describing your research plan and methods, it is important to point out what aspects of the proposed research will be difficult – and then show the reviewers how you will be able to make the project successful

using your knowledge and skills.
- Research that does not require any special knowledge or skills and can proceed according to a set formula could be carried out by anybody, and is unlikely to receive a high evaluation.

4. It is insufficient to simply answer what the application asks for
・A basic principle when writing a research proposal is to give the reviewers every piece of information the application form asks for. Trying to persuade the reviewers that your proposal is worth funding without answering what they want to know is usually ineffective. However, that is not enough.
・The applicability and pertinence of your topic with respect to other fields of study and the world is one of the key assessment criteria. Even though the application form does not specifically require applicants to address how their research topic is relevant to society at large, it is necessary to shed light on the ripple effects and universality of the topic in your research aim, research plan and research method(s).

5. Aspects of your application that should appeal to your reviewer
・Significance of the research
・High probability that the research plan will succeed
・Originality or innovation in terms of research target, methods, or results
・The impact and universality of the research results.
・Your past research achievements, research environment, preliminary research, a focused and specific research plan, and contingency plans if the research does not go as planned.
・Consistency among the research plan (purpose and methods), group structure, research period, and expenses
Keep in mind that if the level of difficulty for the research does not fit or match the length of the project, group structure, or expenses, the application will be less persuasive.
・None of the aspects of your proposal should contradict each other.
・Including supporting evidence and a basis for making claims about aspects such as innovativeness or originality.
・Provision of examples of prior research (by yourself or other researchers) and objective facts

6. Write with opposing viewpoints in mind
Because you will not be able to answer any doubts or objections the reviewers may have while they are reading your application, it is important to anticipate any opposing viewpoints they may have and answer them in your proposal – before they become a decisive point that leads to your application not being accepted. Here are some questions reviewers may ask themselves when reading a proposal:
  - Hasn't this research already been done?
  - Is this research really necessary?
  - Is the research problem big enough to require Grants-in-Aid funding?
  - Couldn't the cause of the problem be something else?
  - Aren't there more effective methods than these?
  - Can this research really be done?
  - Even if it is successful, will the results be that important?

7. The most useful reference materials when writing a Grants-in-Aid application
  The best reference materials that exist are past successful applications. Ask your peers who have received Grants-in-Aid if you can look at their applications to see how they wrote them. Also, have several people read through your proposal before final submission to look for any jumps in logic or unclear concepts. By doing this, you can clarify what you want to say.

Writing an Application that Stands Out

According to some past reviewers, the following strategies can be used to write an application that stands out and will be remembered.

1. Make your proposal original.
2. Give reviewers confidence in your research plan. Researchers with excellent past research achievements or a strong research group give reviewers confidence that the research proposal is a "safe investment" worth funding.
3. Make it easy-to-read. A good application is both easy to understand and look at. A "clean" application will show reviewers that you are careful and pay attention to detail – attributes important for research. If reviewers can easily understand your proposal after one reading they are more likely to remember it.
4. Surprise the reviewers with something. An application that gives reviewers some new or surprising information is one they are likely to think about again and remember. Also, an effective application will spark their interest in what kind of results will be produced.
5. Plan ahead. Proposals that already have some preliminary research data – as well as networks in place for collaboration or gathering information – are more persuasive and will impress reviewers.
6. Describe the great impact on society that is expected from the results. Remember that reviewers are researchers themselves, so you can appeal to their sense of responsibility to support meaningful research.
7. Be persuasive and credible. You can gain credibility with reviewers by explaining your research methods, plan, and expenses in specific detail. It will also show them that your plan has been meticulously prepared.

What Reviewers Don't Want to Read

1. **Plans that lack specific detail and appear to be shallow.**
   Solution: Be as specific as possible when writing your research objectives, plan, methods, and expenses.
2. **Proposals where the importance and necessity of the research is unclear.**
   Solution: Clearly explain the importance of the research and emphasize how the significance of the research and expected results will impact society.
3. **Plans that have a low probability of success.**
   Solution: Build your portfolio of research achievements over time. If you feel uncertain about the amount of achievements you personally have, adding an accomplished research group member is one strategy.
4. **An application that jams too much text in too little space.**
   Solution: Moderate margin space, line spacing, font size, page breaks, and use of diagrams.
5. **Overuse of underlined or bold text so that the main points are not clear.**
   Solution: Stick to using either **bold font** or underlining, and **<u>avoid double emphasizing</u>**, which can be difficult to read.
6. **Complicated diagrams that the reviewer has to figure out.**
   Solution: Do not try and fit too much information in one graph or diagram. Small fonts and narrow spacing make it very difficult to read. Remember that diagrams/graphs are meant to supplement text, not replace it.
7. **Difficult explanations that require reading several times just to understand.**
   Solution: Avoid using too many technical terms, and write your proposal in a way that somebody from another field can understand.
8. **A researcher's strong opinions about something the reviewer does not agree with.**
   Solution: Express your ideas objectively. When writing about the significance of the research, specific research plan and methods, practicality, feasibility and possibilities for further expansion, it is important to make clear statements based on logical reasoning, sufficient data (that is indisputable), an objective point of view, and specific examples.

Applying for the Right Funding Category

(1) The Grant-in-Aid for Early-Career Scientists is a category specifically for researchers who received their PhDs less than eight years ago. Even researchers who do not have a strong record of research achievements have a chance at attaining this grant due to the application restriction. By contrast, the Scientific Research category has no application restrictions and even the smallest grant in that category, Scientific Research (C), attracts many applications from veteran researchers, making one's record of research achievements a key point. If you are still in the process of establishing your research record and also satisfy the application requirements, you may consider applying for Early-Career Scientists.

(2) More than a few screeners consider there to be a large gap between the standards of Scientific Research (C) and Scientific Research (B). One reason for this is that past Scientific Research (A) recipients tend to apply for Scientific Research (B). Another reason is that almost all Scientific Research (B) applicants are deservedly confident in their record of research achievements, with many of them having actually made significant contributions to their fields. Because of these factors, the competition in this category is very intense.

(3) Challenging Exploratory Research is unique in that applicants in this category may apply to Scientific Research (S), (A), or (B) at the same time. As many researchers with a long list of research achievements tend to apply to both categories at the same time, it is extremely competitive and therefore difficult to get selected for this category of research funding. This is evident from the 2018 statistics: The selection rate of APU faculty member applicants for Grants-in Aid for Challenging Research (Pioneer/Exploratory), Challenging Exploratory Research, Scientific Research (B), and Scientific Research (C) is 9.8%, 12.1%, 25.6% and 27.9% respectively.

As stated in the official Grants-in-Aid Program handbook, Challenging Exploratory Research is research that "aims at radically transforming the existing research framework and/or changing the research direction and has a potential of rapid development." With that as a prerequisite, it is safe to say that research incapable of arousing controversies and making waves within academia would hardly be considered "challenging".

Group Research

The purpose of research group members ("Co-Investigators") is to support the Principal Investigator's implementation of a research project by providing expert knowledge or skills. If a Co-Investigator's contribution to the research project is not clearly necessary, adding them to the project team will not help your application. Also, padding an application with research group members that will not be useful to the research, no matter how well-known they are, will probably not help your application.

Writing an Easy-to-Read Application

(1) Font style and size

   Reviewers receive a printed version of your application, so **make sure the font you use is easy to read when printed.** Some veteran reviewers will be advanced in years and may have difficulty reading, so if you make their job more difficult by using small font they may lose interest in your application. Some recommended fonts are:

   1. Times New Roman
   2. Arial
   3. Century

11 point font size (being used now) is considered ideal by many, and it is not recommended to go any smaller.

(2) Margins and spacing

   Leave a moderate amount of blank space in your application. <u>If you cram too much text into the space provided, reviewers who are pressed for time may feel overwhelmed by the amount they have to read and lose interest in your application.</u>

(3) Bullet points and headings

   Effectively using bullet points and headings for sections will help draw attention to your main points. **Separating each section with an empty line** will make it even easier to read. Likewise, <u>try to avoid making individual sections of text too long</u>, as important points made are unlikely to stand out and stick with reviewers. Splitting your text into separate sections will be easier to follow and understand.

(4) Emphasizing key points

   Highlighting key parts of your text is a very effective way of showing reviewers the important points of your proposal. On the other hand, emphasizing too much text can have the reverse effect of blending all the emphasized points together and is not recommended. Keep it simple by choosing to either <u>underline</u> or **bold** your text, **<u>but not both at once</u>**. Also, because applications are printed out in black and white, there is no point in using colored fonts.

(5) Technical terms

   Terms that are particularly technical should have some kind of accompanying explanation.

(6) Diagrams

   <u>Do not put too much information in one graph or diagram</u>. Small fonts and narrow spacing make it very difficult to read and understand what the diagram is trying to show, and reviewers that need to meet a deadline may end up skipping over this part of your application. Also, using too many diagrams or graphs will decrease the amount of space you have to write and may limit the amount of information you can put in your application.

   On the other hand, a well-placed and easy-to-understand diagram can be very effective, and a moderate use of diagrams to supplement information in the text is recommended. They can be used to illustrate your research schedule, the role of research group members, the main aspects of each research stage, or something similar. Make sure to keep the reviewers in mind when preparing a diagram, and remember that it is meant to enhance the information in your application – **not make reviewers figure out what it means**. Finally, when you have completed your application, print it out to make sure the diagram looks good on paper too.

Research Project Title

    Instead of using technical terms in the project title, it is recommended to use general terms that make it easy to understand what the research is about. Titles that emphasize a project's originality with words like "new" (e.g. "new approach" or "new theory") may seem to give a project an advantage, but in fact this kind of wording has had very little effect on past success rates.

Life as a Researcher

(1) Apply for research funding from private foundations
    The application periods for Grants-in-Aid and private foundation grants are at different times of the year. You can make the most of this by applying for Grants-in-Aid in fall, and then improving or using parts of that application for a private foundation grant application the next spring. You can continue this cycle by building off of your spring application during the next Grants-in-Aid application period. Doing this will help you accumulate more research achievements and develop preliminary research for your project – both of which will improve your proposal's chances of success.

(2) Getting more research achievements
    No matter how excellent a grant application is, if the person writing it does not have past research achievements or experience the reviewer may decide the proposal is just "pie in the sky." As a researcher, it is important to <u>make continuous efforts to get your articles published in notable peer-reviewed academic journals</u>.

(3) Network-building
    By attending conferences and joining academic associations, you will expand your network and make connections with people **who may be current or future Grants-in-Aid reviewers.** Because reviewers can see your name on your Grants-in-Aid application, it is to your benefit if they know who you are and what you are capable of in terms of research.

機関番号	研究種目番号	応募区分番号	小区分	整理番号
00000	00	0	00000	0000

平成31年度（2019年度）基盤研究（C）（一般）研究計画調書

FY2018 Scientific Research (C) (General) Research Proposal

XX 年 XX 月 XX 日
1版

新規

Grant Category 研究種目	基盤研究（C）	応募区分	一般	
Review Section (Basic) 小区分				
Principal Investigator 研究代表者 氏名	（フリガナ）			
	（漢字等）			
所属研究機関				
部　局				
職				

Grants-in-Aid screening is not blind. If you submit a sloppy application, it will damage your reputation in the field.

Is the title of your research project consistent with the Purpose of the Research (especially the Outline) section from your proposal? First-round screeners use these two items in particular to write a summary for the first line of their comments.

Research Project Title 研究課題名

Research Expenses 研究経費（千円未満の端数は切り捨てる）	年度	研究経費	使用内訳（千円）				
	平成31年度						
	平成32年度						
	平成33年度						
	平成34年度						
	平成35年度						
	総計						

On average, successful applicants receive 70% of the amount they request. Requesting a comparatively small amount will not raise your application's chances of success.

開示希望の有無	審査結果の開示を希望する
Request Disclosure of Screening Results 計画最終年度前年度応募	―

You should select "Request Disclosure of Screening Results". If your application is unsuccessful, you will be able to use the screening results to improve it.

研究組織 （研究代表者及び研究分担者）

Co-Investigators

	氏名 （年齢）	所属研究機関 部局 職	学位 役割分担	平成31年度 研究経費 （千円）	エフォート （％）
研究代表者	00000000 （00）	(00000) (000) (00)			
研究分担者	00000000 （00）	(00000) (000) (00)			
研究分担者	00000000 （00）	(00000) (000) (00)			
合計　00 名			研究経費合計		

Did you consult thoroughly with your Co-Investigators in refining the project? Did you show your draft of the application to your Co-Investigators at an early stage? If you are only borrowing someone's name, you will get found out.

00000-00-000-000-0000

1. Research Objectives, Research Method, etc.

This research proposal will be reviewed in the Basic Section of the applicant's choice. In filling this application form, refer to the Application Procedures for Grants-in-Aid for Scientific Research -KAKENHI-.

In this column, research objectives, research method, etc. should be described within 3 pages.

A succinct summary of the research proposal should be given at the beginning.

The main text should give descriptions, in concrete and clear terms, of (1) scientific background for the proposed research, and the "key scientific question" comprising the core of the research plan, (2) the purpose, scientific significance, and originality of the research project, and (3) what will be elucidated, and to what extent and how will it be pursued during the research period.

If the proposed research project involves Co-Investigator(s) (Co-I(s)), a concrete description of the role-sharing between the Principal Investigator (PI) and the Co-I(s) should be given.

[SUMMARY]

This research will examine --- in order to explicate ---. Although there is already research on --- that has analyzed it from the standpoint of ---, as far as the applicant is aware, there is no ---. Consequently, this research will ---. Through this, the research will be able to contribute to understanding of ---.

Your summary should not be overly long or short. Either extreme is likely to leave a poor impression on the reviewer. Aim for your summary to be about 10 lines long.

From fall 2017, the application asks for the "key scientific question"; in other words, a clear explanation of the research question. You should write your research question in the first line of the outline.

[MAIN TEXT]

(1) Scientific background, key scientific question

Beginning from fall 2017, the application has a separate page for the applicant to write about preceding research and their own research history. This space now asks for the "key scientific question," a clear explanation of the research question. Accordingly, in this space you should keep the description of the scientific background as short as possible and devote the majority of the space (and your energy) to writing about your research question.

Does your research question convey who, what, where, when, and how? Depending on the research theme, the "who" may be an inanimate object.

(2) Purpose, scientific significance, originality

Will your expected results surprise the screeners?   Screeners do not want to give a grant for research with predictable results. Simply writing "In general, people say this" → "But there is no research that has looked at this scientifically" → "So I will do it" is weak. Applications with this sort of writing will be unsuccessful because there are many other more interesting applications.

You need to assert your research will go beyond a single field and contribute to, for example, other sciences and/or understanding of regions around the one you will study. Low points on "ripple effect" alone can doom an application.

[1. Research Objectives, Research Method, etc. (continued from the previous page)]

> The current application has only one space to write individual the research topics, research methods, and year-by-year plan.

(3) What will be elucidated and to what extent

In light of the above, this research will attempt to elucidate the three points below.

(1) ---
(2) ---
(3) ---

> The Grant-in-Aid research project will span multiple years and so should have multiple research themes. Bullet points are an easy way to list them.

> Are the research themes you listed here consistent with the research plan and method? If you have three research themes, make a three-year research plan and research one theme each year. This method is easy to understand.

> The screeners' copies of applications are in black and white. You should render your figures in gray scale in advance.

> Excessively large figures will make it seem like you are trying to disguise a lack of content. On the other hand, keeping figures small will leave empty space on the right side. You should use text boxes to fill empty space with content.

> Before putting in a figure, ask yourself if it serves the application effectively and if the main text and the caption adequately explain it. If you cannot explain the figure fully in the main text, you can add a separate caption on the figure itself.

[1. Research Objectives, Research Method, etc. (continued from the previous page)]

If you will conduct research in Beppu, be careful when you write your reasons for choosing it as a research location. "Because I live there" is not a reason. Why Beppu? Is your argument for using Beppu convincing? "Beppu is an onsen town/tourist destination that represents Japan" is not persuasive enough. Historically, Beppu drew tourists from the Kansai area. Japanese universities are concentrated in the Tokyo metropolitan area and researchers at them have little awareness of Beppu. Many screeners will think of Atami and Kusatsu as onsen towns that represent Japan, not Beppu.

Similarly, if you will conduct research at APU, be careful when you write the reasons for choosing it as a research location. APU's existence, characteristics, and even abbreviated title are not as well-known as you might think. You should specify "Ritsumeikan Asia Pacific University (hereinafter referred to as 'APU')" at least for the first mention. You will also need to explain that about half the students are international students.

Yearly Plan

FY20—

In the first year of the research plan, the applicant will --- the first theme by ----. Regarding ---, the applicant has already collected --- data and completed cataloging of ---.

You should describe the preparations you have already made to address the theme of the first year of your research plan. This gives a much better impression than beginning from nothing.

Research Group

This research will be a collaborative effort between the Principal Investigator and two Co-Investigators and will ---.

Principal Investigator

Co-Investigator

Co-Investigator
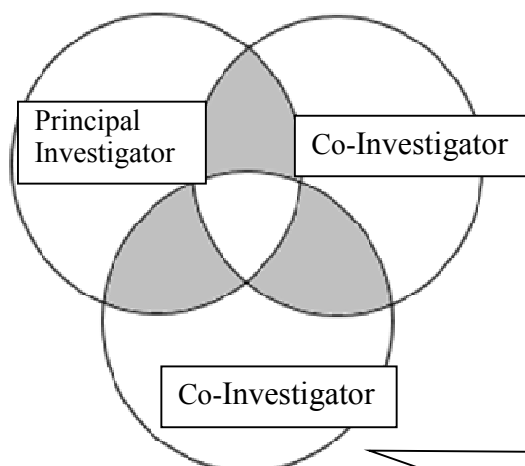
You will enter the role of each research group member in the Electronic Application System as well. The information you enter in the Electronic Application System will appear at the top of the PDF file and will be one of the first items the screeners see. You do not need to reiterate this information.

When using figures like the one at the left, applicants often fail to explain aspects like those colored in gray here. It is also doubtful whether or not this sort of figure is actually effective.

2. Research Development Leading to Conception of the Present Research Proposal, etc.

In this column, descriptions should be given within 1 page, of (1) applicant's research history leading to the conception of this research proposal and its preparation status, and (2) domestic and overseas trends related to the proposed research and the positioning of this research in the relevant field.

(1) Conception of research proposal

Structuring your paragraph in this order is probably the most effective way to convey your thoughts:

(1) The circumstances which led you to your research proposal

(2) The positioning of this research in the relevant field.

(3) Your preparation status; more specifically what you would need to prepare in order to get started on the research

(2) Trends related to the research and positioning of the research

Author (Year) has examined ---.

Too many references to other people's research will make your research seem less original. Keep your references to other people's research brief.

(3) Preparation status and feasibility of the research plan

In Applicant's Name (Year) [Research Achievements (2)], the applicant found ---.

Beginning from fall 2017, the application no longer has a separate page for the applicant to list past research funding. Instead, applicants must write their research funding record, including Grants-in-Aid, in this space.

It is desirable to have a record of receiving Grants-in-Aid and essential to list internal research subsidies as well.

References

Author. Year. *Title*. Place: Publisher.

- You do not necessarily need to include a list of references. Screeners want to read about what the proposed research will do. They are not looking for a comprehensive literature review.
- Use a single style throughout the list of references. Choose a mainstream style such as APA style or Chicago style.
- The main text should have an 11-point font size but the list of references can have a 9- or 10-point font size.

3. Applicant's Ability to Conduct the Research and the Research Environment

In this column, descriptions of (1) applicant's hitherto research activities, and (2) research environments including research facilities and equipment, research materials, etc. relevant to the conduct of the proposed research should be given within 2 pages to show the feasibility of the research plan by the applicant (PI) (and Co-I(s), if any).

If the applicant has taken leave of absence from research activity for some period (e.g. due to maternity and/or child-care), he/she may choose to write about it in "(1) applicant's hitherto research activities".

(1) Research achievements

To assess the applicant's ability to conduct research, reviewers will take into consideration both the quantity and quality of the applicant's prior research achievements. Even if your previous research is unrelated or has limited connection to your research topic or proposal, you should still include them in this section.

Regarding oral presentations: The official instructions only refer to oral presentations as guest lectures or guest seminars, etc. However, you may also include other presentations you gave at conferences and seminars to which you applied to yourself. This is especially apt for applicants of the Grants-in-Aid for Scientific Research (C) and Young Scientists. If you are an applicant of the aforementioned categories, you probably don't have many joint research achievements, so you can list all your oral presentations instead. Reviewers will not see this as a violation of rules, but rather as evidence that you have been pursuing research fervently and continuously.

(2) Research Environment

An increasing number of Grants-in-Aid applicants at APU are conducting their fieldwork for research overseas. If you intend to conduct fieldwork abroad, it is necessary to consider factors such as the relationship status between you and your research counterpart overseas and how this relationship might progress over time; as well as whether or not you have a good grasp of how to navigate your way around libraries and archives at the destination where you intend to conduct research. These details should be written in a concise and specific manner in this section.

This is the second page of Applicant's Ability to Conduct the Research and the Research Environment. This manual will use this extra space to give some examples of what to write in the Issues Relevant to Human Right Protection and Legal Compliance section on the

[Example 1]

The applicant will adhere to the university's research ethics guidelines in conducting the research.

This research will involve interviews. The applicant will take adequate precautions to respect the human rights of the interviewees and to ensure the research does not disadvantage them in any way. Specifically, the applicant will explain the purpose of the research to the interviewees through a consent form and will only conduct interviews with interviewees who have given informed consent. Only the Principal Investigator and Co-Investigator(s) will have access to the records of the interviews, which will be kept in a locked cabinet in their office at their university. The applicant plans to publicize the research results in a numerical form that will not allow for identifying individual interviewees.

[If you will be doing interviews]

The applicant will use pseudonyms to protect the confidentiality of individual interviewees and will ask each interviewee to confirm and approve the content of the research before the applicant publicizes it.

[Example 2]

Because this research aims to ---, the applicant plans to survey students in their class at their university/research institution using a questionnaire. The applicant will distribute a consent form and explain the content of the research to the students. In doing so, the applicant will make clear to the students that cooperation with the survey is voluntary and that choosing to participate or not participate will have no effect on the students' grades.

[Example 3]

(1) This research will involve personal information. The applicant will receive approval for the research from their university's research ethics committee.

(2) The applicant will explain to participants in the research, both through a consent form and through verbal explanation, the purpose and content of the research, the handling of personal information, and the right of participants in the research to refuse to participate at any time, including during or after the research. The applicant will ask only those who have consented to the research to give their signature on the form.

(3) The Principal Investigator (and Co-Investigators) will not carry information on the research participants out of their office at their university/research institution.

(4) The applicant will store any information that would allow for identifying participants in the research on a password-protected computer disconnected from any networks and kept in a lockable cabinet. Only the Principal Investigator and Co-Investigator(s) will have access to this information.

(5) In records of surveys and experiments, the applicant will identify individuals only with codes and will not use information, such as names, allowing for identification of individuals

4. Issues Relevant to Human Right Protection and Legal Compliance
(*cf*. Application Procedures for Grants-in-Aid for Scientific Research)

In case the proposed research involves such issues that require obtaining consent and/or cooperation of the third party, consideration in handling of personal information, or actions related bioethics and/or biosafety (including the laws and regulations and the guidelines in the country/region(s) where the joint international research is to be conducted), the planned measures and actions for these issues should be stated within 1 page.

This applies to research activities that would require approval by an internal or external ethical jury, such as research involving questionnaire surveys, interviews and/or behavior surveys (including personal histories and images) including personal information, handling of donated specimens, human genome analysis, recombinant DNA, and experimentation with animals.

If the proposed research does not fall under such categories, enter "N/A (not applicable)".

In the web evaluation system screeners use, this column has a check box and comment box separate from the score. This is an essential part of the research plan. If you simply put "N/A" or do not write enough, the screener(s) will put a check. Screeners who put a check need to make a comment within 50 characters. If a screener puts a check for this section and your application is accepted, JSPS will contact your university about it. A check may also affect the overall score and the screening comments.

If you are doing interviews, you absolutely must address informed consent, protection of personal information, data management (storing in a lockable cabinet, etc.), and considerations in publicizing the results (pseudonyms, anonymity).

If you will be surveying students, you still must address informed consent and avoidance of any disadvantages to the students (if they refuse, will you grade them off?).

Even if you are only collecting literature, you should still write something like "the applicant will request copies from the staff at each library and archive to prevent any copyright problems." "N/A" does not make a good impression.

5. Items to be Entered When New Application is Made in the Fiscal Year Previous to the Final Year of the Research Period of an On-Going KAKENHI Project

　(For an application that comes under this category, this column is a mandatory entry.

　(*cf*. Application Procedures for Grants-in-Aid for Scientific Research))

　In this column, the applicant should give within 1 page: (1) the relevant information on the on-going project (for which FY2019 is the final year of the research period) including the original plan at the time of application/adoption and the research accomplishment such as new knowledge acquired, and (2) the reason why he/she is submitting this new proposal for FY2019 on top of the on-going project (in terms of the development of the on-going research, necessity of new research budget, etc.).

　If not applicable, leave this page blank. (Do not eliminate the page.)

Research Category	Project Number	Title of the Research Project	Research Period
			FY___ to FY2019

The original plan at the time of application/adoption and the research accomplishment of the on-going project.

The reason for submission of this new proposal.

Research Expenditures and Their Necessity

研究経費とその必要性

基盤研究　（Ｃ）（一般）　９－（　）

Units: ¥1,000　（金額単位：千円）

年度	設備備品費の明細 Equipment					消耗品費の明細 Consumables	
	品名・仕様	設置機関	数量	単価	金額	事項	金額
FY	Quantity / Specifications	Institution	Quantity / Unit / Cost			Item / Price	

JSPS classifies only items over ¥500,000 as Equipment. Books are Consumables.

設備備品費、消耗品費の必要性　Necessity of Equipment and Consumables

Beginning from fall 2017, the application does not have a separate page to enter the rationality of the research costs, only this "necessity" box. Naturally, the rationality of the research costs is also a screening item. Do not forget to fill this box out.

	Domestic Travel		Overseas Travel		Personnel Costs		Misc.	
年度	国内旅費の明細		外国旅費の明細		人件費・謝金の明細		その他の明細	
	事項	金額	事項	金額	事項	金額	事項	金額
FY	Item / Price		Item / Price		Item / Price		Item / Price	

Requesting a comparatively small amount will not raise your application's chances of success. On average, successful applicants receive 60-80% of the amount they request. You can raise your evaluation score and communicate to the screener that you understand Grants-in-Aid by applying for an amount close to the maximum (5 million JPY for Scientific Research [C], Early-Career Scientists, and Challenging Research [Exploratory]).

In terms of where to "inflate" your expenses, travel is the easiest. If you are doing research overseas, you can budget for economy class (B or U Class) tickets with flexible dates. You can also use the full university regulation amounts of per diem and accommodation. This column is a good place to write something along the lines of "calculated based on university regulations."

Avoid "inflating" personnel costs and honorarium. In particular, if your part-time salary expenses for undergraduate and graduate students are unusually high, even if they do not exceed 90% of your budget, it will make it seem you are not doing the research yourself and will give a bad impression.

旅費、人件費・謝金、その他の必要性

Necessity of Travel, Personnel Expenditures, Honorarium, Miscellaneous

This box is also part of the rationality of the research costs screening item. Do not forget to fill it out.

Status of Application and Acquisition of Research Grants

研究費の応募・受入等の状況
（1）応募中の研究費

基盤研究（C）（一般）１１－（　）

Grants in Application Process

研究者氏名						

Role

資金制度・研究費名（研究期間・配分機関等名）	研究課題名（研究代表者氏名）	役割	平成31年度の研究経費（期間全体の額）	エフォート（%）	研究内容の相違点及び他の研究費に加えて本応募研究課題に応募する理由（科研費の研究代表者の場合は、研究期間全体の受入額）
Grant Name (Research / Granting Institution	Research Project Title (Name of Principal Investigator)		FY2019 Funding (Grant Period Overall Funding)	Effort	Differences with research in this application and reason for also applying for this grant (Principal Investigator: grant period overall funding)
			（千円）		
			（千円）		
			（千円）		
			（千円）		

A low effort percentage will make it seem like you will not do the research yourself despite being the Principal Investigator. A high effort percentage will make it seem like you do not have classes or university business. For faculty members at private universities, around 30% is appropriate.

（2） 受入予定の研究費　Grants To Be Received

資金制度・研究費名（研究期間・配分機関等名） Grant Name (Research / Granting Institution	研究課題名（研究代表者氏名） Research Project Title (Name of Principal Investigator)	役割 Role	平成31年度の研究経費（期間全体の額） FY2019 Funding (Grant Period Overall Funding)	エフォート（％） Effort	研究内容の相違点及び他の研究費に加えて本応募研究課題に応募する理由（科研費の研究代表者の場合は、研究期間全体の受入額） Differences with research in this application and reason for also applying for this grant (Principal Investigator: grant period overall funding)
			(千円)		
			(千円)		
					At private universities, the effort for classes is generally at least 50%. Consider your other university business as well when you decide your effort percentage.
			(千円)		
（3） その他の活動　Other Activities					
合　　　計　Total				100（％）	

Contact Information:

Research Office, Ritsumeikan Asia Pacific University
Grants-in-Aid team: Iwayama, Kozuru, Ko, Baba

  TEL: 0977-78-1134 FAX : 0977-78-1135
  Ext.: 2530, 2504, 2508, 2506
  E-mail: reo@apu.ac.jp