

## **AY2020 Center for Pedagogy Research and Event Subsidy Application Form Instructions**

The applicant should take the following points into account and make sure to fill out the form correctly.

- ❖ **The Research Representative should fill out the application according to the rules in the Application Guidelines.**
- ❖ **Modifying the form is not allowed.**  
**Modifying the form includes extending or shortening the boxes, except in those places where the instructions specifically state that the applicant may do so. Adding pages to the form is also not allowed.**

The applicant should follow the instructions given below and the instructions above each section on the application form. They should use **11 point or larger font size.**

### **(1) Purpose of the Research, Research Plan and Methods, and Event Plan**

The applicant should follow the instructions written on the application form when filling out these sections.

### **(2) State of Preparations of the Research Plan and Methods to Disseminate the Research Results to Society**

The application guidelines specify the minimum requirements, such as methods and timing for disseminating research results from accepted projects. The applicant should follow the instructions written on the application form when filling out these sections.

### **(3) List of Publications**

In case the space provided is insufficient to include all publications, the applicant should select and list publications that are more recent or relevant for the proposed project.

### **(4) Protection of Human Rights and Compliance with Laws and Regulations**

The applicant should describe the measures that they will take if their research is subject to laws and regulations governing consent and cooperation of participants, handling of personal information, bioethics and safety measures.

This applies to surveys, research and experiments requiring approval from an ethics committee inside or outside APU, such as questionnaire and interview surveys involving personal information, research employing provided samples, research analysing the human genome, experiments looking at recombinant DNA, experiments using animals and so on. If the research is not subject to these laws and regulations, the applicant should state so specifically.

- ❖ **The applicant should reference the Attached file(Expenses list) and fill out from (5) to (7)**

**below using the regulation amounts.**

**(5) Statement of Costs for Equipment**

The applicant should enter each item and the total cost.

For machines and equipment, the applicant should give not only the name of the set but also a breakdown of the components.

**(6) Statement of Costs for Consumables**

The applicant should enter each item and the total cost.

If the applicant is purchasing many books and materials, they should clearly explain the contents.

**(7) Statement of Costs for Travel Expenses and others**

The applicant should enter each item and the total cost, taking into account the following points.

1) The applicant should divide travel expenses into domestic and overseas and list the local transportation expenses, accommodation fees and per diem for each. Travel expenses allow the Research Representative or research group members to take trips to collect materials, conduct surveys, hold research meetings, present research findings, etc.

2) The applicant should itemise expenses for personnel expenditures and remuneration, such as honoraria, compensation, wages, salaries and temporary staff costs for research collaborators (postdoctoral researchers, research assistants (RA), researchers at overseas research institutions and others) engaged in organising materials, performing translation or proofreading, providing technical knowledge, distributing and collecting questionnaires or collecting research materials.

(Example: Materials organisation [breakdown: X people × Y months] XXXX yen)

3) The applicant should itemise costs for conducting the research other than those above (e.g. costs for printing, photocopying, film developing, correspondence [including stamps and phone calls], transport, meetings [venue rental and meals, excluding alcohol], equipment rental [including computers, cars and laboratory equipment], equipment repairs, transportation other than travel expenses, presentation of research achievements [including journal publication, website creation, pamphlets and PR activities for the general public] and laboratory waste disposal).