

AY2021 Center for Inclusive Leadership (CIL) Research Project grant 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) Abstract (Summary of Research), Purpose of the Research, Research Plan and Methods

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

(2) 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(<Reference>Expenses Information) and fill out from (5) to (7) below using the regulation amounts.**

(5) Statement of Costs for Equipment and supplies

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).

<Reference> Expenses Information

●Expense Types●

Expense Type		Details
Item Expenses	Equipment	Expenses for one piece or set of equipment or devices costing ¥500,000 or more.
	Supplies	Expenses for one piece or set of items costing between ¥100,000 and ¥499,999 as well as highly cashable items costing less than ¥100,000 (Desktop Computers, Laptops, Tablet PCs)
	Consumables	Expenses for one item or set of items costing less than ¥100,000
	Books	Expenses for purchase of books
Travel Expenses	Domestic Travel	Expenses (such as transportation, accommodation and per diem) for domestic and overseas official trip that the Research representative, research members or other research collaborators take to collect materials, conduct surveys, hold research meetings, present research findings, etc.
	Overseas Travel	
Personnel Expenses and Honorarium		Expenses for honorarium, remuneration, wages, salary and temporary worker payment related to people who have assisted with the research (by organizing materials, assisting in experiments, translating or editing, providing expert knowledge, distributing or collecting questionnaires, collecting research materials, etc.)
Miscellaneous		Expenses for pursuit of the research other than those above (e.g. printing costs, copying costs, film developing costs, correspondence costs [stamps, telephone, etc.], transport costs, meetings costs [venue rental fees, food costs excluding alcohol, etc.], rental costs [computers, cars, etc.], machine repair costs, transportation costs other than travel expenses, costs for dissemination of research findings [academic journal publication fees, conference fees, etc.]

●Part-time Work Remuneration (payment by the hour)●

The standard amounts below are the maximum hourly rates for payment based on the number of hours worked.

Type of Worker and Contents of Work	Standard Wage (per hour)
Undergraduate student part-time work in research assistance	¥800
Graduate student part-time work in research assistance	¥1,000

●Official Trips●

		Accommodation (one night)	Per diem (one day)
Domestic (within Japan)		¥12,000	¥3,000
Overseas	Designated City	¥22,500	¥8,300
	Region 1	¥18,800	¥7,000
	Region 2	¥15,100	¥5,600
	Region 3	¥13,500	¥5,100

Designated Cities	Abidjan	London	Riyadh	
	Abu Dhabi	Los Angeles	San Francisco	
	Geneva	Moscow	Singapore	
	Jeddah	New York	Washington D.C.	
	Kuwait	Paris		
Region 1	Afghanistan	Greece	Luxembourg	Spain
	Andorra	Greenland	Malta	Sweden
	Austria	Iceland	Monaco	Switzerland
	Bahrain	Iran	Netherlands	Syria
	Belgium	Iraq	Norway	Turkey
	Canada	Ireland	Oman	United Arab
	Cyprus	Israel	Palestine	Emirates
	Denmark	Italy	Portugal	United Kingdom
	Finland	Jordan	Qatar	United States
	France	Lebanon	San Marino	Vatican City
	Germany	Liechtenstein	Saudi Arabia	Yemen
Region 2	All Pacific Islands	Czech Republic	Lithuania	Russia
	Albania	East Timor	Macedonia	Serbia
	Armenia	Estonia	Malaysia	Slovakia
	Australia	Georgia	Moldova	Slovenia
	Azerbaijan	Hong Kong	Montenegro	South Korea
	Belarus	Hungary	Myanmar	Tajikistan
	Bosnia-Herzegovina	Indonesia	New Zealand	Thailand
	Brunei	Kazakhstan	Papua New Guinea	Turkmenistan
	Bulgaria	Kyrgyzstan	Philippines	Ukraine
	Cambodia	Laos	Poland	Uzbekistan
	Croatia	Latvia	Romania	Vietnam
	Region 3	All Caribbean Islands	Maldives	
All of Africa		Mexico		
All of Central America		Mongolia		
All of South America		Nepal		
Bangladesh		Pakistan		
Bhutan		Sri Lanka		
China		Taiwan		
India				