Procedures for Creating/Writing Applications for the University of Tsukuba Basic Research Support Program in FY 2017 (Type A)

The application is a document, including a summary of a research plan written by the researcher, submitted by the applicant to the president to apply for the provision of expenditure for the University of Tsukuba Basic Research Support Program, and it is necessary as a document for screening conducted by the screening committee established by the research promotion conference.

Therefore, applicants must comply with the following instructions to write applications without errors:

○ General instructions

1. Write an application in accordance with the format stated in the procedures for creating/writing applications.
2. Write horizontally on the both sides of A4 paper placed longitudinally.
3. The prescribed application format cannot be changed (e.g., writing necessary information on different pages, deletion of pages, the number of pages exceeding the specified one).
     *Applications must be written within the specified number of pages.
    1) Applications shall be written by applicants in Japanese or English.
    2) Ensure that there is adequate space between the lines of an application, so that the readers can easily understand them.
    3) Use characters of 10.5 points (excluding characters used in the tables and figures).
    4) You can use gothic-font, underlined, and colored characters on an as-required basis.
    5) Write sequential page numbers in the lower center.
    6) Do not delete captions of the items written on the form.
4. You do not need to fill in the reference number field.
5. <u>An application shall comply with the "Criteria for evaluation in screening" of the "Screening of applications for the Basic Research Support Program in FY 2017 (Type A)".</u>

1. "Official name of the department" field
   Write the name of the department to which the applicant belongs. If the applicant belongs to the faculty, write the name of faculty. If the applicant belongs to the centers IIIS-WPI, Research Center for Computational Science or the Life Science Center of Tsukuba Advanced Research Alliance, write the name of the centers.

2. "Application type" field
   The words "Type A" have already been printed in the field.

3. "Project title" field
   Write a simple title to express the research subject in a specific manner.

4. "Research summary" field
   Describe in the frame about the characteristics of the research subject and results that the research is expected to generate.
   Adopted research subjects may be used for public relations.

5. "Research expenses" field
   Fill in this field according to the types of expenditure, based on the research plan. Express the value in yen.

6. "Purpose of this study" field
7. "Research Plans and Methods" field
8. "Expected Research Results" field
    Fill in this field in accordance with the instructions stated in the form.

9. "Breakdown of research expenses" field
    Fill in this field in accordance with the following:
    1) When purchasing a large number of books and/or documents on the equipment expenses, describe their details: e.g., "Literature related to medieval political history". When purchasing devices, please describe their breakdown, rather than writing "A set of XX equipment".
        *Equipment of 100,000 yen or higher may be treated as consumable supplies, and you should ask the person in charge of accounting.

    2) The expense of each supply obtained for less than 100,000 yen shall be written in the fields of laboratory instruments, research equipment, drugs, experimental animals, glass instruments, offprints, etc.

    3) Each time an expense of a domestic or overseas trip is incurred, the estimated amount along with the destination (the name of the city or area) shall be stated.
        *To receive travel expenses, you are required to go through the prescribed procedures. Be sure to comply with the instructions of clerical staff of the research support office, and submit the required documents.

    4) Remuneration and other expenses paid to persons who collaborate in research (organization of documents, translation/proofreading, provision of expertise knowledge, distribution and collection of questionnaire forms, and collection of materials for research) shall be written in remuneration, compensations, wages, salaries, and other relevant expenditure fields. When it is necessary to employ clerical and other assistants to implement the research plan, you can only employ part-time staff.
        (E.g.,: Organization of documents (Breakdown: Number of person × number of months), ○,○○○ yen)

    5) Expenditure required to implement the research other than the above-mentioned (E.g.,: Expenses of printing, copying, image development/printing, communication (stamps and telephone), and transportation) shall be written under relevant titles.

10. "Research achievements" field
    Your representative research papers, works regarding the research plan (that were published or adopted by the deadline for application: June 7, 2017) shall be written in this field.

11. "Appeals of your previous research achievements" field
    Please describe the appeals of the findings of your previous research.(e.g. awards other descriptions)

12. "Statuses of the application for research funds and their acquisition" field
    Please state the statuses of application for research funds and their acquisition. Researchers scheduled to receive other similar subsidies (including research grants) in 2017 are not eligible for the application. If you have received 500,000 yen or more grant money of Scientific research

as a co-investigator (kenkyū-buntansha), you are not qualified.(See the Application Requirement 3. Qualifications for Application (3)).

13. "Approval of supervisors or academic staff who have accepted applications" field
   Full-time teachers are not required to fill in this field.
   Supervisors or the above-mentioned academic staff who have agreed to: advise young researchers, secure the time and space for research, appropriately manage research funds shall sign or put a seal in the "name" field.