

Procedures for Creating/Writing Applications for the University of Tsukuba Basic Research Support Program in FY 2018 (Type S)

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.

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, and the sheets of paper shall be stapled at the upper-left corner.
- (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) An application shall comply with the “Criteria for evaluation in screening” of the “Screening of applications for the Basic Research Support Program in FY 2018 (Type S).

1. “Applicant data” field

Write the name of the department to which the applicant belongs. Please write the titles of affiliations other than the department as well, if any.

2. “Application type” field

The words “Type S” 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 the characteristics of the research subject, results that the research is expected to generate, including the aspects on which focus is placed within the research period and the goals of research.

5. “Research expenses” field

Fill in this field according to the types of expenditure, based on the research plan (one million yen or lower per year / a total of three million yen).

Express the value in yen. (The value must be the same as the amount stated in “7: Breakdown of Expenditure”.)

6. “Research plan” field

Describe what the study aims to examine and generate within three years.

7-1. “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.

7-2. “Breakdown of research expenses” field

The same as 7-1.

7-3. “Breakdown of research expenses” field

The same as 7-1.