

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

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 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.
 - Ensure that there is adequate space between the lines of an application, so that the readers can easily understand them.
 - Use characters of 10.5 points (excluding characters used in the tables and figures).
 - You can use gothic-font, underlined, and colored characters on an as-required basis.
 - Write sequential page numbers in the lower center.
 - Do not delete captions of the items written on the form.
4. 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 B).

[Form: Type B]

Applicants for Type B shall submit this application form along with an application for a Grant-in-Aid for: Specially Promoted Research, Scientific Research on Innovative Areas, Scientific Research (S), (A), (B) and a copy of the results of screening.

If applicants didn't apply Grants-in-Aid in FY 2017 from the University of Tsukuba, please submit research proposal (PDF file) of Grant-in-Aid in FY 2017 with Type B

1. “Application Type” field

The words “Type B” have already been printed in the field.

2. “Project title” field

Please write the title of the research subject for which an application for a Grant-in-Aid was submitted.

3. “Research summary” field

Please state a summary of the research subjects for which an application for a Grant-in-Aid was

submitted and a detailed explanation of the plans for the next application including the use of the expenditure provided by the program.

4. “Research expenses” field

Fill in this field according to the types of expenditure, based on the research plan. Express the value in 1,000 yen. The value shall be rounded down to the 1,000.

It should be noted that you are only allowed to submit an application for specific types of research expense (Refer to “5. Expenditure” of the application procedures).

5. “Self-analysis on the rejection and measures (including changes to the plan)” field

Describe the results of self-analysis in accordance with the instructions stated in the form.

6. “Reasons for the necessity of the support of the program and the positive effects of the research subject on applications for Grant-in-Aid in FY 2019” field

Describe the reasons and validity in accordance with the instructions stated in the form.

7. “Details of equipment 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”.
- 2) When purchasing devices, please describe their breakdown, rather than writing “A set of XX equipment”.

8. “Details of supply expenses” field

The expense of each supply shall be written in the fields of drugs, experimental animals, glass instruments, offprints, etc.

9. “Details of traveling and other expenses” field

Fill in this field in accordance with the following:

- 1) Each time an expense of a domestic or overseas trip is incurred, the estimated amount (travel and accommodation expenses, daily allowances, etc.) along with the purpose and destination (the name of the city or area) shall be stated.(E.g., [Domestic travel expense]: Travel expense to attend conference (in Kyoto): ○○ thousand yen)
- 2) 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)
- 3) Expenditure required to implement the research other than the above-mentioned (E.g.,: Expenses of printing, copying, image development/printing, communication (stamps and

telephone), transportation, leasing rooms for research (only when the program cannot be implemented in the facilities of the university), conferences (leasing halls, meals excluding alcohol, etc.), leasing computers, automobiles, laboratory equipment/devices, etc., repair of equipment, transportation excluding travel expenses, and publication of research results (submission of papers to academic societies, development of websites, and creation of brochures to promote research results)) shall be written under relevant titles.