# Supplementary Document : Application Guidelines

## Title : Cross-Pacific AI Initiative: X-PAI

## Overview

This document serves as supplementary material for preparing full proposals for the Cross-Pacific AI Initiative (X-PAI).

Eligible applicants are researchers who have qualified for full proposal submission.

## Preparation of Application Documents

Please prepare the following documents 1)-7) in accordance with the "Proposal materials" section on the University of Washington's Call for Proposals website:  
<URL: https://www.engr.washington.edu/xpai>

1. Letter of Intent (Submitted already)
2. Project Proposal (Up to 2 pages)
3. Total Cash and/or Compute Request
4. Appendix A – References (Up to 2 pages)
5. Appendix B – Relevant Publications (Select 5-6 published papers most relevant to the proposed research from the research team’s past work; no page limit)
6. Appendix C – Prior Support (List of research funding received directly or indirectly from Amazon or NVIDIA in the past 12 months; no page limit)
7. Appendix D – Current and Pending Support (List of currently received or pending research funds for the entire research team, including PI and Co-PIs; no page limit)

## List of Submission Documents

|  |  |  |  |
| --- | --- | --- | --- |
| # | Document Name | Content | Page Limit |
| 1) | Letter of intent | - (Submitted already) | - |
| 2) | Project Proposal | - | Up to 2 pages |
| 3) | Total cash and/or compute request | Badget plan and Request for Compute Usage | - |
| 4) | Appendix A | References | Up to 2 pages |
| 5) | Appendix B | Relevant Publications | No limit |
| 6) | Appendix C | Prior Support from Amazon/NVIDIA | No limit |
| 7) | Appendix D | Current and Pending Support | No limit |

* The application form templates can be downloaded from the following link:

<URL: https://ura.sec.tsukuba.ac.jp/archives/category/xpai>

The templates are provided as two separate files:

* + 2) and 3) (Project Proposal)
  + 4)–7) (Appendices A–D)

## Notes

### Formatting

* The application must be written in English.
* Allowed fonts: Arial (excluding Arial Narrow), Courier New, Palatino Linotype (Font size: 10pt).
* The document should be formatted in A4 or Letter size (the provided templates are in Letter size).
* Any blue-colored Japanese text in the templates must be removed before submission.

### Research Budget (Total Cash and/or Compute Request)

* Funding can be allocated to the following categories. Specify the budget plan under section A.>a-d in the "Total Cash and/or Compute Request" form:

1. **Equipment Costs and Consumables Expenses**: Research PCs, experimental equipment, etc.
2. **Travel (Domestic/Overseas)**: Domestic and international travel.
3. **Personnel Cost/Honoraria**: Research assistants’ salaries, etc.
4. **Miscellaneous Expenses**: Proofreading fees, data purchase costs, etc.

* Research budget should be stated in USD, using the conversion rate of 1 USD = 150 JPY.
* Justification for each expense must be provided in the Project Proposal section <Justification supporting the stated budget request>.

### GPU Usage (Sections B-D)

* In sections B-D, please describe the planned use of GPUs provided by NVIDIA.
* When filling out sections B-D, please refer to the information provided on the University of Washington website (https://www.engr.washington.edu/xpai).
* The cost of computer usage is expected to be covered by the allocated research funds. However, at this stage of the application, please exclude this cost from Section A.

### Indirect Costs (Section E)

Indirect costs should be 15% of the direct costs (Section A: Cash Funding Request).  
The Total (Section F) should be the sum of Sections A and E.

## Submission of Application Documents

The application documents should be compiled in the order of 1) to 7) and combined into a single PDF file.  
Submit the PDF via the internal research application management system (u-Rad). More details are available at: URL: <https://ura.sec.tsukuba.ac.jp/u-rad>

## Application & Selection Schedule

- LOI Submission Deadline: November 16, 2024, 17:00 (JST)

- **Full Application Submission Deadline: March 20, 2025, 17:00 (JST)**

- Notification of Selection Results: Late April 2025 (TBD)

- Research Start Date: May 2025 (TBD)

## Miscellaneous

* The selection results will be notified to applicants in late April, 2025.
* The support period is two years, with a mid-term evaluation after one year. Details will be provided to selected applicants later.
* Additional activities and events will be held under this initiative. Selected applicants are expected to actively participate.

## Contact Information

Center for Artificial Intelligence Research  
Office for X-PAI Research Solicitation  
E-mail: xpai-koubo[at]un.tsukuba.ac.jp（replace [at] to @ when creating an email）