

KAKENHI proposals



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Slides Adapted from Ralph Greve

Preparation – KNOW YOUR DEADLINES!

Set aside sufficient time to create a strong proposal

Start researching and writing your proposal well in advance of the first submission deadline

Internal deadlines are different for each department

Develop an idea for the proposal

What is/are the main research question(s)?

Why is the topic worth being investigated?

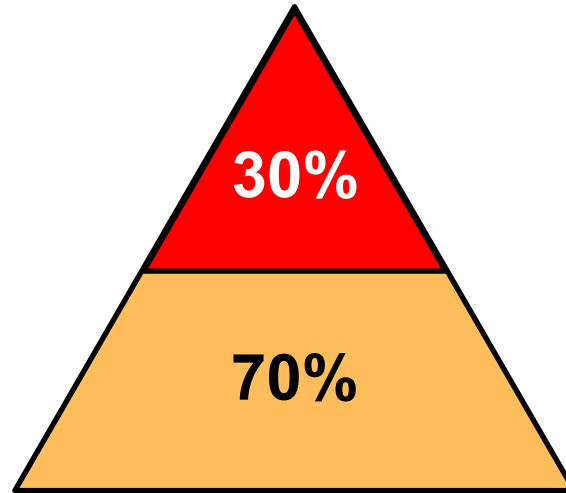
Which work has been done in the past? How does your work build upon it?

→ **Comprehensive literature research.**

You have 6-7 pages to show people you are an expert and are worth betting on!

Reviewer evaluation process – some thoughts

Top 30% is good enough!



Don't need to be No. 1.

However, your proposal must be categorized as “great”.

Reviewer evaluation process – some thoughts

Reviewers are busy:

In 2019, each reviewer checked about 55 proposals within 40 days (for Kiban A/B/C, Challenging, Wakate A/B).

Source:

http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu4/045/shiryo/__icsFiles/afeldfile/2019/04/15/1415283_010.pdf#page=9

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Reviewers are experts, but maybe (probably) not exactly in your field.

Don't confuse them!

Preparation -- getting a team together

Assemble a strong team

Principal investigator (probably you),
co-investigators (domestic, with own budget),
further collaborators (domestic or international,
without own budget),
students.

Think about the budget

How much money will be needed?

(Equipment, consumables, travel, personnel, publication costs...)

→ choice of KAKENHI category.

Section

“Research Objectives, Research Method, etc.”

This first section of the proposal is

highly important

Be clear, concise, and reasonable.

Consider potential reviewer fatigue!

Research Objectives/Method section

Scientific Research (B) (General) 1

1. Research Objectives, Research Method, etc.

This research proposal will be reviewed in the Basic Section of the applicant's choice. In filling this application form, refer to the Application Procedures for Grants-in-Aid for Scientific Research -KAKENHI-.

In this column, research objectives, research method, etc. should be described within 4 pages. A succinct summary of the research proposal should be given at the beginning.

The main text should give descriptions, in concrete and clear terms, of (1) scientific background for the proposed research, and the "key scientific question" comprising the core of the research plan, (2) the purpose, scientific significance, and originality of the research project, and (3) what will be elucidated, and to what extent and how will it be pursued during the research period.

If the proposed research project involves Co-Investigator(s) (Co-I(s)), a concrete description of the role-sharing between the Principal Investigator (PI) and the Co-I(s) should be given.

Read these sections very clearly! Address each point in order using similar language.

Research Objectives/Method section: Some general tips

- Carefully read the instructions for this section and **follow them**.
- For clarity and ease of organization, use the points listed in the instructions as **section headings**:
 - Summary ← **Triple attention!!!**
 - Scientific background
 - Purpose, significance and originality
 - What will be elucidated
- Easy to understand writing (no excessive jargon), logical, concise, attractive, with examples and diagrams...
- Impact to the society?
- Include a Literature Cited (References) section (condensed!).

Section “Research Development Leading to Conception of the Present Research Proposal, etc.”

Scientific Research (B) (General) 5

2. Research Development Leading to Conception of the Present Research Proposal, etc.

In this column, descriptions should be given within 1 page, of (1) applicant’s research history leading to the conception of this research proposal and its preparation status, and (2) domestic and overseas trends related to the proposed research and the positioning of this research in the relevant field.

Use the points (1)–(2) as section headings,
add a condensed references section.

1.1 (Scientific background) vs. 2.2 (Domestic and overseas trends)
is a bit tricky. Avoid duplication!

Section “Applicant’s Ability to Conduct the Research and the Research Environment”

Scientific Research (B) (General) 6

3. Applicant’s Ability to Conduct the Research and the Research Environment

In this column, descriptions of (1) applicant’s hitherto research activities, and (2) research environments including research facilities and equipment, research materials, etc. relevant to the conduct of the proposed research should be given within 2 pages to show the feasibility of the research plan by the applicant (PI) (and Co-I(s), if any).

If the applicant has taken leave of absence from research activity for some period (e.g. due to maternity and/or child-care), he/she may choose to write about it in “(1) applicant’s hitherto research activities”.

Use the points (1)–(2) as section headings,
add a condensed references section.

2.1 (Applicant’s research history) vs. 3.1 (Applicant’s hitherto research activities) is again tricky.

More space here; perhaps refer to own papers etc. in more detail.

Further sections

- Issues Relevant to Human Right Protection and Legal Compliance
- Items to be Entered When New Application is Made in the Fiscal Year Previous to the Final Year of the Research Period of an On-Going KAKENHI Project

**As applicable.
Carefully read the instructions
and follow them!**

Budget (to be entered online)

Get additional score from good budget planning.

Categories:

Equipment, consumables, travel expenses, personnel costs, miscellaneous (e.g., publication costs).

- Be specific: E.g., not just “international conference”, rather “AGU Fall Meeting, San Francisco, USA (1 person x 7 days)”.
- Be economical: Don’t ask for unreasonably much stuff.
- Provide good reasons.

**A good shopping list can convince reviewers
of a viable project!**

Practical tips

Font type and size

For proposals written in English, use Times New Roman font.

Very commonly used print font, good readability.

Bold and italics show better with this font.

11-point size is the smallest you should use
(except References, which can be 9 point).

Avoid leaving large blank spaces

Blank space gives reviewers the impression that you have either over-simplified, or do not have much to say.

Therefore, try to largely use up the available space.

On the other hand: Stick to the space provided in the application form. Do not insert extra pages!

Practical tips

Work on the formatting

Try to give your proposal a pleasant, harmonic overall appearance. This will make the reviewers much more inclined to judge your proposal favourably.

Writing style

Easy to understand writing.

Include examples.

No excessive jargon.

Logical, concise, attractive.

Practical tips

Include figures and tables

Helpful for “loosening up” the proposal, more pleasant for the reviewers than just text.



**Reviewers may only have
B/W copies of the proposal!**

Carefully check for grammatical and spelling errors

Demonstrates that you have taken the proposal writing seriously, makes a good impression on the reviewers.

Practical tips – give yourself time!

Other peoples' input

➤ Before/during writing:

If you need advice, **ask an experienced colleague.**

Getting a template (old proposal) also helps.

➤ Speed check: Ask a friend/colleague to have a look at your proposal for 3 min → first impression.

➤ Have your proposal reviewed by a colleague in the same or neighbouring field (e.g., a co-investigator).

➤ Have your proposal checked by your department administration (mainly for formal issues).

Personal advise and critical lessons learned

- 1. Know your deadlines and make sure you are 1 week ahead (you never know what issue will come up!! ASK YOUR ADMIN!!)**
- 2. Be clear and concise: your English need not be 100% perfect, however, it does need to be 100% understood.**
- 3. Have a great summary that clearly explains your project aims and goals**
- 4. Make a summary figure that looks nice (this is important in Japan, based on my experience)**
- 5. Have people read your grant – extra feedback is essential.**