

○FY2021 Checklist related to Format of the KAKENHI Application

2021English先生

- This checklist, for various items such as readability, has been prepared in line with the requirements for entry requirements and guidelines for a KAKENHI research proposal.
- Please check the sections related to the items (in the checklist) indicated by a tick mark
- Also shown are some mistakes in spellings, remarks related to fonts etc. to be considered while revising the proposal

Page applicable	Check	Research proposal, overall
		[Changes in Format] Do not delete or change the writing tips, boxes, page numbers (in the upper right corner) etc., unless there are specific instructions in the application form itself.
		[Ease of viewing] Are your illustrations clearly visible when printed in monochrome mode? This is important because the research proposals (even if they contain color illustrations) will be printed/converted to PDF in gray scale (monochrome) and delivered to the reviewers.
		[Readability] For proposals written in English, the recommended font is Times New Roman, 10-point size or over (except for References, for which 9-point may be fine). Although Reviewers may handle a PDF file, ensure that the proposal text is easy to read without any enlargement!
		[Readability] Uniformity in line spacing, font size, character width etc. will enhance the overall appearance of your proposal.
		[Subtitles & Highlights] Using slightly larger font, bold , or <u>underlined</u> text may enhance the appearance.
		[Readability] Use paragraph breaks to achieve better readability
		[Challenging Research] Charts (Figures/Tables) appearing only in the Project Outline should not be cited in the Body of the Research Proposal (if necessary, include the same chart in the Outline as well as the Main Body of the proposal)

Page applicable	Check	Cover and Back Cover (Web input item)
Cover		[Request for disclosure: Yes or No] Selecting [No disclosure] means that the review results will not be made available. Change it if you want to see the review results.
Back cover		[Academic Degree] The name of degree (Doctor of Science, Ph.D, Master of Science) should be accompanied with the specialization as applicable, as follows: Examples: Doctor of Science (Mineralogy), Doctor of Engineering (Robotics), Ph.D (your specialization), Master of Arts (Psychology), etc.
		[Role in this Project] Elaborate the role and mode of collaboration among the PI and Co-I(s). Make sure to specify the role and responsibility of each Co-I in your proposal and the ways the mutual collaboration will be achieved.
		[Research Expenditure & Effort(%)] By default, the budget allocated for Co-I(s) (kenkyu-buntansha) is '0', but if your research demands engaging her/him/them in research beginning FY2021, allocate a part of the budget and change the figure as appropriate. (In case of a multi-year funded program, with no plan to engage Co-I(s) during FY2021 but possibility to include from FY2022 (2nd year) or later, you may leave it as 0 (zero).)

Page applicable	Check	「Research Objectives, Research Method, etc.」 「Research Development Leading to Conception of the Present Research Proposal, etc.」
		[Summary] Write a summary in about 10 lines. A tick mark appears only if your summary/outline seems to be lengthy.
		[Subtitles] Writing strictly in accordance to the tips is likely to be more convincing.
		[Blank/unused space] About 30 to 40% or even more of the total space seems to be unused. Consider reducing the unused space by inserting charts (Figures/Tables), references (including to publications under review) or results of trial experiments.
		[Charts (Figures & Tables)] Try using charts, figures, and tables to aid technical descriptions. Provide simple but explanatory captions to your charts.
		[Division of role, etc.] Specify the roles, and modes of collaboration, of the PI and Co-I(s).
		[Ripple Effect] Describe the academic, scientific & technical, and societal ripple effects that you expect to result from the achievements of the proposed research.

Page applicable	Check	「Applicant's Ability to Conduct the Research and the Research Environment」
		[Past Research Activities] In order to demonstrate the high feasibility of your research plan, give an accurate account of research activities (including your role in other research project(s), if any) or academic achievements related to your proposal.
		[Past Research Activities] Describe the research activities of Co-I(s), if you have any, in relation to the active role assigned in your proposal.
		[Past Research Activities] Check-marked if either (i) half or more of the allocated space is occupied by research achievements only or (ii) only the achievements (publications) are mentioned. Try and emphasize research activities that are directly related to your proposal rather than vaguely covering your general academic achievements.
		[Research Achievements/Publications] Describe your publications/achievements (from your past research activities) linked to your proposal in order to back up the feasibility of your research plan. (Check-marked if the section is left blank.)
		[Research Achievements] Provide an adequate account of bibliographic information. (Article) : Author(s), Journal Name, Volume (No.), pages, Publication Year, DOI etc. (Monograph/Book) : Author(s), Title, Publisher, Publication year, ISBN etc.
		[Research Environment] Try and describe your proposed research environment in detail (i.e., availability of facilities, equipment, samples, etc.) in order to emphasize that your research plan is practically ready to be carried out. Giving a list of already-available equipments, etc. may also help.

Page applicable	Check	「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
		[Issues Relevant to Human Right Protection and Legal Compliance] If the proposed research does not require to address the human right protection issues and legal compliance, enter "N/A (not applicable)". If the proposed research requires to address any of the human right protection issues and legal compliance, you must describe the necessary legal actions, procedures and measures, such as obtaining prior inspections or approvals from the concerned internal or external committees, you have already undertaken and plan to take during the project period. If the information provided in this space is found to be incorrect or insufficient by the reviewers, the applicant may be informed after selection, if any, at a later date through the university office.
		「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」 If not applicable, leave this page blank. (Do not eliminate the page.)

Page applicable	Check	「Details and Necessity of the Equipment Costs and the Consumables Expenses」(Website)
Overall		Assess your research plan properly and explain the necessity and validity of each expense. (If either the proposed amount for 「Equipment Costs」 exceeds 90% of the total budget for a given year or a large proportion of the annual budget is allocated for consumables, explain clearly why and how the distribution is necessary for the successful execution of your research plan) * Based on your research plan, provide an accurate account and evidence for the estimated expenses, including detailed breakdowns, especially for the most important or expensive items.
		List books, if any, under 「Equipment Costs」, and Journals, if any, under 「Consumables Costs」
Equipment Costs		Make sure to provide a breakdown for a packaged item. Also provide the name and specification of each piece of equipment, as required in the application form. (e.g. XX microscope, XX company, model number, etc.)
		Name the institution (or other places) where each piece of equipment will be installed. Example: Hokkaido University (no need to mention the name of the department / center / section etc.)
		For an expensive piece of equipment, provide a reasonable explanation as to why such facility (or functionality) is essential to your research and cannot be replaced by an existing / already-available product.
		Consider that procurement procedures usually take a certain amount of time. Make sure that your proposal presents with a realistic time schedule for purchasing an equipment. If you plan to purchase an equipment during the last year of your proposed research period, make sure to explain the validity of your plan.
		If you plan to purchase a big set of books and / or written materials, make sure to briefly describe the contents of them. (e.g. 19th century German literature)
Consumables Costs		Make sure to provide specific names of items or products to be purchased. (e.g. XX laboratory chemicals (carbon dioxide), experimental animals (rats))
		For expensive consumables, make sure to specify the quantity, price, and the purpose of purchase.
		Contractual costs to be paid to companies (e.g., costs for chemical analyses) must be listed under 「Miscellaneous」 category.

Page applicable	Check	「Details and Necessity of the Travel Expenses and the Personnel Costs and the Miscellaneous」(Website)
Overall		Assess your research plan properly and explain the necessity and validity of each expense. (If either the proposed amount for 「Travel Expenses」 or 「Personnel Costs/Honoraria」 exceeds 90% of the total budget for a given year, or a large proportion of the annual budget is allocated to 「Miscellaneous」 expenses, make sure to clearly explain why and how such allocation is necessary for the successful execution of your research plan) * Based on your research plan, provide an accurate account and evidence for your estimates of the proposed expenses.
Travel Expenses		Differentiate domestic and international trips, and provide an accurate account of each expense per trip. Ex 1: Collecting information at ... Seminar, Sapporo-Tokyo, ... Days x ...Persons Ex 2: Attending ... Conference (research paper presentation), Sapporo-Tsukuba, ...Days x ... Persons Ex 3: International ... Symposium (research paper presentation) (... USA) ...Days x ...Persons Travel Expenses, Overnight Stay Expenses, Daily Allowances can be combined and listed as a single item.
Personnel costs		Provide a detailed account of each expense. Make sure to articulate specific job-related fees and payments. Ex 1: Laboratory Assistant (3 persons x 2 months) , Ex 2: Postdoctoral Researcher (Research Collaborator) (1 person x 12 months)
Miscellaneous		This category includes expenses like printing fees, communication fees, rental fees, meeting expenses, and other expenses related to PR (i.e., dissemination to the public) of your research achievements, etc.

Page applicable	Check	「The Status of Application and Acquisition of Research Grants」 「(1) Grants in the Application Stage」 「(2) Research Grants Adopted and to be Delivered, (3) Other Activities」 (Website)
		[For research proposed as PI] Your effort as that of a PI in this project is set at 50% or above. Check if you are indeed in position to spend that much effort (out of the total effort or work period for activities related to research, education, management, etc.). ※Note: There are no set rules for the PI's effort. This is to reconfirm that you have properly understood the meaning behind the effort set for the KAKENHI (Grants-in-Aid) project.
		[For research proposed as PI] Enter the amount to be received and used by you as PI (exclude the amount for Co-I(s), if applicable) for FY2021, and enter the estimated sum total to be received and used by you as PI for the whole proposed period, respectively. The estimated total sum should appear in () when printed. Ex: Suppose your project has following particulars. Budget of FY2021: 1,000,000 JPY, Budget for whole period: 5,000,000 JPY; Budget for PI for FY2021: 400,000 JPY, Budget for PI for whole period: 2,000,000 JPY. In this case, you enter: 400 (2,000) ※Note: For any application-in-progress KAKENHI or other research grants, enter the entire amount that you're proposing.
		[For research proposed as Co-I] Enter only the estimated amount allocated to you (by PI) as Co-I. Ex: Suppose your project has following particulars. Budget of FY2021: 1,000,000 JPY, Budget for whole period: 5,000,000 JPY; Budget to be used as Co-I during FY2021: 200,000 JPY, Budget to be used as Co-I during the whole period: 1,000,000. In this case, you enter: 200 (1,000)
		If the exact figure for the amount for Co-I(s) for FY2021 is not available at the time of application, enter an approximate amount. (If you have no plan to use budget as Co-I, enter 0)
		[Duplicate Applications] If you are submitting applications for multiple KAKENHI categories (allowed for applications at a time), such as Scientific (S) and Scientific (A) categories, enter a hyphen "-" for the effort in the category other than the one related to this application. ※Even if both applications are approved, you will be executing research in only one category (S or A). Therefore, there will be no effort to be spent on the other project.
		[(3) Other activities] The effort you mentioned in section (3) is 10% or less. Check if this truly reflects your time (effort) allocated to teaching, administration or joint work with your collaborators, and modify the effort (%) as necessary.
		If you are participating in research project(s) as KAKENHI (Grants-in-Aid) Research Collaborator (Kenkyu-kyoryokusha: 研究協力者), enter the information in section (3). Also, if you are engaged in other research activities at Hokkaido University as a part of your job, put that information in section (3).
		In the case of a "New Application Made in the Fiscal Year Previous to the Final Year of the Research Period of an On-Going KAKENHI Project" (最終年度前年度応募), do not list your current (on-going) KAKENHI in section (2).