

# Self-Checklist of the Proposal for Grant-in-Aid (2016)

\*No need to submit this sheet

## ○ General

		Yes/Done
1	Did you get the correct templates/forms? (check the year, research category)	
2	Save documentation in Word 2007 (.doc) files to avoid problems with the Electronic Application System	
3	Text should be at least 11 point in size. (does not apply to research achievements, detailed expenditure or effort)	
4	Has the format been changed in any way? (column size, number of pages, etc.?) - this will cause problems when printing the forms	
5	In the event that your research group is made up of a team of researchers, you need to ask for the Written Consent of the Co-Investigator (submit by Oct 14)	

## ○ Application Information (to be entered in the web site)

1	Keywords not on the detail table: Only write one keyword (not on the Table of Keywords)	
2	Dept. - Use the official departmental name (Use the relevant dept. code: 999, 899, 875 etc.) (Research Center for Science and Technology, Health Service Center, Center for Higher Educational Development, Women's Future Development Organization, International Center, Information Media Center, Nature and Science Museum, etc.)	

## ○ Project description file (to be made in a word file)

Common Items		
1	Print in B/W (checks are done in B/W)	
Purpose of the Research		
1	Is the research outline stated clearly at the beginning? (details within the broken line cannot be deleted or moved)	
2	<p><b>Have you covered items①, ② and ③ as listed in the directives? (it is best if you check against each point one by one)</b></p> <p>① Scientific background for the research (e.g., domestic and overseas trends related to the research and positioning of the research) how the applicant has reached the concept based on his or her achievements in earlier research work; and details of achievements of the past research work where the purpose of this project is to attain a greater level of knowledge in a similar area</p> <p>② What will be elucidated and to what extent will it be pursued during the research period</p> <p>③ Scientific characteristic, originality and expected results and significance of the research in the area</p>	
3	<p><b>&lt; Novelty and challenge of the research &gt; (Only for Grant-in-Aid for Challenging Exploratory Research)</b></p> <p>Comment on the following:</p> <p>① In what way does the current research have novel ideas and a challenging nature?</p> <p>② Elements which demonstrate that the current research will facilitate the development of new theories, novel ideas and will propose novel methodology, elements which demonstrate that the current research is promising in that it will yield outstanding research achievements if it succeeds, etc.</p>	
Research Planning and Method		
1	Is the research outline stated clearly at the beginning? (details within the broken line cannot be deleted or moved)	
2	<b>Make a clear distinction between FY2016 and FY2017 onwards</b>	
3	<p>Comment on the following:</p> <ul style="list-style-type: none"> <li>• Are your research plans and schedules appropriate for the results you hope to achieve?</li> <li>• What problems do you expect to encounter? How will you deal with them?</li> <li>• Do you describe the way how the location of the implementation of the research is secured, research implementation methods, etc., if the research environment changes significantly halfway through the research period, In the event that the research environment undergoes a significant change?</li> </ul>	
4	<p>Comment on the following: (only for researchers involved in joint research projects, other than young scientists type A and B)</p> <ul style="list-style-type: none"> <li>• Explain the relationship, necessity and rationality of the roles in the research team, and how you can work together to achieve your goals.</li> <li>• Explain the roles in the Co-Investigators (renkei-kenkyusha) and Research Collaborators.</li> </ul> <p>(Is the knowledge and awareness of the research project of a sufficient level in the project team? Do the members of the research team play a sufficient role in the work done?)</p>	

		Yes/Done
<b>State of Preparation for the Research Plan and Methods to Disseminate the Research Result to Society and Citizens (except Grant-in-Aid for Challenging Exploratory Research)</b>		
	<b>Have you covered items ①, ② and ③ (mandatory) as listed in the directives? (it is best if you check against each point one by one)</b>	
1	① The current state of research environment, such as research facilities, equipment and materials that are to be used in conducting the research ② The state of preparation for starting the research, such as coordination and contact with research members, in case there are Co-Investigator(s) (kenkyu-buntansha) (This should also be stated if appropriate in the case that there are Co-Investigators (renkei-kenkyusha) and/or Research Collaborators. ③ How do you disseminate the research achievements to society and the citizenry? (mandatory)	
<b>Research Achievements (except Grant-in-Aid for Challenging Exploratory Research)</b>		
1	Have you listed all of your prior publications, starting with the most recent?	
2	Did you include any papers that are pending publication? (only include papers that are accepted for publication)	
3	Did you underline the authors' names in the manner indicated in the directive Principal Investigator (double underline); Co-Investigator (kenkyu-buntansya) (single underline); Co-Investigator (renkei-kenkyusya) (dotted line) *Principal Investigator of Grant-in-Aid for Young Scientists is indicated with a single underline	
4	Did you state referee reading (or not) and the year of publication?	
5	Did you remember write numbers in the column for Principal Investigator and Co-Investigator (kenkyu-buntansya)? Did you also write numbers in the column for Co-Investigator (renkei-kenkyusya)?	
<b>Research Funding Receive and Achievements (except Grant-in-Aid for Challenging Exploratory Research and Young Scientists B)</b>		
1	Are all these details clearly stated: research category (name of the system for research funding other than KAKENHI); period (fiscal year); title of research project; whether the applicant is the Principal Investigator or Co-Investigator (kenkyu-buntansya); eligible costs (direct costs) of the research. Also give a clear statement of the research achievements and interim and after-the-fact	
2	The applicant should describe them and make a distinction by drawing a line between KAKENHI and other research funding.	
<b>Protection of Human Rights and Compliance with Laws and Regulations</b>		
1	In the event that your research requires you to follow certain legal procedures, be sure to give details of what measures you are taking to ensure that legal statutes are upheld. Please indicate where this is not applicable	
<b>Rationality and Justification of the Research Costs</b>		
1	Is the allocation of the research cost appropriate? (give estimates of sufficiency for reference)	
2	Did you explain the rationality, necessity and grounds for calculating the research cost? (explain why certain items are indispensable)	
<b>Research Costs</b>		
1	Did your research expenditure reach at least JPY100,000 for each year that you have received funding?	
2	Did facilities/equipment costs, travel expenses or personnel expenditure and Remuneration remain below 90% of your expenditure for each of the years that you received funding?	
3	Do the expense totals that you filed on your application information (the part inputted over the web) in the expense column and the expensed items for each year match?	
4	Are all the facilities and equipment (machinery, tools and documentation (not including magazines, etc.) listed, including details such as product names, manufacturer, model no. (no. of units x unit price) under the column marked installation location? These need to be delineated by the year of purchase, with a total for each year	
5	Consumable goods need to be listed by product name, and these need to be delineated by the year of purchase, with a total for each year.	
6	Travel expenses need to be separated domestic/overseas, with details given on costing, destinations and duration of travel/stay for each Principal Investigator, Co-Investigator (kenkyu-buntansya), Co-Investigator (renkei-kenkyusya) or any other type of researcher. These details need to be delineated by the year of purchase, with a total for each year	
<b>Application for Research Funding, Current State of Funding and Effort</b>		
1	Does the effort and title of research project match what was inputted over the web in the form of the application information?	
2	Column: Budget <b>For the Principal Investigator:</b> Note the amount of personal funds used by the researcher (does not include any allocated funds) in this column. In the column marked "Differences in details of research and reasons for additional application for a grant for the current research project" give the full total of direct expenditure over the duration of the research project (including any funding allocation). <b>For the Co-Researcher (kenkyu-buntansya):</b> Note the amount of a share of the funds (or scheduled to be allocated) to you	
3	Did you give specific "Differences in details of research and reasons for additional application for a grant for the current research project" ?	
4	When there is more than one research project, please be sure to note each one separately.	
5	Title of research project column - if you are participating as a Co-Investigator(kenkyu-buntansya), please give the name of the Principal Investigator. (No need to do this if you are the Principal Investigator)	
6	Does your effort total for (1) through (3) add up to 100%?	