

April call for applications

FY2012 Waseda University Grants for Special Research Projects: April application (for Newly-Hired Faculty) Guidelines for filling out the research plan form

The Screening Committee of Waseda University Grant for Special Research Projects will examine the applications and decide the recipients of the Waseda University Grant for Special Research Projects (for Newly-Hired Faculty). Since the content of the research plan is the subject of screening, please be sure that you have completed the form in the required manner, meticulously and legibly.

- The applicant may not add any new page to the existing research form.
- The applicant may cut and paste hard copy text made by a word processor when completing the form. In this case, a photocopy of the cut-and-paste form must be submitted as an original (it is not necessary to submit the cut and pasted original sheet).
- The Research Plan form can be downloaded at:
(<http://www.waseda.jp/rps/en/fas/guide/research-fund/challenge.html#anc08>)
- If the applicant wishes to make any corrections, correction tape must be used rather than crossing out and stamping with a seal.

I. Guidelines for completing the form

1. In the **'Affiliation'** section, please write the name of your affiliated faculty, undergraduate school or graduate school.
2. In the **'Department'** section, please write the name of your department. If your school is not divided into departments, this section may be left blank.
3. In the **'Research field'** sections, please write the name of an item selected from JSPS' List of Categories, Areas, Disciplines and Research Fields for 2012 Grant-In-Aid for Scientific Research (*Kakenhi*). (E.g. system engineering, foreign language education, applied pharmacology)
4. In the **'Affiliation and Status in 2011'** section, please write the name of organizations that you were affiliated with in 2011 and the status you had there. If you were affiliated with Waseda, please write the status and circle either 'Hired by Waseda (with university funding)' or 'External funding'.
5. In the **'Current Status as of April 1, 2012'** section, please write your status at Waseda as of April 1, 2012.
6. In the **'Faculty Code'** section, please write your ID number (6 digits) which is on your ID card and health insurance card.
7. In the **'Research Project'** section, please write your statement in a concrete and simple way, avoiding general or abstract terms, using 20 words or fewer. If the content is very difficult to write in 20 words, a subtopic may be added separately, but still the main topic must be described in 20 words or fewer. (The use of chemical and mathematical formula should be minimized)
Alphabets, numbers and symbols must be counted as below.

E.g.

(Ca²⁺) \longrightarrow

(C	a	2	+)
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 (6 characters)

The title of the research project cannot be changed, in principle.

8. In cases where the research is subject to the compliance rules for bioethics and safety measures for research projects, mentioned below, please complete the **'Bioethics and safety measures'** section as follows:
 - Research on human subjects (except research on the analysis of human genomes and genes and

- research using human embryonic stem cells) → (人) Human
 - Research on the analysis of human genomes and genes → (ゲノム) Genome
 - Research using human embryonic stem cells → ES
 - DNA recombination experiment: → (組) DNA
 - Animal experiment → (動) Animal
9. In the **'Research expenses'** section, please provide a breakdown of direct expenses for each use, based on the research plan, and include the grand total. The amount must be in units of 1,000 yen; please always round down. The maximum amount for applications is 300,000 yen.
10. In the **'Usage Breakdown'** section, please fill this section by keeping the following points in mind.
- (1) Please refer to 'Expense Item/Scope of Use Table for 2012 Waseda University Grant for Special Research Projects (for Newly-Hired Faculty) when filling out items of **'Usage Breakdown'** (<http://www.waseda.jp/rps/en/fas/guide/research-fund/challenge.html#anc07-2>)
 - (2) The breakdown of each item may not be summarized, but must be stated concretely concerning content. Major items are already listed in the form, so the amount of money must be filled in when there is an expenditure.
 - (3) The usage of research expenditure must be clarified regarding appropriateness for the content of the research (the content of the research expenditure must be reasonable.)
 - (4) The research plan is regarded as a tentative plan, so it may change to some extent after selection or even during the conduct of research. Thus, the scope of the breakdown planned at the application stage must be concretely stated.
11. In the **'Application circumstances for other grants'** section, please state your situation regarding applications for grants related to this research project for the past three years including this year, regardless of the result of screening, if you are the research representative (it is not necessary to fill this section if you were a co-researcher). Please note that indicating past applications which were not selected does not affect the success of this grant selection.
12. In the **'Research objectives'** section, please describe concretely the following points so that the screening committee members can clearly understand the research objectives of the project being applied for.
- (1) The background of the research (its relation with past research outcomes and preparatory status)
 - (2) Research objectives (what will be elucidated, and to what extent?)
 - (3) Characteristics of the research (academic characteristics and expected results and significance)
13. In the **'Research plan and methodology'** section, please concretely describe the plan and methodology necessary to achieve the research objectives, clarifying the relation with the breakdown of research expenditures. Also please indicate how the research content will be conducted within the research period.
14. In the **'Research achievements of the past three years regarding this project'** section, please list your achievements in chronological order beginning with the newest.

II. Submission and inquiries

1. Documents to be submitted and the number of copies
- Research Plan: one original and one copy (double-sided copies) Note: If the copy quality is clear enough to show the stamp, stamping a personal seal onto the copy is not necessary.
2. Submission and deadline
- (1) Submission: The documents must be submitted to **the applicant's department office.**
 - (2) Deadline: **April 11, 2012 (Wednesday)** (strictly observed)
3. Inquiries
- Your department office: Person in charge of grants in your department office.
Research Support Section,
Research Promotion Division: Hamaguchi or Fujii (e-mail: tokuteikensi@list.waseda.jp)