**Qatar Chair: Project Proposal**

Date of submission:

Date of approval:

|  |  |
| --- | --- |
| Project Name |  |
| Period |  |

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| --- | --- | --- |
| Members | | |
| Principal researcher | Name and title |  | |
| Affiliation |  | |
| Student ID (if applicable) |  | |
| Email |  | |
| ResearchMap URL |  | |

|  |  |  |
| --- | --- | --- |
| Research collaborators | | |
| Research collaborator | Name and title |  | |
| Affiliation |  | |
| Email |  | |
| Research collaborator | Name and title |  | |
| Affiliation |  | |
| Email |  | |
| Research collaborator | Name and title |  | |
| Affiliation |  | |
| Email |  | |

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| Project Aims and Scholarly Justification (300-500 words) |
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| Compatibility with the Qatar Chair Project |
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| Research outcomes (Publications) | |
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| --- | --- |
| Annual research activities | |
| Year 1 |  |

|  |  |  |
| --- | --- | --- |
| Budget in JPY |  | |
| Year 1 | Overseas Travel expenses |  | |
| Overseas Invitation Expenses |  | |
| Personnel Costs |  | |
| Meeting Fees (Lunch, Coffee etc) |  | |
| Honorarium |  | |
| Book Purchase Cost |  | |
| Outsourcing Expenses (Translation and Interpretation, Proofreading, Website Construction etc) |  | |
| Miscellaneous expenses |  | |
| **TOTAL** | ¥ | |

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| I, [　　　　　　　　　　　　　　　　　], declare that : • All the information provided in this form is, to the best of my knowledge, true, accurate, and complete. • I understand the aims and purposes of the Qatar project, that this proposed project is intended to further those aims, and that I will not use any funds provided for other purposes or in contradiction of those aims and purposes. • If funded, I will conduct the research proposed herein in good faith and to the best of my ability, in line with the research ethics, protocols, and usual practices of Waseda University. • I will spend any funds awarded in accordance with the proposal made herein. I will abide by Waseda University's accounting rules such as the 'Research Funds Manual' (https://waseda-research-portal.jp/how-to-use/research-expenses-execution/).  • I will return any unused funds promptly. • I will report the progress made in the project annually, in the case of multi-year projects, and I will also report the final outcomes at the end of the project.  • I have fully understood the purpose of collecting personal data, the policies on management of personal data, and such other matters as specified in the “Duties of researchers who are granted Qatar Chair Faculty Grants”, hereby consent to the treatment of my personal data. |