

THE SUMITOMO FOUNDATION
FISCAL 2020 GRANT FOR
JAPAN-RELATED RESEARCH PROJECTS
Instruction Sheet for Application Form

Notes on the Application Form

1. The Application Form should be issued as below or your application may not be acceptable:
 - Typed in black ink, using font size of **10-point** or larger.
 - Using A4size paper and One-sided printing
 - The Application shall **not** be handwriting and shall **not** be sent by e-mail.
 - The Application Form shall **not** be stapled or bound.
2. Signed by the applicant is necessary. Telephone number/ e-mail address must be filled.
3. **Neither** supplemental/additional papers/materials to the Application Form **nor** any forms other than the specified Application Form are **acceptable for evaluation**. **The Form should not be modified or altered .**
4. Photo-copied Application Form may be used.
5. Please fill in the column "Residence", in page 1, with any place where the applicant stays other than home or accommodation on a business trip or other travel, which can be accessible by The Sumitomo Foundation at any time, if any.
6. Please fill in "Line Item of Applied Grant Amount (Fiscal 2020)" in page 8 clearly, referring to the back side of this instruction sheet ("Categories for Applicable Expenses"). Please specify (i) routes for business trips or other travels as "Expenses for Transportation" and (ii) places of accommodations for business trips or other travel as "Expenses for Accommodations".
The total amount of Applied Grant Amount shall be summed up to Yen10,000 or US\$100 unit.

Documents to be submitted

1. The application form prescribed by The Sumitomo Foundation, filled out and **duly signed** by the applicant in Japanese or English
2. **A letter of recommendation**, free-form, in Japanese or English from a person with an academic background, regarding the proposed research, the applicant and collaborator(s)
(The letter of recommendation shall be issued using the letter head of the organization which the recommender belongs to and
The letter of recommendation issued by the collaborator who is involved in this application shall not be acceptable.)

Mailing Address

The Sumitomo Foundation
1-12-16 Shibadaimon
Minato-ku, Tokyo 105-0012
Japan

Categories for Applicable Expenses

| Category | Explanation |
|--|---|
| Expenses for transportation: ① Domestic ② Overseas(*) | Expenses for transportation for: ① Domestic business trips or other travels ② Overseas business trips or other travels (Including expenses for proceedings, insurance, taxes etc.) |
| Expenses for accommodations: ① Domestic ② Overseas | Expenses for accommodations for: ① Domestic business trips or other travels ② Overseas business trips or other travels |
| Expenses for communication and transportation | Communication (e.g., telephone, mail) and transportation (e.g., courier) |
| Remuneration for research cooperators/assistants | Remuneration for cooperation/assistant work such as interpretation, translation, stenography, conduct of prescribed questionnaires, etc. (Remuneration for the applicant and/or collaborator(s) is <u>not</u> applicable.) |
| Rental/Procurement of goods (Specially used for the purpose of the proposed research only) | Rental of special purpose equipment, computer software and data, etc. and procurement of books, materials, consumables, etc. |
| Expenses for printing and publishing | Expenses for printing (including copying services) and publishing as the publication of the research results |
| Expenses for meetings and others | Expenses for meetings etc. |

- (*) Air fare must be no more than economy-class actual fare for the shortest routes between the nearest airports.
Subject to COVID-19 contagion spread situation, the planning of business trip schedule shall be considered flexible for destinations, duration and so on.

The following items are not applicable:

- Remuneration for services rendered by the applicant and/or his/her collaborator(s).
(The term "collaborator(s)" here refers to any researcher(s) who carry(ies) out the proposed research in collaboration with the applicant and be considered co-author(s) when the results of said research are published.)
- Administrative expenses of universities, research institutes, or other organizations to which the applicant and/or collaborator(s) belong.
- Expenses for procurement of any instrument, apparatuses, or equipment for general use such as PC, Server, Printer, Camera and so on.
- Food and Beverage