

<p style="text-align:center"><b>THE SUMITOMO FOUNDATION</b> <b>FISCAL 2024 GRANT FOR</b> <b><u>ENVIRONMENTAL RESEARCH PROJECTS</u></b> <b>Procedure &amp; Instruction for Application</b></p>
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Please apply for this program through the website (<https://www.sumitomo.or.jp/e/>) of The Sumitomo Foundation (“the Foundation”).

## I. Procedure for the application

### *(Step-1) Registration of the applicant’s basic information (to get ID & Password)*

- Register the Applicant’s basic information into “Personal Information Registration Format”. Then, a tentative registration notice will be delivered to registered e-mail address.
- Access to URL presented on the notice and complete the registration by clicking “Acknowledgment” within 24 hours after the receipt of notice, followed by the delivery of completed registration notice.

Note) If the applicant owns “My Page”, start from below (Step 2).

### *(Step-2) Log in “My Page”*

- Log in “My Page” by using ID & Password, select the item of “Confirmation/Revision of Registered Information”(“登録内容の確認・変更” on the screen) at the upper side of its 1<sup>st</sup> page, and confirm the registered basic information, or if necessary, revise the registered basic information.

### *(Step-3) Input into “Application Format” and make application documents*

- Log in “My Page”, and select “Environmental Research Grant Program” (“環境研究助成” on the screen) at “Information”.
- Fill in required information about proposed research project into “Application Format” (“助成申請受付フォーム” on the screen), which will be reflected on the application (Page 1-2) with the Applicant’s registered basic information.
- For English application, select English for language and entry into an English format.
- Download a word-file of application (Page 3-5) by clicking Format Download (“様式ダウンロード” on the screen), and fill other information about proposed research project.
- For Approval from Affiliation, if applicable, download a word-file of application (Page 1) by clicking Format Download(様式ダウンロード), and print out the application (Page 1) which shows Affiliation’s name and address etc. at its lower side, acquire its approval by signing or stamping seal.
- Conver the completed applications, (1) Approval from Affiliation (Application (Page 1)), and (2) Application (Page 3-5) to PDF files and upload them to the system. (1) is required, if applicable.

### *(Step-4) Send application data and acquire a registration number*

- After all application documents are uploaded, click “SEND”(“申請する” on the screen). Once they have been properly accepted by the Foundation, a registration number will be notified to registered e-mail address.
- If it is not notified within next business day, contact the Foundation immediately at the email address ([environment@sumitomo.or.jp](mailto:environment@sumitomo.or.jp)) for inquiry, or it will result in the failure of registration.

### **Note) Revision to the application after Step-4**

Contact the Foundation first to unlock the system. Then, the Applicant will be able to enter Step-3 again.

## II. Application documents

The following application documents shall be submitted through the website.

### (1) Application Form

	Input	Upload	Contents
Application (Page1-2)	System input into Application Format	No	P1 research subject, applicant's information, grant period, applied amount, research type, approval from affiliation etc. P2 cost breakdown, fund planning etc.
Application (Page3-5)	Manual input into Word File	Yes	P3 history, achievements, group information P4-5 purpose, character & outline of research project

### (2) Approval from Affiliation (if applicable)

As instructed above, Application (Page 1) is used for Approval from Affiliation. After printing it and obtaining an approval, convert it to PDF file and upload it to the system.

## III. Instruction for the application

**Comply with the following instructions, or it may result in the failure of registration.**

### <Application Format (Application Page 1-2)>

1. "Contact Person" is the person whom the Foundation can contact for inquiry of the application when the Applicant is away from the office. For English application, designate the person whom the Foundation can contact in Japanese language.
2. "Research Subject" should be simply and clearly determined within 40 characters in Japanese. For English application, write down the Japanese translation of the Research Subject together. Do not use chemical formula or numerical formula.
3. As for "Category for Review", enter a basic section number (5 digits) from the review section table of Grants-in-Aid for Scientific Research (KAKENHI). Select the number so that the research field can be identified as much as possible.
4. "Research Area" should be selected from the list of "Research Areas" as per attached.
5. As for "Grant Period", select 1 year or 2 years for General Research and select 2 years or 3 years for Special Subject Research, extendible to a total of 3 years and 4 years together with the initial period, respectively.
6. As an approver on "Approval from Affiliation", indicate section head, department head or above for university/college, and institution head for other research institution.
7. Fill in "Breakdown of Applied Grant Amount" clearly, referring to the "Categories for Applicable Expenses" as per attached. If there is an expense related to instruments, apparatus or equipment, describe the necessity (if you don't have enough space, add in the Application (P3-5)). Each amount by item shall be summed up to Yen10,000.

### <Application (Page 3-5)>

1. Fill required information within designated spaces and pages where charts and photos can be included. Neither supplemental/additional papers/materials attached to the application form nor any modified forms are acceptable. Especially, select the information for the Applicant's CV and academic achievements to keep the designated space. Include the research history along with the work experience in the Applicant's CV.
2. No hand writing is acceptable Use PC and fill out in Japanese or English at the font size of 10-point to 11-point. Use half-width characters for alphabets and figures.
3. In case of Special Subject Research, explain the interdisciplinary and/or international collaborative nature of the research in the column of "Features of the Research Project".

### <Approval from Affiliation>

Use Application (Page 1) as printed out. However, if any institutional stamp is used instead of printed information, delete the relevant information.

## IV. Inquiry for the application

For inquiry for un-notification of registration number as well as any other inquiries regarding the application, contact the Foundation at our e-mail address ([environment@sumitomo.or.jp](mailto:environment@sumitomo.or.jp)).

### Research Areas

	A. Measuring Analysis Survey Analysis	B. Prediction Evaluation	C. Technical Measures	D. Political Measures Social System	E Others
1. Atmosphere	1-A	1-B	1-C	1-D	1-E
2. Hydrosphere	2-A	2-B	2-C	2-D	2-E
3. Geosphere	3-A	3-B	3-C	3-D	3-E
4. Biosphere	4-A	4-B	4-C	4-D	4-E
5. Social sphere	5-A	5-B	5-C	5-D	5-E
6. Combined	6-A	6-B	6-C	6-D	6-E

### Applicable Expenses

Applicable Expenses	Remarks
Remuneration: ① Cooperators  ② Assistants	Remuneration for: ① Cooperation/advice rendered by third parties other than Applicants and their collaborator(s) ② Assistant work rendered by temporarily-employed third Parties
Travel	Transportation, Accommodation or others expenses for both domestic (one-way more than 100km) and overseas business trips (*) (including miscellaneous fees related to transportation, insurance fee, tax, etc.)
Transportation, Communication & Shipping	① Transportation (not included in Travel Expense) ② Communication (e.g., telephone, mail) ③ Shipping (e.g., couriers)
Outsourcing	① Research related (questionnaire survey, experiment etc.) ② Computer related (programing, data processing, software rentals etc.)
Meetings	Rental fee and refreshments for meetings
Information Materials	Purchase of books and information materials for research
Printing and Dissemination	Printing, including copying services, and publication of survey results
Consumables	Reagent, experimental animals, stationery, Instruments/apparatus/equipment (within 50,000 yen per unit)
Instruments/apparatus/equipment	Instruments/apparatus/equipment (over 50,000 yen per unit)
Other Expenses	Translation, steno graphing, contribution, admission fees for research symposia or workshop, maintenance cost for equipment, etc.

(\*) Air fare must be no more than economy-class actual fare for the shortest routes between the nearest airports.

Following expenses are excluded:

- (1) Remuneration for services rendered by the Applicant and the Collaborator(s).
- (2) Administrative expenses incurred by research institutes to which the Applicant and the Collaborator(s) belong.
- (3) Expenses to purchase any instrument, apparatus or equipment for general use such as PC, Server, Printer, Camera and so on.