



**THE SUMITOMO FOUNDATION  
FISCAL 2018 GRANT FOR  
ENVIRONMENTAL RESEARCH PROJECTS**

**Application Guide**

The Sumitomo Foundation (hereafter “Foundation”) offers this grant program to promote the resolution or improvement of any environmental issue, one of the most critical issues that humankind faces on the earth in accordance with the following terms and conditions.

**I. Eligible Research Projects**

**1. Research Category**

(1) **General Research**

Any research project, mainly in the field of social sciences, humanities, or natural science that is related to environmental issues.

Notes:

- Researches related to earthquake disaster such as the Great East Japan Earthquake and to nuclear accidents such as radioactive contamination are welcome.

(2) **Special Subject Research**

Any research project, the object of which matches the research subject designated by Foundation set forth herein.

Research Subject for this fiscal year

“Interdisciplinary or International Joint Research to solve and/or understand the local unique environmental issues”

Domestic or international measures to cope with the various type of environmental issues such as the declining birthrate, aging population, depopulation in rural areas in Japan and the capitalization and industrialization in emerging or developing countries are ongoing.

Researches to understand and/or solve regional unique environmental issues in regional types such as cities, ‘agricultural, mountainous and fishing villages’ or the disaster-stricken areas or a specific region both inside and outside Japan are qualified, which incorporate not only imminent regional environmental issues, preservation of

biodiversity, use of renewable resources, issues relating to medium and long-term sustainability but also researches focusing on locality influenced by environmental issues and researches relating to local unique measures of mitigation or adaptation even if they are environmental issues across global or wide area.

Since the resolution of the issues is supposed to need the total power of the knowledge of multi study fields across natural science, social science and the humanities, Interdisciplinary or International Joint Research is highly recommended.

Notes:

- Regardless of the explanation above, even basic or individual researches following the principle of the Research Subject are acceptable.
- Researches by young researchers are also eligible regardless of age or job title of the applicant.
- The following projects are not eligible:
  - Research projects for profit making or those conceivably conducive to profit making.
  - Contracted research projects for a third party.
  - Research projects which have been already substantially completed.

**2. Type of Research**

Individual or Joint Research available.

**3. Qualifications of Applicant**

Anyone who falls under either (1) or (2) described below is qualified to apply.

- (1) Regardless of the nationality, anyone who belongs to a university, a college or a research institution in Japan with an

approval from an authorized person representing the affiliation to apply for this grant program.

- (2) Anyone other than (1) above who has Japanese nationality or a permission for permanent residence in Japan.

Notes:

- The application forms must be prepared in either Japanese or English.
- But in the case of English application, only Page 1 of the application form must be filled in Japanese. The contact person who is able to communicate in Japanese both orally and in writing and handle the related application must be indicated in the required column on Page 1. The contact person should belong to the same affiliation of the applicant if the applicant belongs to a university, a college or a research institution.
- Any applicant who belongs to a university, a college or a research institution even outside Japan should also acquire an approval from an authorized person representing the affiliation to apply for this grant program.
- Anyone who belongs to a profit-making organization fully or even partially is not eligible to apply.

#### 4. Applicable Expenses

Direct expenses for the proposed research that fall under the list of ‘Applicable Expenses’ on ‘Instruction Sheet for Application Form.’

Notes:

- The following expenses 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 proposed research are published.)
  - Administrative expenses of universities, colleges, research institutions, or other organizations to which the applicant and/or collaborator(s) belong(s).
  - Expenses for procurement of any instrument, apparatus or equipment for general use such as PC, Server, Printer, Fax and so on, except the PC which is particularly needed for the proposed

research.

## II. Outline of this Grant

### 1. Total budget for fiscal 2018

General Research ¥75,000,000  
Special Subject Research ¥25,000,000

### 2. Grant Amount for Each Project

General Research Max ¥5,000,000  
Special Subject Research Max¥10,000,000

### 3. Number of projects to be selected

General Research Approx. 50  
Special Subject Research Approx. 3

### 4. Duration of Grant

General Research  
One (1) year  
(November 2018-October 2019)  
Special Research  
Two (2) years  
(November 2018-October 2020)

Note:

- Both may be extended by 2 years maximum if required with a specific reason during the course of the project with Foundation’s prior permission. This rule was amended as from FY2018.

### 5. Duties of Applicants (as Grantees)

- (1) The applicant is required to agree on and follow the provisions stipulated in Foundation’s standard “Agreement” (but in Japanese form only), once his/her application for the grant is approved by the Board of Directors of Foundation.
- (2) Written reports on research results and on a final accounting of funds spent shall be submitted to Foundation when the grant period has expired. The reports on research results shall be posted on both Foundation’s website and National Institute of Informatics’.
- (3) When a thesis or any similar document is to be published based on the results of proposed research, it is required to acknowledge Sumitomo’s grant by clearly mentioning on such published material that the research was made

possible by this grant from Foundation.  
One set of photocopies of the material needs to be submitted to Foundation.

### III. Selection and Approval of Eligible Projects

#### 1. Selection Process

Applications for this grant will be evaluated for selection by the Selection Committee of Foundation. The Board of Directors of Foundation, scheduled to meet in October 2018, will give the final approval to the selection of the projects eligible for this grant. Results of the selection will be notified to the applicants by letter.

#### 2. Selection Criteria

Selection shall put weight on the following perspectives;

- (1) Sociality
- (2) Feasibility
- (3) Originality
- (4) Interdisciplinary
- (5) Necessity

Notes:

- The amount of grant applied for may be reduced as a result of the evaluation by the Selection Committee.
- Foundation may not reply to any inquiries regarding the reasons for selection/rejection of the proposals.

### IV Procedure for Application

#### 1. Documents and Steps

Application forms should be made under Windows PC environment as Foundation's application system is based on Windows OS.

- (1) Download the application form (Page 1) from the Foundation's website.
- (2) Fill out the application form ("Page 1" and "Page2 to 5") in accordance with the instruction sheet. The "Page 1" should not be altered to any other file format as it is a special PDF format where necessary data can be input to be uploaded by Foundation later.
- (3) Refer to "Q &A (frequently asked)" for further assistance.
- (4) The "Page 1" should be written **in Japanese only** while "Page 2 to 5" can

be written in either Japanese or English. But in the case of English, a "Contact Person" who can fluently speak and write in Japanese is compulsory to fill in.

- (5) Submit only "Page 1" to the designated email address below by attaching to an email (hereafter "Email Application"). Do not send "Page2 to 5" at this stage.

#### -Designated Email Address for Email Application:

[sumitomo-found.kanbosyu2018@xvh.biglobe.ne.jp](mailto:sumitomo-found.kanbosyu2018@xvh.biglobe.ne.jp)

#### -Deadline for Email Application: June 07, 2018

Email Applications should be sent to Foundation on or before the deadline for Email Applications and be dispatched preferably during the daytime in Japan local time. Email Applications should be sent as early as possible to avoid the heavy congestion anticipated just before the deadline. Foundation shall get back to the applicant to acknowledge the receipt of the Email Application with a Receipt Number (4 digits) assigned to the application after confirming the accuracy of Email Applications by Foundation. Fill in the Receipt Number in the upper-right corner of each application form (Page 1 to 5). Handwriting the number after printing out the forms is also acceptable. After obtaining the authorization to apply for this grant program from your affiliation and signing by the applicant on Page 1, prepare both an original full set (Page 1 to 5) and a duplicate set of photocopies.

- (6) The following application documents (hereafter "Postal Application") shall be submitted by postal mail to Foundation.

-One original hard copy (Page 1 to 5)  
and  
-One duplicate hard copy (Page 1 to 5)

Notes:

- Both original and duplicate Application

forms should be mono-color print and single-side copy (dual-side copy is not acceptable).

- Staple the upper-left corner of the original application form but as for the duplicate copy, do not staple or clip, just put in a clear plastic file folder.
- After submitting the Email Application, if an amendment is needed, attach the small tab indicating “Amendment” to where amended and highlight the data amended on Page 1 of the original application.
- Indicate “Application for Environmental Research Grant Enclosed” on the face of the envelope.
- Read carefully both this Application Guide and Instruction Sheet before preparing the application since any application with a discrepancy is not acceptable by Foundation.
- As for an application from a foreign country, the address can be written in English or a letter-size application form may be exceptionally acceptable.
- The application document submitted once will not be returned to the applicant.
- Hand delivery of the application directly to Foundation by the applicant is not acceptable.
- Since the acknowledgement of Postal Application will not be made by Foundation, a certified mail or registered mail is highly recommended.
- The designated email address for the Email Application will be closed in a certain period of time after the submission deadline described below. Use Foundation’s regular email address below in case of need to contact Foundation after the closure of the designated email address for Email Applications.
- The personal information provided in the application is to be used strictly for the purposes of selection as well as notification of the results to the applicants. Please note, however, that the name of grantees (successful applicants), his/her affiliation, title, subject of research project and grant amount will be announced to the public in due course.
- The new subject for FY2019 Special

Subject Research will be disclosed around October, 2018.

## 2. Deadline

### **Email Application**

must be received by Foundation on or before **June 07, 2018.**

### **Postal Application**

must be received by Foundation on or before **June 30, 2018.**

Notes:

- As described above, 2 steps are needed to complete the application.  
First: Email Application to obtain Receipt Number from Foundation.  
Second: Postal Application to complete the application procedure.
- Postal Applications by means of facsimile or email are invalid.

## V. Where to Apply

Please contact the address below for application forms prescribed by Foundation or for any inquiries concerning the application. (The form both in Japanese and in English can be downloaded from Foundation’s website in the format of PDF or Word).

**The Sumitomo Foundation**  
**1-12-16 Shibadaimon**  
**Minato-ku, Tokyo JAPAN 105—0012**

Telephone: 81-3-5473-0161  
Facsimile: 81-3-5473-8471  
E-mail: [sumitomo-found@msj.biglobe.ne.jp](mailto:sumitomo-found@msj.biglobe.ne.jp)  
URL: <http://www.sumitomo.or.jp/e/>