



THE SUMITOMO FOUNDATION
FISCAL 2018 GRANT FOR
BASIC SCIENCE RESEARCH PROJECTS

Application Guide

The Sumitomo Foundation (hereafter “Foundation”) offers this grant program to promote Basic Science research projects which are deemed imperative but have insufficient funds and particularly seeds research projects by young researchers, where innovative ideas are expected, in accordance with the following terms and conditions.

I. Eligible Research Projects

1. Eligible Research

Any basic research in each study field of science (Mathematics, Physics, Chemistry, Biology) and of multi-study fields of science (incl. fundamental engineering of each study field)

Notes:

- 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.
- Please refer to Foundation’s website for the list of research projects awarded in FY2017 for your reference.

2. Type of Research

Individual or Joint Research available.

3. Qualifications of Applicant

Any young researcher who falls under either (1), (2) or (3) described below is qualified to apply.

- (1) Regardless of the nationality or age, 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 and (3) below who has Japanese nationality or a permission for permanent residence in Japan.
- (3) A grantee of FY2017 (previous fiscal year) Basic Science Research Project

Grant who needs to apply for the continued project of the same research subject.

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.
- In the case of (3) above, please describe the interim status of your research project and the reason of applying for the continued research project in the application form. The continued project of the same research subject for the third year is not acceptable.

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

¥150,000,000

2. Grant Amount for Each Project

Max ¥5,000,000

3. Number of projects to be selected

Approx. 90

4. Duration of Grant

One (1) year

(November 2018-October 2019)

Notes:

- The duration may be extended by 2 years maximum if required for a specific reason during the course of the project with Foundation's prior permission. This rule has been 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) and take responsibility to carry out the proposed research project thoroughly, 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 clearly mention 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) Exploratory
Excellent at innovation and expandability
- (2) Planning
Well planned ahead
- (3) Science
Scientifically important
- (4) Necessity
Strong necessity of Foundation's grant due to difficulty to be awarded a grant by other organizations.

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 form 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 formats 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) Fill the appropriate number of "Basic Section" from the latest "Review Section Table" of Grant-in-Aid for Scientific Research-KAKENHI in the column of "Review Section" at the upper middle of "Page 1".
- (5) 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.
- (6) 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.kisoboshu2018@xqe.bi
globe.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 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 (6 digits) assigned to the application after the confirming the accuracy of Email Application 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.

- (7) 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 a small tab indicating "Amendment" to where amended and highlight the data amended on Page 1 of the original application.
- Indicate "Application for Basic Science 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 should 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.

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 procedure.
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

URL: <http://www.sumitomo.or.jp/e/>