

**THE SUMITOMO FOUNDATION**  
**FISCAL 2019 GRANT**  
**FOR BASIC SCIENCE RESEARCH PROJECTS**  
**Instruction Sheet for Application Form**

Notes on;

**1. PC (s) to be used**

- The following procedure is based on a **Windows environment**.
- Please ensure that Windows PC (s) should be used without fail.

**2. How to input data in Page 1 of the Application Form**

- Adobe Reader newer than ver.9 is recommended. Input data where required **in Japanese language** and use A4 paper when printing.
- Do not use any software to input other than Adobe Reader, otherwise the form cannot be uploaded to Foundation's system. Input data only in the columns where available except for Receipt Number which can be obtained after Foundation acknowledges the Email Application.
- Do not alter font type or size. Alphanumeric characters should be half-width size.
- Before printing, Print preview should be checked not to alter the designated format.
- **“Applicant Signature” and “Authorization by Affiliation” should not be filled in** for the Email Application, which should filled in after printing later.
- Fill in the column of “Review Section” at the upper middle of “Page 1”, which is deemed to be the most appropriate number of “Basic Section” from **the latest “Review Section Table (for FY2019)”** of Grant-in-Aid for Scientific Research-KAKENHI, even if the research subject spans over multi-“Basic Section”.  

URL for KAKENHI <http://www.jsps.go.jp/j-grantsinaid/index.html>
- “Research Subject” should be written within 40 characters. Do not use chemical formula or numerical formula.
- “Overall Project Budget” on “Page 1” should be equal to “Overall Project Budget” of Budget Plan on Page 5.
- 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.
- **When Pages 2 to 5 are written in English, “Contact Person” is not only mandatory to fill in but also must submit the email with “Page 1” to Foundation instead of the applicant.**

**3. How to fill in Page 2 to 5 of the Application Form**

- Use a Word file to fill out in principle. The PDF file is only for review to make sure the designated format is correct before printing.
- The font size should be 10 point to 11. Additional pages are not accepted. The designated format must not be altered.
- “Receipt No.” is the 6-digit number issued by Foundation after the Email Application.
- Paper size should be A4 and printed out in mono-color.

- Additional forms or forms other than the Application Form are not acceptable.
- “Major Academic Achievement of Applicant” should be major cases up to 5 items in reverse chronological order. All co-authors are not necessarily listed here. If a part of the authors list is omitted, write the total number (A) and your entry number (B) in the author list counted from the first author (i.e., “(B)/(A)).
- Refer to “Applicable Expenses” below when filling in “Breakdown of Applied Grant Amount”. Calculation Basis and Other Details should be clear and simple.

### **Applicable Expenses**

Applicable Expenses	Remarks
Remuneration: ① Cooperators  ② Assistants  ③ Other Third Parties	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 ③ Other services rendered by third parties contracted for taking survey, experimentation, computer programming, data processing, rental fee, computer software
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.)
Communication & Transportation	① Communication (e.g., telephone, mail) ② Transportation (e.g., couriers)
Rentals	Rental of: ① Instruments/apparatus/equipment (including lease/rental of computer hardware, licensing of computer, software use, data handling, etc.) ② Materials (e.g., books, databases)
Procurements	Procurement of: ① Consumables and special purpose instruments/apparatus/equipment (e.g., reagent, experimental animals, stationery, facsimile paper, copier, paper, custom-made goods) ② Materials (e.g., books, databases)
Printing and Dissemination	Printing, including copying services, and publication of survey results
Meetings	Rental fee and refreshments for meetings
Other Expenses	Translation, steno graphing, contribution, admission fees for research symposia or workshop, maintenance cost for equipment, etc.

(\*) Limited to round-trip economy-class actual fare for shortest routes between nearest airports.

Note: 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 said research are published.)
- Administrative expenses of universities, colleges, research institutes, 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 machine and so on, except the PC which is particularly needed for the proposed research.