

<p style="text-align: center;">THE SUMITOMO FOUNDATION FY 2025 GRANT FOR <u>JAPAN-RELATED RESEARCH PROJECTS</u> Procedure & Instruction for Application</p>

Please follow the Procedure & Instruction as below. When you apply, please access to the website of The Sumitomo Foundation (“The Foundation”) (<https://www.sumitomo.or.jp/e/>) and link to URL for the application.

I . Procedure for the application

Step1. Choice of application language:

The application languages are Japanese or English. Please access the application page from the website of The Foundation of the preferable language.

Step2. Registration of your email address:

Visit to the website of The Foundation (<https://www.sumitomo.or.jp/e/>).

Access to the URL for the registration of your email address.

After registration of your email address, you receive the URL/link for your application.

(The Foundation contacts you through your registered email address.)

Step3. Access to the URL for your application

Access to the URL for your application and confirm the required information. This URL is effective until the completion of your application.

Step4. Filling out the Application Form

Input basic information for the application through the website. Please apply for the grant in either JPY or USD. Download the Application Form (Word file) and fill out the form.

Step5. Sending the data for the application

After filling out the form, convert the Word file to PDF file and then upload it.

Uploading the recommendation letter is also necessary.

If your application reaches to The Foundation properly, you receive the registration number by email.

(Caution) Unless you receive the registration number within one day after you send your application, you have to inquire to The Foundation by email (japan.related@sumitomo.or.jp) or you would fail the registration.

II . Instruction for the application

1. **Neither** supplemental/additional papers/materials to the Application Form nor any forms other than the specified Application Form are acceptable for evaluation. **The Application Form should not be modified or altered.**
2. Font size should be **10 points** to fill out the Application Form in **8 pages only**.
3. No handwriting is acceptable.
4. Fill in “Line Item of Applied Grant Amount” in page 7 clearly, referring to the “Categories for Applicable Expenses” on the next page. Specify (i) route(s) for business trip(s) or other travel(s) as "Expenses for transportation" and (ii) place(s) of accommodations for business trip(s) or other travel(s) as "Expenses for accommodations".

The total amount of Applied Grant Amount shall be summed up by **JPY10,000 unit in case of JPY** or **by USD100 unit in case of USD**.

III. Documents to be submitted

Applicants should apply through the website with uploading the following files;

- the Application Form (download through the website)
- Letter of Recommendation

Letter of Recommendation to the applicant shall be free-form, in Japanese or English language from a person who knows well the applicant, with an academic background regarding the proposed research.

Letter of Recommendation shall be sealed or signed, using the letterhead of the recommender's affiliated organization as a rule. Letter of Recommendation issued **by the collaborator** who is involved in this application **shall not be acceptable**.

IV. 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)
Rental/Procurement of goods (Specially used for the purpose of the proposed research only)	Rental of special purpose equipment, computer software and data, etc. Procurement of books, materials, consumables, etc.
Honoraria for research cooperators/assistants	Honoraria for cooperation/assistant work such as interpretation, translation, stenography, conduct of prescribed questionnaires, etc. (Honoraria for the applicant and/or collaborator(s) is not applicable.)
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.

The following items are not applicable:

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