

Application Guide for the AY 2022 INOUE ENRYO Memorial Grant

Eligible Applicants: Full-time faculty and staff members of an educational institution established by Toyo University excluding full-time faculty members of Toyo University, alumni, graduate students and those who finished the Doctoral Program without a doctoral degree

**Research Grant
Individual research**

Publication Grant

Note: In case of any inconsistency between the English version and the Japanese version, the Japanese version shall prevail.

July 1, 2021

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The INOUE ENRYO Memorial Research Grant Steering Committee

Introduction

This application guide provides information on the AY 2022 INOUE ENRYO Memorial Grant, details on the Research Grant and Publication Grant, necessary procedures for application, and other instructions. Eligible applicants for the Grant are full-time faculty and staff members of an educational institution established by Toyo University Incorporated Educational Institution excluding full-time faculty members of Toyo University, alumni, graduate students and those who finished the Doctoral Program without a doctoral degree. This guide consists the following sections:

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I. Outline of the INOUE ENRYO Memorial Grant includes the purposes, categories and amounts of the Grant, and II. Details for Application includes the timeline from application to final approval, application eligibility and other information.

III. Instructions for Applicants and V. Instructions for Grant Recipients provide requirements, necessary procedures and other information for application. Please carefully read the instructions and explanations.

Note: In case of any inconsistency between the English version and the Japanese version, **the Japanese version shall prevail.**

I . Outline of the INOUE ENRYO Memorial Research Grant

1 Purpose of the INOUE ENRYO Memorial Grant

In commemoration of Inoue Enryo and based on the founding philosophy of the University, the INOUE ENRYO Memorial Grant (hereinafter referred to as “the Inoue Grant”) contributes to academic research promotion at Toyo University, making the University even more highly recognized as a research institution and enhancing its value to global society.

The Inoue Grant supports innovative research, covering all academic research fields ranging from the humanities and the social sciences to the natural sciences, from basic to applied research.

You will lose eligibility to apply for the Inoue Grant for a certain period of time, and **may be required to return the grant**, in the following four cases:

- If false information is found in your application or report,
- If your application or report turns out to be ineligible for application,
- If you fail to fulfill the reporting obligation after your research period is over, or
- If improper spending not in accordance with the Regulations concerning the Use of Public Research Funds is found.

2. Grant categories

The grant categories are as follows:

Grant category	Grant amount	Objective and details
Research Grant Individual research ^{*1}	Full-time faculty and staff members: up to 2,000,000 yen (Full-time faculty and staff members from an educational institution established by Toyo University Incorporated Educational Institution, excluding full-time faculty members of Toyo University)	Aiming to promote academic research at the University, this grant is awarded to support research of high academic value and that excels in originality or validity, and to further advance research that contributes to forming the unique characteristics of the University. A single-year research plan conducted independently by the applicant.
	Graduate students, alumni and students who finished the Doctoral Program without a doctoral degree: up to 700,000 yen	
Publication Grant ^{*2}	Up to half the publication cost (up to 1,000,000 yen)	This grant is awarded to support the publication of research results (including translations) that are of high academic value and that excel in originality or validity. In the case

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		of coauthored work, the researcher applying for the grant must have written more than a half of it.
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- *1. Only one theme is eligible for application for a Research Grant (Individual research), from the viewpoint that we should support as many researchers as possible with limited financial resources. No double applications are allowed. It is acceptable to apply for both Research Grant (individual research) and Publication Grant at the same time.
- *2. Researchers gain no royalties for the publications that won the grant. Authors and editors cannot receive any benefits from their works.

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3 Rules regarding the grant

(1) Research Grant

The Public Research Funds Implementation Requirements apply to the implementation rules of the Inoue Grant.

After the completion of your research, submit a research report (income and expenditure report). Present your research results proactively at academic conferences, symposia, on websites, and by other means. Publish your research results in a paper or other form of publication within a year after the end of the grant period. State in the publication that you received the INOUE ENRYO Memorial Grant, Toyo University, and submit a duplication of the work to the office in charge (p. 14). Please check the application eligibility and other requirements before applying.

(2) Publication Grant

You are obliged to state clearly in the foreword or afterword to the publication that you received the INOUE ENRYO Memorial Grant, Toyo University. After publication, submit two copies of the publication to the office in charge (p. 14). Please check the application eligibility and other requirements before applying.

4 Inspection and evaluation of the grant system

We conduct inspections and evaluations of the grant system in order to achieve its maximum effect. We will inspect and evaluate if the grant system has made the University even more highly recognized as a research institution and enhanced its value to global society based on the past five years of achievements since AY 2014. (Inspections and evaluations will be conducted every five years.)

Inspections and evaluations are conducted by an evaluation commission consisting of members of the Grant Steering Committee and external members.

We discuss the grant system, including its budget, based on the evaluation results and make changes to the system.

The main evaluation criteria are as follows:

- 1) Grant recipients' research activities, e.g., publication of academic papers
- 2) Outside research funding that grant recipients have received
- 3) Specific achievements that grant recipients have demonstrated in making the University even more highly recognized as a research institution and enhancing its value to global society

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II . Details for Application

1. Overall schedule

Grant category	Details	Deadline	Procedure performed by applicants (recipients)
Research Grant Individual research	Application period	Thursday, July 1 to 5 p.m. on Thursday, September 30, 2021	Submit application documents (p. 8 to 9) to the office in charge (p. 14). If you are a visiting researcher of the University's research institutes and plan to apply for Grant-in-Aid for Scientific Research, please notify us when applying for the Inoue Grant. (p. 8)
	Review	October 2021 to February 2022	
	Notification of approval	Beginning of March 2022	
	Submission of spending plan	Middle of March 2022	Submit a spending plan (p. 13) to the office in charge (p. 14).
	Commencement of research	April 1, 2022	Start research after you receive a notification of approval for implementation.
	Completion of research	February 15, 2023	
	Submission of research report	Middle of March 2023	Submit a research report, including an income and expenditure report (p. 13), to the office in charge (p. 14).
	Publicizing of research results	March 31, 2024	Submit a report on the publication of research results to the office in charge (p. 13).

Grant category	Details	Deadline	Procedure performed by applicants (recipients)
Publication Grant	Application period	Thursday, July 1 to 5 p.m. on Thursday, September 30, 2021	Submit application documents (p. 9 to 10) to the office in charge (p. 14).
	Review	October 2021 to February 2022	

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	Notification of approval	Beginning of March 2022	
	Submission of spending plan	Middle of March 2022	Submit a spending plan (p. 13) to the office in charge (p. 14).
	Submission of contract with publisher	Middle of June 2022 (planned)	Submit a contract with a publisher to the office in charge.
	Submission of manuscript	End of June 2022	Submit your manuscript to a publisher
	Progress report (1)	Beginning of October 2022	Report the progress of publication development to the office in charge.
	Progress report (2)	Beginning of December 2022	
	Publication date	End of February 2023	Submit two copies of the publication to the office in charge (p. 14) by the end of February 2023 (immediately after publication).

2. Grant period/Publication date

Grant Period (Research Grant)

One year (April 1, 2022, to February 15, 2023)

Note: If you need to carry out research after the end of the implementation period (limited to within the academic year) due to unavoidable circumstances, you must submit an application to the chairman of the Steering Committee and obtain permission in advance.

Note: If you are unable to engage in research for three months or longer due to unavoidable changes in circumstances or other reasons after approval, you must immediately submit a written explanation to the chairman of the Steering Committee and obtain permission in advance.

Publication Date (Publication Grant)

Research results must be published by the last day of February 2023. Please make sure that you can submit your manuscript to a publisher by the end of June 2022 before applying.

3. Eligibility for application

The eligibilities to apply for a Research Grant and Publication Grant are as follows.

- (1) Full-time faculty and staff members of an educational institution established by Toyo University Incorporated Educational Institution excluding full-time faculty members of Toyo University, graduate students, alumni and those who finished the Doctoral Program without a doctoral degree as well as those who are of eligible status at the time of application and during the grant period.

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- (2) To apply as a graduate student, you must be enrolled in a graduate school at the time of application and during the grant period (you cannot apply while you are on a leave of absence).

Note: If you leave school in September 2022 because of completion or withdrawal after fulfilling overall credit requirements, please describe a plan for research you will conduct after September 2022 in your research proposal to apply for the grant.

- (3) Those who live in Japan in the year of approval (those who live overseas in the year of approval are not eligible.)

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Those listed below are **ineligible** for the Inoue Grant.

- (1) Research Grant: those who are entitled to receive Grants-in-Aid for Scientific Research as a visiting researcher of the University's research institutes in AY 2022*, as well as those who are entitled to continue receiving AY 2022 Grants-in-Aid for Scientific Research

Note: If you have applied for Grant-in-Aid for Scientific Research from the University, in addition to the Inoue Grant, please state that fact in the research proposal. We will notify whether or not applications for the Inoue Grant are approved after the results of Grants-in-Aid for Scientific Research are announced.

- (2) Those who have been approved for the Inoue Grant for the last three consecutive years (AY 2019 to AY 2021).

Note: The Publication Grant is not included in the regulation.

- (3) Those who were approved for research grants in the past, but have not fulfilled their obligations, such as publishing a paper.

Note: If you conducted research for which you received a grant during the academic year of AY 2019 (April 2019 to March 2020), you are required to publish the results of the research in the form of a paper or other publication and report that fact in order to apply for an AY 2022 grant.

In addition, research and publications listed below are **not covered** by each grant category.

Items that are not covered by the Research Grant

- (a) Research proposals for the purpose of purchasing research equipment or producing research devices, etc.
- (b) Research proposals for the purpose of developing and selling goods and services
- (c) Contracted research carried out for business purposes

Items that are not covered by the Publication Grant

- (a) Publishing and compiling already publicized papers
- (b) Revising and enlarging already published books
- (c) Publications that should be conducted by research bodies, such as research institutes and centers, as part of their operations
- (d) Publication for the purpose of using the work as a textbook in a class
- (e) Publication planned by publishers (with sufficient marketability)
- (f) Publications not intended to be sold

III. Instructions for Applicants

1. Application documents

Please **download the necessary documents** from "Research cooperation/Research support" on the Toyo University website (<https://www.toyo.ac.jp/research/gaku/>).

The documents required for each grant are as follows.

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Research Grant

- **Research proposal**

One original and two duplicates (single-sided printing only)

Note: Before submission, staple the upper left corner of both the original and duplicates.

Note: If the purchase of devices and equipment (200,000 yen/unit or more) is included in your plan, attach a catalog or quotation to the back of the proposal with staple.

Note: You are not allowed to modify the format. Please elaborate the details of your entry when there is a great deal of content.

- **Contact information form**

- **Important research results (papers, published manuscripts, etc.) related to the research theme in the application produced by the Principal Investigator within the past five years (up to three items)**

Two copies for each (Duplicates are acceptable.)

Note: Attach a Japanese translation of the abstract if the research results are written in another language.

Note: Add a serial number (①, ②, ③) in the upper right corner of each item. (When one item consists of multiple sheets, staple the upper left corner)

- **Certificate of Graduation (Completion) if you are an alumnus or Certificate of Withdrawal with Fulfilled Credit Requirements if you are a student who finished the Doctoral Program without a doctoral degree**

- **Copy of your Student ID Card (double-sided), if you are a graduate student**

Except for publications you have submitted as your research results, applications will not be returned.

Publication Grant

- **Contact information form**

- **Publication proposal (single-sided printing)**

One original and two duplicates (single-sided printing only)

Note: Before submission, staple the upper left corner of both the original and duplicates.

Note: No modification of the format is allowed. Please elaborate the details of your entry when there is a great deal of content.

- **Specification**

Three copies (single-sided printing only)

Prepare and submit the specification for publication

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- **Written estimates for the publication cost submitted by publishers**
One original and two duplicates (single-sided printing only)
Based on the specification, obtain and submit written estimates from two or more publishers on the same date.
Note: Among the number of copies of circulations (commercial distribution/other purposes), those for other purposes are limited to up to 30.
- **Written consent**
Please obtain and submit a written consent form from the publisher that submitted the lowest estimate.
- **Publication manuscript (completed manuscript)**
Two copies (Simplified binding or filing is also accepted.)
You must provide the completed manuscript.
- **Certificate of Graduation (Completion) if you are an alumnus or Certificate of Withdrawal with Fulfilled Credit Requirements if you are a student who finished the Doctoral Program without a doctoral degree**
- **Copy of your Student ID Card (double-sided), if you are a graduate student**

Note: Any applications will not be returned.

2. Points of attention

(1) Implementation (Research Grant)

Expenses need to be those necessary to carrying through a research proposal (including those necessary for compiling research results) and approved for use under the Public Research Funds Implementation Requirements. Make sure that each expense item is less than 90% of the total research expenses and that the allocation for travel and transportation expenses is less than 50% of the total research expenses.

(2) Return of equipment and publications (Research Grant)

Equipment (50,000 yen/unit or more) and newly-issued publications (5,000 yen/copy or more excluding tax) purchased using the Inoue Grant are deemed assets of the University. **They must be returned to the University immediately after the grant period is over.**

Note: You can continue using the equipment and publications only if your research theme is consecutively approved for a Research Grant by the Inoue Grant.

Note: If you are a graduate student, you can continue borrowing the equipment and publications during the enrollment period even after your research period is over. (Please submit an application.)

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(3) Delivery point

All delivered goods, publications and software (regardless of their prices and quantities) purchased using the Inoue Grant are received and inspected at the office in charge (p. 14).

Those living in remote areas in Japan also need to address the goods to Toyo University (the office in charge) for inspection. If the goods purchased by the grant cannot be delivered to Toyo University, bring them with you to an office in charge for inspection.

(4) Royalties (Publication Grant)

Researchers gain no royalties for the publications that won the grant. Authors and editors **cannot receive any benefits** from their works.

IV. Application Review Process

1. Review

A review of applications for the Inoue Grant is conducted, based on application documents, by the Review Committee (Committee Chair: Director of Center for Academic Research Promotion) set up within the INOUE ENRYO Memorial Grant Steering Committee (Committee Chair: President of Toyo University).

2. Review process

The INOUE ENRYO Memorial Grant Steering Committee and the Review Committee select special review members for each research theme. Special review members are selected from the current/retired full-time faculty members of Toyo University.

The members evaluate a research proposal on a scale of one to five, based on each evaluation item as below.

Research Grant

- 1) Academic significance of a research theme (if it contributes to development in academic disciplines and to society)
- 2) Validity of a research proposal and method (if the proposal is well elaborated)
- 3) Relevance of research expenses (if the total expense, expenses for devices to be purchased, business trips, etc., are relevant)
- 4) Originality of a research theme (if it is creative and distinctive)
- 5) Applicant's ability to carry out research (if an applicant has ability to carry out the research judged on their achievements)

Publication Grant

- 1) Academic significance of a publication (if it contributes to development in academic disciplines and to society)
- 2) Validity of a publication proposal and publishing expenses (if the proposal is feasible, if the total expense and the breakdown are relevant)

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The review committee examines applications based on scores and evaluations submitted by special review members and makes a draft of approval. The INOUE ENRYO Memorial Grant Steering Committee examines the draft and makes a final decision.

3. Grant amount

The grant amount is decided upon based on scores and evaluations. Please note that the amount may be reduced by 10% to 40% from the amount requested.

Draw up a publication proposal for the Publication Grant **while taking into account that self-pay costs may increase due to the reduction in the amount. You cannot change the format, content, and publishing expenses of a publication** even if the amount is reduced.

4. Notification of the review result

The result of the review (approved/not approved) will be notified to applicants in writing at the beginning of March. Special review members' comments on the evaluation will be attached to it.

Note: Please understand that we will not answer any inquiries about the names of special review members, scores, reviewing progress, etc.

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V. Instructions for Grant Recipients

Research Grant

1. Spending plan

Prepare a spending plan in a manner specified separately, based on the approved grant amounts, and submit the plan (scheduled submission deadline: middle of March).

Note: Expenses need to be those necessary to carrying through a research proposal (including those necessary for compiling research results) and approved for use under the Public Research Funds Implementation Requirements.

2. Start of implementation

Research expenses can be implemented after institutional approval of implementation based on the spending plan. Do not implement the budget before you receive a notification of implementation. (The notification is scheduled to be sent on April 1.)

3. Implementation rules

The Public Research Funds Implementation Requirements are applicable. Please check the latest Public Research Funds Implementation Requirements, and carry out your research in accordance with the designated format and rules.

4. Research report

Prepare a research report based on your research results and implementation results, and submit the report (scheduled submission deadline: middle of March 2023). If you are a graduate student and a Principal Investigator conducting individual research, submit a research report after it is reviewed by your academic advisor.

5. Publicizing of research results

Publish your research results in the form of a paper, book, or other publication within a year after the end of the grant period. State in your work that you have received the INOUE ENRYO Memorial Grant, Toyo University, and submit a copy of the publication and a publication report to the office in charge (p. 14). Make efforts to present your research results proactively at academic conferences, symposia, on websites, and by other means.

Note: From the viewpoint of promoting global publication of research results, the University recommends submitting your results to journals indexed in Scopus, an abstract and citation database.

Publication Grant

1. Spending plan

Prepare a spending plan in a manner specified separately, based on the approved grant amounts, and submit the plan (scheduled submission deadline: middle of March).

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2. Contract with publisher

You can conclude a contract with a publisher after institutional approval of implementation based on the spending plan. We will send you a notification of implementation. Do not enter a contract until after you receive the notification.

After the notification arrives, conclude a contract with the publisher in a manner specified separately and submit the contract to the office in charge by the middle of June. Submit the manuscript to the publisher by the end of June. (Refer to "Overall Schedule" on p. 5 and 6)

Note: Before submission, state clearly in the foreword or afterword to the publication that you have received the INOUE ENRYO Memorial Grant, Toyo University.

3. Report on the progress of publication development

Report the progress of publication development as of the beginning of October and December to the office in charge.

4. Submission of publication

Submit two copies of the completed publication to the office in charge by the last day of February. Make sure to state clearly in the foreword or afterword to the publication that you have received the INOUE ENRYO Memorial Grant, Toyo University.

Offices in charge of the INOUE ENRYO Memorial Grant

Hakusan Campus: Research Promotion Section, Research Promotion Office
(Ito/Nakanishi/Sasagawa: 03-3945-7213, ml-gkk@toyo.jp)

Kawagoe Campus: Research Promotion Section, Research Promotion Office
(Kimura/Tanaka: 049-239-1502/1435, mlkks@toyo.jp)

Itakura Campus: Administration Section, Itakura Campus Office
(Oikawa/Kasakura/Asai: 0276-82-9107/9105/9046, mlitakkj@toyo.jp)

Akabanedai Campus: Administration Section, Akabanedai Campus Office

Faculty of Information Networking for Innovation and Design
(Yamada/Shirayanagi: 03-5924-2611/2612, yamada011@toyo.jp; shirayanagi@toyo.jp)

Faculty of Human Life Design
(E. Suzuki/Kudo/Matsuguchi: 03-5924-2141/2143/2145, ml-akj@toyo.jp)

Note: Full-time faculty and staff members from an educational institution excluding those of universities established by Toyo University Incorporated Educational Institution are required to submit applications to the Research Promotion Section, Research Promotion Office at Hakusan Campus.