

# **Application Guide for the AY 2024 INOUE ENRYO Memorial Grant**

Eligible Applicants: 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

**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, 2023**

**The INOUE ENRYO Memorial Research Grant Steering Committee**

# Introduction

This application guide provides information on the AY 2024 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:

<b>I . Outline of the INOUE ENRYO Memorial Grant</b>	<b>p.2</b>
<b>II . Details for Application</b>	<b>• • • p.5</b>
<b>III. Instructions for Applicants</b>	<b>• • • p.8</b>
<b>IV. Application Review Process</b>	<b>• • • p.10</b>
<b>V . Instructions for Grant Recipients</b>	<b>• • • p.11</b>

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.

# 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 (Unit: Thousands of 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. The purpose of the grant for graduate students is to support the research activities of graduate students who are in the process of growth from the embryonic stage under the appropriate guidance of their supervisors, and to nurture them as independent young researchers.
	Graduate students, alumni and students who finished the Doctoral Program without a doctoral degree: up to 700,000 yen (Unit: Thousands of yen)	
Publication Grant*2, 3	Up to half the publication cost (up to 1,000,000 yen) (Unit: Thousands of 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.

\*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.
- \*3. If the publication is a joint work, more than half of the work needs to be written by the eligible applicant. The prior consent of all the co-authors who are copyright holders to the use of the copyright is required for application.

### **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. 13). 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. 13). 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

## II. Details for Application

### 1. Overall schedule

Grant category	Details	Deadline	Procedure performed by applicants (recipients)
Research Grant Individual research	Application period	July 1 to 5 p.m. on September 29, 2023	Submit application documents to the office in charge.  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.
	Review	October 2023 to February 2024	
	Notification of approval	Beginning of March 2024	
	Submission of spending plan	Middle of March 2024	Submit a spending plan to the office in charge.
	Commencement of research	April 1, 2024	Start research after you receive a notification of approval for implementation.
	Completion of research	February 15, 2025	
	Submission of research report	Middle of March 2025	Submit a research report, including an income and expenditure report, to the office in charge.
	Publicizing of research results	March 31, 2026	Submit a report on the publication of research results to the office in charge.
Grant category	Details	Deadline	Procedure performed by applicants (recipients)
Publication Grant	Application period	July 1 to 5 p.m. on September 29, 2023	Submit application documents to the office in charge.
	Review	October 2023 to February 2024	
	Notification of approval	Beginning of March 2024	
	Submission of spending plan	Middle of March 2024	Submit a spending plan to the office in charge.
	Submission of contract with publisher	Middle of June 2024 (TBD)	Submit a contract with a publisher to the office in charge.

	Submission of manuscript	End of June 2024	Submit your manuscript to a publisher
	Progress report (1)	Beginning of October 2024	Report the progress of publication development to the office in charge.
	Progress report (2)	Beginning of December 2024	
	Publication date	End of February 2025	Submit two copies of the publication to the office in charge by the end of February 2025 (immediately after publication).

## **2. Grant period/Publication date**

### **Grant Period (Research Grant)**

One year (April 1, 2024, to February 15, 2025)

\*In the following cases, you must submit an application (optional form) to the Chair of the Grant Steering Committee and obtain permission in advance.

- (1) When it is necessary to extend the execution deadline (must be within the same academic year) due to unavoidable circumstances such as participation in academic conferences in the course of conducting research. However, as a rule, spending must be related to the presentation of research results, etc.; spending for goods, personnel, etc., will not be permitted.
- (2) If the applicant is unable to engage in research for more than three months after approval due to an unavoidable change in circumstances.

### **Publication Date (Publication Grant)**

Research results must be published by the last day of February 2025. Please make sure that you can submit your manuscript to a publisher by the end of June 2024 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.
- (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).

\*If at the time of application for the Research Grant as a graduate student it is anticipated that you will no longer be enrolled in the University due to completion of study or finishing the Doctoral Program without a doctoral degree in September 2024, you may apply for grant status as a graduate student by stating the details and your plans for research after September of the same year in the research proposal.

\*If a graduate student who has been approved for the Research Grant will finish the Doctoral Program without a doctoral degree or take a leave of absence during the grant period for reasons not anticipated at the time of application, the student may request a

change in grant status only if it is deemed necessary to conduct the research.

The grant status to be changed is limited to the status specified in the Application Guidelines, and the applicant must meet the eligibility requirements for the new grant status at the time of the change.

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

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 2024\*, as well as those who are entitled to continue receiving AY 2024 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, after applying for the Inoue Grant, have been informally selected via the University for a Research Fellow for Young Scientists of the Japan Society for the Promotion of Science (JSPS) and are going to apply for the Grant-in-Aid for JSPS Fellows for Young Scientists. (If you, as a Research Fellow of JSPS, apply for the Grant-in-Aid for JSPS Fellows, your application for the Inoue Grant will be excluded from the review process, from the viewpoint that we should support as many researchers as possible with limited financial resources.)
- (3) Those who have been approved for the Inoue Grant for the last three consecutive years (AY 2021 to AY 2023).

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

- (4) Those who hold full-time faculty member status (in principle, Professor, Associate Professor, Lecturer, or Assistant Professor) at another institution during the grant period
- (5) 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 2021 (April 2021 to March 2022), 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 2024 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. **Except for publications you have submitted as your research results, applications will not be returned.**

#### **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)**

Three copies for each

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**

#### **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

- **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**

One original

Please obtain and submit a written consent form from the publisher that submitted the lowest estimate.

Before submitting your application, obtain the publisher's approval in advance that if approved for this grant, the grant will be transferred from the University to the publisher on the payment date designated by the University after the publication date.

- **Publication manuscript (completed manuscript)**

Three 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. A Principal Investigator who is a graduate student cannot hire a part-time worker. Also, please carefully refer to the Notes on Preparing a Research Proposal and other information.

## **(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.)

## **(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. 13).

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.

(5) Specification change of the Publication Grant

• If any changes need to be made to the specifications submitted at the time of application for reasons such as responding to evaluation comments from the reviewer, be sure to notify us, as prior permission is required.

If the required publication cost is reduced due to changes in specifications, etc., the grant amount may also be reduced.

If the subsidy amount is reduced, the difference shall be borne by the applicant.

# **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)

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 due to the reduction in the amount of the grant.**

### **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.

## **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 2025). 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. 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).

#### **2. Contract with publisher**

You can conclude a contract with a publisher after institutional approval of implementation based on the spending plan.

Please follow instructions from the office in charge and conclude a contract with the publisher in a manner specified separately and submit the contract within June. You will also need to submit the manuscript to the publisher by the end of June.

\*If there is a change in publication expenses after the publication contract has been concluded, the publication contract must be amended in advance.

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  
(ml-gkk@toyo.jp)
- ▷Kawagoe Campus: Research Promotion Section, Research Promotion Office  
(mlkks@toyo.jp)
- ▷Itakura Campus: Administration Section, Itakura Campus Office  
(mlitakkj@toyo.jp)
- ▷Akabanedai Campus: Akabanedai Campus Office
  - ▶Faculty of Information Networking for Innovation and Design  
(yamada011@toyo.jp; shirayanagi@toyo.jp)
  - ▶Faculty of Design for Welfare Society/Faculty of Health and Sports Sciences  
(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.