

Notes on Preparing a Research Proposal for the AY 2024 The INOUE ENRYO Memorial Research Grant (Research Grant)

July 1, 2023

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

Principal Investigators should formulate an appropriate spending plan to achieve research objectives in accordance with the research proposal.

Points of attention in creating a research proposal

- Enter the amounts of money in units of thousands of yen. Regarding fractions of less than a thousand yen, round up to the next thousand yen.
- **You are not allowed to modify the format.** Create the proposal within the specified number of pages without changing the point size of the font or expanding the description field. Please elaborate the details of your entry so that they can be kept within the specified frames when there is a great deal of content. (In the case of joint research, the number of description fields and pages for the co-investigator can be increased.)
- Each expense item must be **less than 90% of the total research expenses.**
- An allocation for travel and transportation expenses must be **less than 50% of the total research expenses** (excluding the case of Joint Research with Overseas Partner Universities).
- Research expenses cover those expenses incurred during the implementation period of the Inoue Grant (April 1, 2024, to February 15, 2025). Expenses including costs of purchases and travel expenses before the implementation period are not included in the research expenses.

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.

The submitted research proposal **will be sent to review members without any adjustments made by the administrative office.**

Please make sure that the proposal is completely filled out. (If a figure listed in an item in the breakdown does not agree with one listed in the corresponding item in the expense details, the lower will be treated as the application amount. In addition, the maximum amount will be treated as the application amount if the total sum of research expenses entered exceeds the maximum amount.)

Research expenses column

Please refer to the details of expenses listed below to apply for the appropriate expense item. If you plan to implement expenses other than those listed below, please contact the office in charge.

Expense items	Details
Devices and equipment	Purchases with a unit price (tax included) of 200,000 yen or more
	<p>Note: Must be returned to the University after the research period is over. (If you are a full-time faculty member, return them when you leave the University.)</p> <p>Note: If applicable, prepare a supporting document that shows the price, attach it to the back of the research proposal (the original and duplicate), and staple them together before submission.</p>
Travel and transportation expenses (Domestic/Overseas)	Overseas/Domestic research trip expenses (transportation expenses, accommodation fee and daily allowance) of the Principal Investigator, co-investigator and other collaborators
	<p>Notes: "Toyo University Faculty and Staff Travel Expense Regulations" (transportation expenses: actual expenses, accommodation expenses: up to 12,000 yen/night) apply to domestic research trips. "Overseas Research Guidelines" (transportation expenses: actual expenses, accommodation expenses: up to 16,000 yen/night, daily allowance: up to 10,000 yen/day) apply to overseas research trips (in the case of a short-term travel within 89 days).</p> <p>Note: Schedule research trips at a time when the trip will not interfere with classes, meetings, etc., and calculate the expense to be cost-effective and reasonable.</p> <p>Note: Payment of compensation is included in "Outsourcing/compensation." Please make sure not to include the expense in "Travel and transportation."</p>
Consumables	Stationery, charges for copying documents, copy cards, photo development fees, purchases with a unit price (tax included) of less than 50,000 yen, etc.
Tools and instruments	Purchases with a unit price (tax included) of 50,000 yen or more (less than 200,000)
	Note: Must be returned to the University after the research period is over. (If you are a full-time faculty member, return them when you leave the University.)
Books and materials	Books, PC software
	<p>Note: Books with a price 5,000 yen or more (excluding tax) must be returned to the university after the research period ends. (If you are a full-time faculty member, return them when you leave the University.)</p> <p>Note: General dictionaries, encyclopedias and other reference books (excluding specialized dictionaries) cannot be expensed.</p> <p>Note: For full-time faculty members, software for which the university has a comprehensive license agreement cannot be expensed.</p>
Communications and transport	Postage and communication expenses (Yu-Pack, Letter Pack, stamps, postcards, etc.) Delivery expenses (costs of courier services except for those offered by post offices, shipping costs of books, materials, etc.)
	Note: Telephone charges and rental charges for cell phones overseas cannot be expensed.
Miscellaneous expenses	Academic conference registration fees, article processing charges in journals, etc.
	Note: Registration fees, meal fees, banquet fees, etc., for academic conferences cannot be expensed.
Daily allowance for part-time staff members	Daily allowance paid to research assistants and other part-time staff members (The hourly wage is determined by the university regulations.)
	<p>Note: Please hire students of Toyo University insofar as possible.</p> <p>Note: A Principal Investigator who is a graduate student cannot hire a part-time worker.</p>

Outsourcing/compensation	Outsourcing costs (entrustment of analytical data processing, translations, etc.) Payment of compensation (rewards given to lecturers who deliver a lecture, fees paid to interpreters at overseas research institutions, etc.) <hr/> Note: Rewards given to lecturers outside of the university are limited to 50,000 yen (excluding tax) at a time.
Printing and binding	Expenses for printing and binding reports, etc. <hr/> Note: The costs of copying documents are included in "Consumables." Please make sure not to include those costs in "Printing and binding."
Rental payments	Rental fees for devices and other equipment deemed necessary, rent for meeting rooms etc.

Note: Research results (achievements)

Submit three sets of research achievements. Underline the research results that you attach to the application.

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 before submission.

Note: Any applications including research results will not be returned (only publications you have submitted as your research results will be returned).

Note: When you submit a research proposal, staple the upper left corner of the original and duplicates, respectively (single-side printing).

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