Proposal Preparation Checklist

Prior to electronic submission via e-Rad, please ensure that proposals comply with the instructions in the format specified.

Just before the deadline, e-Rad System would be slow due to heavy load. Please give yourself plenty of time to complete submission.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Items | Check |  |
|  | Input of general information on the applicant to e-Rad | All necessary information is provided. | □ |
| Form 1 | Information on the applicant | All necessary information is provided.Information is matched with e-Rad data. | □ |
| Form 2 | Outline of Research Project |  | □ |
| Form 3 | Project Description | Form 3 must fit in 5 A4 sheets | □ |
| Form 4 | List of Publication and Patent  |  | □ |
| Form 5 | Information on Other Supports |  | □ |
| Form 6 | Protection of Human Rights and Compliance with Laws and Regulations |  | □ |
| Form 7 | Additional Statement |  | □ |

Save Form 1 to 7 in one PDF file with less than 3 MB size and upload via e-Rad.

**Relationship with Research Supervisor (and Deputy Research Supervisor)**

Please be sure that the relationship between the applicant and research supervisor does NOT match any of the following situations. Please prepare Inquiry Form and contact us in advance if you have any doubts.

Inquiry Form: <http://senryaku.jst.go.jp/teian.html> Contact: rp-info@jst.go.jp

|  |  |  |
| --- | --- | --- |
| Items | Situations |  |
| a | Research Supervisor is a relative of the applicant. | □ |
| b | Research Supervisor and the applicant belong to the same minimum unit of an organization such as the same laboratory at a university or Research Institution including a national institute, or the same corporation; | □ |
| c | Research Supervisor and the applicant are currently conducting close collaborative research or have conducted close collaborative research within the past 5 years. (For example, Research Supervisor and the applicant are regarded to be in the same research group such as in cases where they participate in a collaborative project, jointly write research papers, or conduct research with the same objective, or in cases where they share the same research subject.) | □ |
| d | Research Supervisor and the applicant have had close supervisory relationships, or direct employment relationships, for totaling 10 years or more. A “close supervisory relationship” is considered to be one in which both individuals are affiliated with the same research laboratory. Periods in which Research Supervisor gives substantial guidance to the applicant, even if they belong to different laboratories, are also included. | □ |

Instruction for research proposal preparation

(PRESTO-Form 1)

**FY 2013 Application PRESTO Research Proposals**

|  |  |
| --- | --- |
| Research Area | Select the Research Area you wish to submit the proposal. |
| Title of proposed research project | The title of the project must be brief with approximately 10 words, scientifically or technically valid, intelligible to a scientifically or technically literate reader, and suitable for use in the public press. |
| Name of Applicant | The applicant’s name (Last, First) |
| Affiliated Institution, Section, Title | Name of research institution where the applicant belongs and will carry out the proposed research project. Do not abbreviate. |
| Researcher ID No. | Enter ID number provided by Grant-in-Aid for Scientific Research <Kakenhi ID>. For those who do not have this ID number, enter the 8-digit “e-Rad” login ID which is provided by registering researcher information on the e-Rad system. |
| Academic Background  | List the applicant’s undergraduate and graduate education as indicated below:Year: Undergraduate Institution, Major Degree, SupervisorYear: Graduate Institution, Major Degree, Supervisor |
| Professional Appointments  | List, in chronological order, all academic/professional appointments of the applicant finishing with the current appointment. Include the name of a project leader or a supervisor who had/has been at a mentoring position for the given appointment. |
| Research Budget  | Total Budget: \_\_\_\_\_\_\_\_\_\_ million yen (Do not include indirect cost) |
| Place to Pursuit Research Work | □ Present Affiliated Institution□ Other (Place to Pursuit Research Work: ) |
| Eligibility regarding the relationship with the Research Supervisor (and Deputy Research Supervisor) | □ I am eligible | Please be sure that the relationship between the applicant and research supervisor (and deputy research supervisor) does NOT match any of the situations a-d listed in “3.2.5 Conflicts of Interest Involving Research Project Applicants and the Research Supervisor” or “Proposal Preparation Checklist” |

(PRESTO-Form 2)

- **Proposed Research Area**

Only one application may be submitted across all the Research Areas in CREST and PRESTO.

- **Researcher ID No.**

Proposals must be submitted via the e-Rad system. Those who do not have Kakenhi ID or e-Rad login ID should contact their affiliated Research Institution personnel or the e-Rad Helpdesk immediately to obtain the e-Rad ID. See “Chapter 7 Limitations on the Submission of Overlapping Proposals to JST Programs” in this guideline.

- **Place to Pursuit Research Work**

Please check.the place which you plan to pursuit research.

Applicant who choose “Other” shall be asked when the proposal is selected. JST also accepts consultation prior to submission.

**Outline of Research Project**

**○ Outline of Research Project**

Summarize the proposed research project described in “Project Description” (PRESTO-Form 3) in approximately 400 words.

* **References**

Provide the names of two (2) individuals who have good knowledge of your Research Project (non-Japanese person(s) are acceptable). Provide names of the reference person, institution and contact information (phone/fax numbers and e-mail address). The evaluators (Research Supervisor and Research Area Advisors) may contact them regarding the research proposal during the screening process. Providing this reference information is not mandatory.

(PRESTO-Form 3)

**Project Description**

- State clearly the work to be undertaken. Graphics and tables may be included in the Form 3 if necessary. However, the file size of this Research Proposal application form must be 3MB or less.

- The Form 3 should be less than 6 pages, larger than 11points of font.

**1. Target and Objectives**

**2.** **Background**

Describe circumstances to propose the project, relation to your research so far and so on.

**3.** **Originality and novelty of the proposed research and comparison to current state of similar studies**

Describe including the domestic and international research trends in the related research areas.

**4. Research Plans and Approach**

Describe the necessity of the research, preliminary knowledge or data, specific plans of the proposed research project and the way (including the purpose, the problem and the solution toward achievement of the target .

(Continued on the next page)(PRESTO-Form 3 cont.)

(Continued from the previous page)

**5．Future Prospect of Research**

Describe expected developments in science and technology, creation of science and technology innovation, creation of new industry, contribution to society, etc., which are likely realized in the future, by success of the proposed research project.

**6．Explanation of Keywords**

Describe the explanation of keywords which is thought to be necessary for reviewer to understand the contents of the research.

(PRESTO-Form 4)

**List of Publication and Patent**

* **Major publication**

List selected publications of the Research Director, in reverse-chronological order, which are considered to be relevant to the proposed research project and published in recent years.

Place an asterisk (\*) at the beginning of the title of the papers / books of which the applicant is the first author.

List author(s) (all authors), title, title of journal/book, volume and page numbers, and published year.

* **Other reference publication**

In addition to the above, list any relevant and recent publications that helps understanding the proposed research project or that represent Research Director’s research work. (Place an asterisk (\*) at the beginning of the title of the papers / books of which the applicant is the first author (if any)).

List author(s) (all authors), title, title of journal/book, volume and page numbers, and published year.

* **Major Patent**

 Application number, inventor, title of invention, applicant, and date of application

 (PRESTO-Form 5)

**Information on Other Supports**

List grants from the government competitive research funds and any other research subsidies (including CREST and PRESTO) that the applicant is currently receiving, applying for, or planning to apply for by program name, indicating the title of project, research period, roles, amount of annual budget, and effort. Your entitlement to the JST funds may be cancelled at a later date even if you have been selected should your presentation fail to be accurate.

**(Example)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program** | **Status** | **Title of Project****（Name of principal investigator）** | **Research Period** | **Role** **(Principal Investigator or co-Principal Investigator)** | **(1) FY 2012****(2) FY 2013 (planned)****(3) Allocated Budget****(For entire period)** **(thousand Yen)** | **Effort****(％)5)** |
| PRESTO | Submitted |  | 80 |
| Grants-in-Aid for Scientific Research, Fundamental research (C) | Awarded | XXXXXXXX | 2012.4 -2015.3 | PI | (1) 800(2) 2,000(3) 4,000 |  |
|  |  |  |  |  |  |  |

-List grants that the proposer is currently receiving, or selected, in descending order of amount of allocated budget (for the entire period). Then list those the proposer is currently applying for or planning to apply for (specify "submitted" or “preparing” in the column "Program").

-Type “Awarded” if it is currently awarded or decided to be awarded, and type “Submitted” for other status.

-Describe directorship or allocated work as "Role."

-Enter the amount of allocated budget (direct cost)."

 -Enter "Effort" value of “Awarded” grants. Describe effort for grants the proposer is currently receiving assuming that the only PRESTO proposal is selected. Don’t exceed 100% in total.

-Add rows if needed.

 (PRESTO-Form 6)

**Protection of Human Rights and Compliance with Laws and Regulations**

* Describe the measures and actions that you will take if your research involves compliance with the related laws and regulations (e.g. research requiring the consent and the cooperation of the other party when implementing the research plan, research requiring consideration for the handling of personal information and research requiring efforts regarding bioethics and safety measures).
* This applies to surveys, research, experiments which require an approval procedure in an ethics committee inside and outside the research institution, such as for example questionnaire surveys in which personal information is involved, interview surveys, the use of provided samples, analysis study of the human genome, recombinant DNA experiments, experiments on animals, etc.
* Please indicate where this is not applicable.

(PRESTO-Form 7)

**Additional Statement**

- State the reason(s) why you have applied for PRESTO, any requests concerning your research, or any other concerns that you might have. (Optional)

- If participation of overseas collaborative research group(s) is planned, please refer to “3.2.4 Proposal Submission Requirements” and describe reasons and necessities.

(NOTE)

# Applicant who is applying for the Research Area “[Design and Control of Cellular Functions](http://www.synbio.jst.go.jp/en/)“ (Research Supervisor: Prof. Hiroki Ueda) should download its original Research Proposal from e-Rad Portal Site and refer to the NOTE of its Form 7.