# Appendix 2. Instructions for research proposal forms

・Although there is no overall restriction on the number of pages in the research proposal documents, guidelines or restrictions are imposed for some individual forms. Please pay close attention to the instructions for completing the form at the top of each form, and read all the notes carefully.

・A clearly legible font size should be selected (about 10.5 points on Windows) to ensure legibility when printed, and the content should be clear and simple, but cover all essential points.

・Please try and ensure that figures are of a size and resolution that makes them easily legible when printed in black and white.

・Please add a running page number at the bottom of each page.

・These instructions for completing the forms and the comments, explanations, and examples in the forms are not needed when the forms are submitted. Please delete them before submission.

\*The research proposal forms, and Instructions on how to formulate the Target Outcomes Sheet in Form 2, are available from the following website.

https://www.jst.go.jp/global/index.html (Japanese)

<https://www.jst.go.jp/global/english/index.html> (English)

Form 1: Proposal

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| --- |
| - The information given in Form 1 will be published if the project is selected. The completed form should fit on no more than 2-3 sheets of A4 paper.  - Items (a)-(j) need to be directly entered into e-Rad.  - If the proposal includes the participation of multiple collaborating institutions in Japan and/or counterpart institutions, the names and roles of all the institutions involved must be included in the Implementation Structure Concept Diagram on the next page. |

Check the research area below that is the closest match for the proposed research project.

□Global-scale Environmental Issues　□Carbon Neutrality   
□Bioresources □Disaster Prevention and Mitigation

**Please be sure to choose the correct research area when submitting the research proposal via e-Rad.**

　Is this application for SATREPS Projects Promoting Focused Themes?

□Yes　□No

(To undergo screening as SATREPS Projects Promoting Focused Themes, the check box in the ODA application submitted by the research institution in the partner country must also be checked. Please refer to Section 2.8 (How to apply))

|  |  |
| --- | --- |
| (a) Title of proposed  research project (Japanese) | Do not include a subtitle in the proposed research project’s title. |
| (English) | Include the word “Project” in the English title, and do not use the expression “in [name of partner country].”  **Make sure to use the same title as the counterpart’s ODA technical cooperation project application.** |
| (b) Research period | \_\_\_\_ years  Give the period of joint research agreed with the counterpart institution. It does not include the time leading up to the signing of the R/D (about ten months). |
| (c) Total research expenses  (Japan: JST contract research expenses) | Give in thousand yen units (round to the nearest 1,000).  Total \_\_\_\_,000 yen (including indirect expenses) |
| (ODA project expenses) | Total \_\_\_\_,000 yen (no indirect expenses) |
| (d) Principal investigator’s  name and title | Give the principal investigator’s name and title. |
| (e) Principal investigator’s  affiliation | Give full title of affiliated institution for principal investigator, including the name of institute, department/laboratory. |
| (f) Collaborating institutions  in Japan | Give full titles of affiliated institutions for **all** researchers, including the name of institute, department/laboratory. |
| (g) Counterpart country | Give the name of the country in either Japanese or English.  (If there is more than one partner country, list all countries with which an actual R/D will be signed.) |
| (h) Counterpart institution(s) | Give names of institutions in both Japanese and English. The Japanese rendering may be omitted if none exists (when completing the form in English). If there are multiple counterpart institutions, list the principal institution before the collaborating institutions. |
| (i) Project objective | (Approx. 120 words)  \* If responding in English, add a translation into Japanese (Max. 250 Japanese characters). |
| (j) Outline of project | (Approx. 120 words)  \* If responding in English, add a translation into Japanese (Max. 250 Japanese characters). |

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**Implementation Structure Concept Diagram**

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| Provide a diagram of the implementation structure for the research theme.  Make sure to clearly show the division of roles between the Japanese institution and the counterpart institution, together with the structure of links between institutions. The following diagram is just one example, and external supporting institutions need not necessarily be included.  Ministry of \_\_  (counterpart collaborating institution)  Dissemination of research outcomes  \_\_ University  (counterpart principal institution)  Construction of survey analysis system for \_\_\_\_\_\_\_\_ research  \_\_\_, \_\_\_\_\_ Research Center  (counterpart collaborating institution)  Survey analysis for  \_\_\_\_\_\_\_ research  ○ \_\_ Research Center (Joint research institute)  (Determines direction for investigations into underlying causes of \_\_\_\_\_ survey results)  ◎\_\_University  (PI’s institution)  (Coordinates data analysis and construction from \_\_\_\_ survey results)   * \_\_University   (Joint research institute)  (\_\_\_\_\_ data construction and analysis)  \_\_\_\_\_\_\_ Co.  (mechanization, social implementation)  Cooperate  Cooperate  Counterpart Company  (Implementation of research outcomes)  \_\_\_\_\_\_\_ Co.  (Advice on data analysis)  [external supporting institutions]  Note: Please use the following symbols to indicate categories in the research framework on the Japanese side.  Principal investigator's institution: ◎  Participating institution that has entered into a contract research agreement with the JST (joint research institution): ○  Participating institution that has not entered into a contract research agreement with the JST: No symbol  Note: Please list all the institutions participating in the study on the Japanese side in Form 3.  Note: Please submit Form 8 for all the corporations among the institutions participating in the study on the  Japanese side. However, for corporations acting as external support institutions this submission is voluntary. |

Form 2: Research Theme Concept

|  |
| --- |
| - Include figures or tables if necessary. Black-and-white copies are used for assessment, so make sure that any figures or tables are comprehensible without color. Print out in black and white and confirm that the text in the image is clearly legible before submitting.  - Form 2 must not exceed 12 A4 pages. Please use a font size of at least 10.5 points. To ensure impartiality, forms exceeding 12 pages will be considered non-compliant, and excluded from assessment. Using small print or small figures/tables, reducing the space between lines to fit within the 12-page limit, or using reduced-size (2-in-1) copies to fit two pages of information onto one page is not acceptable. |

**1. Need underlying research theme that contributes to resolving global issue(s)**

(1) Need underlying research theme that contributes to resolving global issue(s)

　(1-a) International issue addressed by the research initiative

Specify the global issue (unresolved science and technology issue, and the socioeconomic disadvantages and international trends attributable to it) addressed by this research initiative.

　(1-b) Role played by the research initiative in working toward the resolution of this international issue

Specify the role to be played by this research initiative in contributing to the resolution of the issue named in (1-a), including the significance of its contribution to resolving global-scale issues and its originality/novelty in scientific, technological, and academic terms.

(2) Partner country needs

　(2-a) Need for the research project in the partner country

Specify how the research initiative can contribute to meeting the needs of the partner country, including a description of current status and issues associated with the partner country’s socioeconomic and science and technology background. Give a description of the structure and capacity etc. of the counterpart institution, and a description of the need for assistance and effectiveness of assistance.

　(2-b) Contribution of this research initiative to meeting the needs of the partner country

Specify the role to be played by this research initiative in meeting the needs of the partner country named in (2-a), and the extent to which it can contribute.

\*If a Japanese Country Assistance Policy or Rolling Plan has been produced for the partner country\*\*, describe how this research initiative is related to these, focusing on how well it fits with the partner country’s needs, development strategy, etc.

\*If it can also be expected to contribute to countries other than the partner country, specify how this will happen.

\*\*See the following pages on the MOFA website and the JICA Global Agenda.

https://www.mofa.go.jp/mofaj/gaiko/oda/region/index.html (Japanese)

https://www.mofa.go.jp/policy/oda/assistance/index2.html (English)

ODA policies (Rolling Plans):

https://www.mofa.go.jp/mofaj/gaiko/oda/seisaku/kuni\_enjyo.html (Japanese)

https://www.mofa.go.jp/policy/oda/policy.html (English)

https://www.jica.go.jp/activities/index.html(Japanese)

**2. Target Outcomes Sheet**

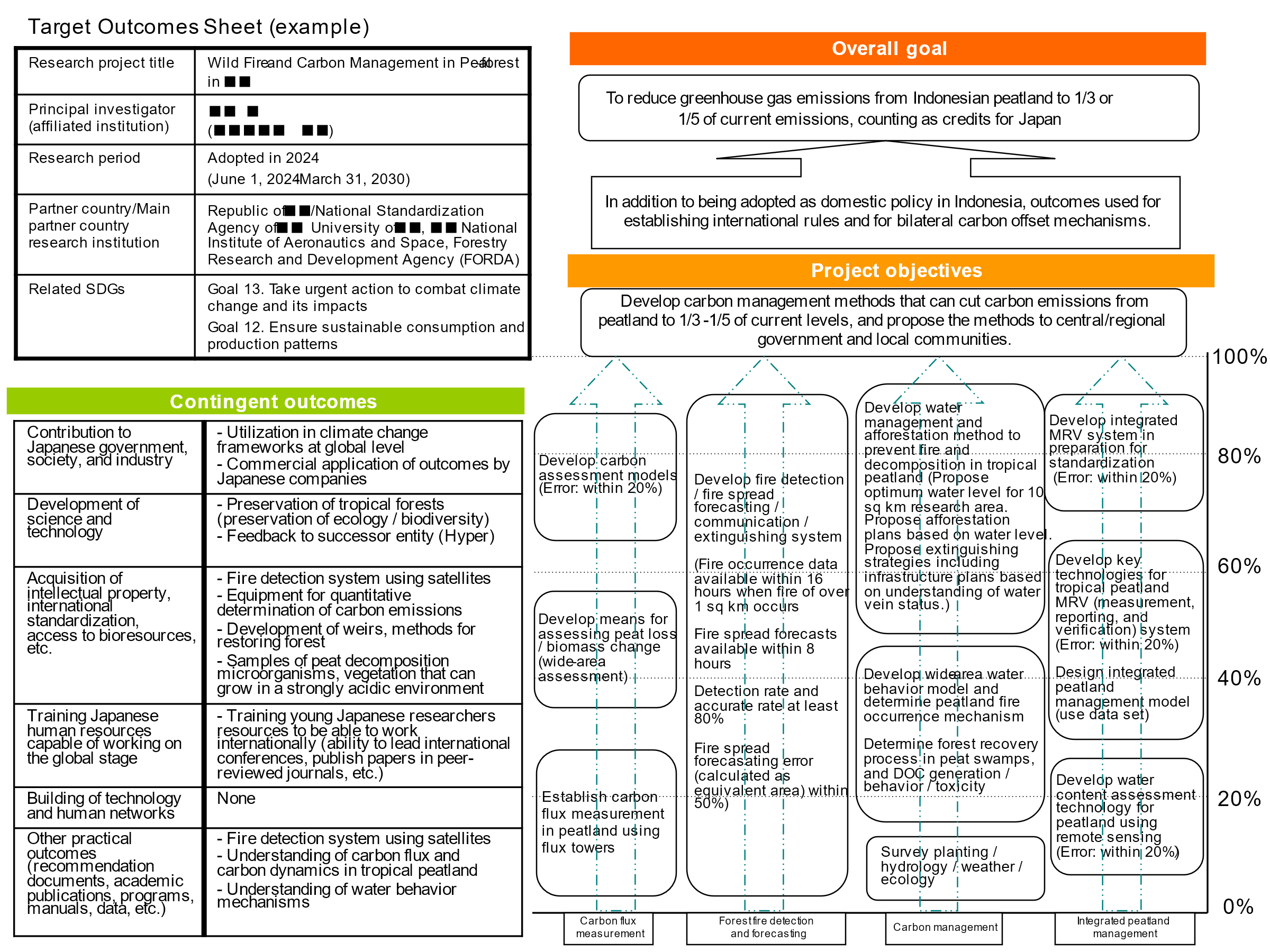
Create a Target Outcomes Sheet for the proposed research project.

An explanation (in Japanese) of how to create a Target Outcomes Sheet can be downloaded from the following website, including a template and descriptions of each of the items.

https://www.jst.go.jp/global/index.html (Japanese)

https://www.jst.go.jp/global/english/index.html (English)

After filling out the template, attach it as part of Form 2 like the example below (for format, use PDF etc.)



**3. Research Objectives**

- Specify the objectives of this research (“Overall goal” in the Target Outcomes Sheet in Section 2 above; include specific initiatives [scenarios and prospects] for scientific and technological developments that can be expected to contribute to resolving global-scale issues within 5–10 years of project conclusion [medium term], training of scientists and technical staff, creation of new industries, policy achievements, and contributions to society).

- To the fullest extent possible, address the issue of contributing to the achievement of Japan’s major science and technology policies, such as policies set out in the 6th Science, Technology, and Innovation Basic Plan, etc.

**4. Project Objectives**

- Specify the target outcomes of the research initiative (“Project objectives” in the Target Outcomes Sheet in Section 2 above; knowledge, technology, materials, systems, recommendations, etc. that the research is attempting to achieve during the research period) and give quantitative specifications (for functions, systems, economy, etc.) that clarify the nature and levels of the target outcomes.

- The items in the description should be consistent with those in the Target Outcomes Sheet.

**5. Plan to practical application and feasibility**

(1) Plan of activities to be implemented during the research period

- Specify the plan of activities to be implemented during the research period with a view to the utilization of research outcomes in society (including their content, timing and duration, budget, method, and prospects of achievement).

(2) Initiatives for utilizing research outcomes in society after the end of the research period

- Specify initiatives to be implemented after the end of the research period (including their content, timing and duration, budget, method, and prospects of achievement), describing who will utilize the results achieved among the objectives of the research project (Section 4. Project Objectives) and in what way, with the aim of achieving the project’s overall goal (Section 3. Research Objectives).

(3) Participation by partner country government agencies/private companies, or others that may be able to act as entities responsible for social implementation and adoption

- Specify when and how you will collaborate with organizations that may be able to act as entities responsible for social implementation, not only during the research period but also after its end.

**6. Research plans and implementation of plans**

(1) Overall research activities and research plans

- Use the form below to indicate a basic schedule for achieving the research outcome targets set out in Section 4 (“Project Objectives”), indicating research items and milestones (timing and judgment criteria for assessing the level of achievement of the research partway through the research period).

- Please describe the planned activities in detail in the text in such a way that they correspond with the table.

(2) Currently anticipated issues and their solutions

- Describe currently expected issues, together with solutions proposed for such issues, in attaining the research objectives set out in Section 3 (“Research objectives”).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Research item/activity | Provisional Year\*  Gather information for | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| 1.Research item 1  (Outcome 1)  1-1 Research activity 1-1  (Activity 1-1)  1-2 Research activity 1-2  (Activity 1-2)  Activity to utilize outcomes 1 |  |  | Realization of  \_\_\_  \_\_\_\_\_\_ | long-term researcher dispatch | Achievement of |  |
| 2. Research item 2  (Outcome 2)  2-1 Research activity 2-1  (Activity 2-1)  Activity to utilize outcomes 2 |  |  |  |  | Realization of  \_\_\_  \_\_\_\_\_\_  Proposal of  \_\_\_  \_\_\_\_\_\_ |  |
| 3. Research item 3  (Outcome 3)  3-1 Research activity 3-1  (Activity 3-1)  Activity to utilize outcomes 3 |  |  |  | Cooperation with company  \_\_\_  \_\_\_\_\_\_ | Establishment of  \_\_\_  \_\_\_\_\_\_ |  |

\*The provisional selection period is used to prepare for the commencement of research. Full-scale research activities are to begin once the project officially starts. Please see section 3.1(Interim period) of the Public Invitation Guideline for details of activities to be carried out during the interim period.

(3) Collaboration and division of functions etc. with counterpart institution for each research item

\* Rotating the table sidewise, reducing the space between lines, and merging or splitting cells is allowed with the following table. However, please use a font size of at least 10.5 points.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Research item/activity | Details of research to be conducted jointly | Roles of Japan-side institutions (Leader’s name) | Roles of partner country institutions (Leader’s name) | Plan for travel to partner country by Japan-side researchers \*1 | Plan for inviting researchers from partner country to Japan \*2 | Machinery and equipment provided to partner country \*3 |
| 1.Research item 1 |  | Research for ○○（AA bb） | Survey for ××（CC dd） |  |  |  |
| 1-1 Research activity 1-1 |  |  |  |
| 1-2 Research activity 1-2 |  |  |  |
| 2.Research item 2 |  |  |  |  |  |  |
| 2-1 Research activity 2-1 |  |  |  |
| 2-2 Research activity 2-2 |  |  |  |
| 3. Research item3 |  |  |  |  |  |  |
| 3-1 Research activity 3-1 |  |  |  |
| 3-2 Research activity 3-2 |  |  |  |
| 3-3 Research activity 3-3 |  |  |  |

Note 1. - Give the plan for visits required by Japan-side researchers, in terms of the number of days per visit and the number of visits.

- Give the plan for visits by the principal investigator for the purpose of overseeing the project.

(Give information in this format: Year 1: \_\_ days x \_ visits, Year 2: \_\_ days x \_ visits, … / Year1-5: \_\_days x \_visits)

- Give details of researchers who can follow the principal investigator and be stationed in the partner country full-time or close to full-time.

(Give information in this format: Name/affiliation/position/age/specialty, stationed for \_\_\_ days per year. If there are multiple researchers in this category, give the same information for each researcher. If there are none, write "N/A.)

Note 2. - To the extent possible give plans for inviting people from the partner country to Japan (length of visit, number of people, etc.)

- In particular, describe any plans for long-term visits as government-sponsored foreign students, JICA long-term trainees, or using similar schemes.

Note 3. - List the main items of machinery and equipment provided to the partner country, including their main specifications (differentiate between general purpose machinery and equipment and machinery and equipment requiring customization/special order), estimated price, country of purchase (differentiate between local purchases and purchases in Japan). Machinery and equipment maintenance (consumables, spare parts, inspection, adjustment, repair, etc.) and running costs (electricity/gas/water, raw materials, operator labor costs, etc.) should in principle be covered by the partner country.

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(4) Capacity development plan

(4-a) Policies and plans on the Japanese side

- Describe the system for proceeding with research and the development of collaborative frameworks with government agencies and the private sector on the Japanese side, as well as the policy and plans for capacity development at the organizational, individual, and external link levels, including training and capacity development for researchers.

(4-b) Policies and plans on the partner country side

- Describe policy and plans for capacity development at organizational, individual, and external link levels, including construction of links between the counterpart institution’s research implementation structure and administrative entities and the private sector, and training and capacity development of researchers.

**7.** **Basis for research and state of preparations**

(1) Current basis for research

(1-a) Research and research outcomes to date

- Describe the research outcomes that will form the basis for the progress of this research initiative, and of the history of research by the research proposer himself or herself (and if necessary, research participants) and its results, using sources including previous research data.

(1-b) List of academic papers and books (author, title, journal, volume/page/year of publication)

- Give details of recent books and papers published in academic journals etc. by researchers included in the implementation structure, focusing on important publications that are relevant to the proposal. Select up to 10 publications for the project as a whole, and list them in date order, with the most recent first.

(1-c) List of associated patents (application No./inventor/title/applicant/date of application)

- Give details of patents applied for recently by research participants, selecting important applications that are relevant to the proposal. Select up to 10 patents for the project as a whole.

(2) State of preparation in conjunction with counterpart institution

- Describe the construction of infrastructure at the counterpart institution, the basis of research by the counterpart institution that was the reason for choice of institution, the state of coordination with partner country’s government agencies, etc., and the state of preparation for international joint research.

\*With respect to the state of preparation of the principal investigator and the main researchers in the partner country, describe joint research and their networking track record, including the reason for selection in Form 5.\* If an agreement has already been signed with the counterpart institution, give details of the agreement and current contact and interaction with the institution.

\*If you have previous experience of activities in this area, please also describe your knowledge of the site of activities and the content of past activities.

(3) Prospective locations of activities (including research sites)

-Please specify the locations where activities will be conducted, because they must be assessed for any potential public order issues.

(4) Ethical considerations

- State any requirement for inspection of compliance with ethical standards of the country where the research is implemented (partner country or Japan), and the status of any such inspection.

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(5) Consideration of the handling of genetic resources and state of preparation

-When obtaining or using genetic resources (including related traditional knowledge) from another country, including the partner country, in the process of a project, please describe specific measures deemed necessary for promoting R&D in light of international rules, domestic and international legislation, and other regulations\*, as well as the status of compliance by partner company research institutions or related government ministries, and other bodies.

\*The Convention on Biological Diversity, the Nagoya Protocol, the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGR), and related legislation and other regulations of the country providing the genetic resources and the country where they are used all apply. Please see 5.20.1“Acquisition and use of genetic resources” and the webpage https://www.jst.go.jp/global/koubo/iden/index.html (Japanese) for details.

(6) Status of consideration of handling of intellectual property and similar

-Please describe the status of meetings with the partner country research institution concerning matters including the ascription of the results of the study and their implementation.

Note: Please be careful about intellectual property management with the goal of reliably securing the results of the study.

(7) Improvements from past proposals (write only where applicable)

- If you have submitted a similar proposal in the past, describe the improvements that have been made in your current proposal.

Form 3: Japanese Institution Implementation Structure

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| ・List the researchers expected to participate in the Japan-side research team, giving name, researcher ID No., affiliation, position, specialty, male/female, age, effort, and a brief outline of research responsibility.  ・Japan-side participants must be (1) affiliated with a research institute in Japan, and (2) not included in the list of members of the partner country’s institution.  ・For the “Type” column, enter the appropriate classification symbol(s) as shown below:  Principal investigator・・・◎  Lead joint researcher\*・・・〇  \*The lead joint researcher is a single principal investigator from the joint research institution that has concluded a contract research agreement with JST.  ・The principal investigator and the lead joint researcher in this list must be consistent with the principal investigator (principal investigator’s institution) and the lead joint researcher (joint research institutions) on Forms 4 and 6. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name  (Researcher ID No.\*1) | Type | Affiliated institution, departments, position | specialty, male/female | Age as of April 1, 2024 | Effort\*2  (%) | Research responsibility in project | Experience of working on SATREPS project (specify project) |
| \_\_  \_\_\_  (XXXXXXXX) | ◎ | \_\_\_\_ University  \_\_\_\_ Faculty  \_\_\_\_ Department  Professor | forestry science, male |  | \_\_% | Overall management of the research, \_\_\_\_\_ |  |
| \_\_  \_\_\_  (XXXXXXXX) | 〇 | \_\_\_\_ University  Associate Professor | aquatic bioscience,  female |  | \_\_% | \_\_\_\_\_ |  |
| \_\_  \_\_\_  (XXXXXXXX) |  | \_\_Research Center  Research fellow |  |  | \_\_% | \_\_\_\_\_ |  |
| Researcher A  (XXXXXXXX\*3) |  | \_\_\_\_ University  \_\_\_\_ Faculty  \_\_\_\_ Department  Post-doc |  | \*3 | \_\_% | \_\_\_\_\_ |  |

\*1 For the Researcher ID No., give the ID No. registered with e-Rad. Each lead joint researcher intending to conclude a Contract Research Agreement with JST must acquire a Researcher ID No. in advance of the Contract Research Agreement.

\*2 This is based on the Council for Science and Technology Policy’s definition of ‘effort’, which is “the percentage of working hours required for conducting the relevant research when the researcher’s total annual working hours are 100%”. Note that “total working hours” does not refer only to the number of hours spent in research activities but to the substantive total working hours, including educational and medical activities.

\*3 If the appointment of a researcher has not been finalized at the application stage, “Researcher A” etc. can be used instead of the researcher’s name. In such cases, the Researcher ID No., affiliated institution, and current position etc. can be left blank for that researcher, but other items (age, effort, research responsibility in project) should be completed as conditions envisaged for the post.

Give the following details for the Japan-side principal investigator.

**Principal investigator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Researcher ID No. | (e-Rad Researcher ID No.) | | | |
| Date of birth | 19\_\_ (year) \_\_ (month) \_\_ (day), (Age: years as of April 1, 2024) | | | |
| Affiliated institution |  | | | |
| Affiliated institution code | (e-Rad code for affiliated institution) | | | |
| Department/Title |  | | | |
| Academic background (University onwards) | (Example) 20\_\_: Graduated from \_\_\_ University Faculty of \_\_\_ 20\_\_: Completed Masters course in \_\_\_\_, \_\_\_ University \_\_\_ Graduate School (Advisor: \_\_\_\_Professor) 20\_\_: Completed Doctoral course in \_\_\_\_, \_\_\_ University \_\_\_ Graduate School (Advisor: \_\_\_\_Professor) | | | |
| Research background (Main professional appointments and research) | (Example) 19\_\_-20\_\_: Research Associate, \_\_ University, Faculty of \_\_  Researched \_\_\_\_\_\_ under Professor \_\_ Since 20\_\_: Researcher at \_\_\_ Research Center Conducting research into \_\_ under Dr. \_\_ | | | |
| Age at which retirement from current position is scheduled | \_\_\_\_\_ years of age  \*Please specify the geographical locations where activities will be conducted, because they must be assessed for any potential public order issues. | | | |
| Contact Information of  the Principal investigator | Postcode: | | | |
| Address: | | | |
| TEL: | | FAX: | |
| E-mail: | | | |
| Principal investigator’s institution administrative contact | Contact |  | | |
| Position/title |  | | |
| Institution/ affiliated dept. |  | | |
| Administrative contact information | Postcode: | | |
| Address: | | |
| TEL: | | FAX: |
| E-mail: | | |

Form 4: Grants Received Through Other Programs

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| --- |
| Please fill in the details of any grants under national competitive funding systems or other research grant schemes, etc. (including private-sector foundations/overseas institutions\*) that the principal investigator and lead joint researchers are currently receiving, are currently applying for, or are intending to apply for. For each funding program, include details of the research project title, amount of research expenses, research period, roles, effort, and differences from/relationship to the proposed research project. [See Section 5.2 (Measures against unreasonable duplication and excessive concentration), and the Q&A.]  \*The Integrated Innovation Strategy 2020 stipulates that “Information disclosure on the status of acceptance of overseas funding is a condition at the time of application for research funding.” In light of this, from the FY2024 Invitation for Applications, research funding from overseas must also be described in the form concerning grants, etc. from funding programs. Please list all types of research funding from both within Japan and overseas in addition to competitive funding, including other sources such as grants from private-sector foundations and contract research fees or joint research fees from corporations. |

**Principal investigator (research proposer): Name \_\_\_\_\_\_ \_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Funding program1) | Research project title | (1) Research expenses2) (entire term)  (2) " (FY2025)  (3) " (FY2024)  (thousand yen) | Research period and status (In progress / Under application) | Role3)  (Principal/ Co-researcher) | Effort4)  (Proportion of time allocated) % | Affiliated institution and position at the time of implementation/application5) | Differences from/relation to proposed research project |
| SATREPS  (This proposal) | \_\_\_\_\_ | (1) 150,000 (thousand yen)  (2) 30,000 (thousand yen)  (3) 5,000 (thousand yen) | 2025-2029  (Under application) | Principal | 30% | Affiliation and position described in Form 3 |  |
| Grants-in-Aid for Scientific Research (S) (Kakenhi Kiban Kenkyu (S) ) | \_\_\_\_\_ | (1) 100,000 (thousand yen)  (2) 20,000 (thousand yen)  (3) 20,000 (thousand yen) | 2019-2025  (In progress) | Principal | 30% | Affiliation and position described in Form 3 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SATREPS | \_\_\_\_\_ | (1) 100,000 (thousand yen)  (2) 25,000 (thousand yen)  (3) 20,000 (thousand yen) | 2020-2025  (In progress) | Co-researcher | 10% | Affiliation and position described in Form 3 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Funds for Integrated Promotion of Social System Reform and Research and Development | \_\_\_\_\_ | (1) 32,000 (thousand yen)  (2) 8,000 (thousand yen)  (3) 8,000 (thousand yen) | 2024-2027  (Under application) | Co-researcher | 5% | \_\_ University, Faculty of \_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1) Write this proposal on the top, then give details of grants etc. currently received, or already finalized, listing the grants in order of size of research expenses (entire term) with the largest first. Then give details of grants etc. already applied for or scheduled to be applied for (mark the project as “Under application” etc. under Status.)

2) Under Research expenses, give the amount received by the researcher in person (including in-direct expenses).

3) Under Role, specify the researcher’s role (principal researcher or co-researcher etc.) in each project.

4) Under Effort, give a figure based on the Council for Science and Technology Policy’s definition of ‘effort’, which is “the percentage of working hours required for conducting the relevant research when the researcher’s total annual working hours are 100%”. Note that “total working hours” does not refer only to the number of hours spent in research activities but to the substantive total working hours, including educational and medical activities. Give the figure envisaged after the project is selected for the SATREPS program.

5) Please give the affiliated institution and role if these are different from those at the time of applying to this program.

\* If false information is provided here, the application may be rejected, or have the selection decision reversed or the project budget reduced.

**Lead joint researcher: Name \_\_\_\_\_\_ \_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Funding program1) | Research project title | (1) Research expenses3)  (entire term)  (2) " (FY2025)  (3) " (FY2024)  (thousand yen) | Research period and status  (In progress / Under application) | Role2)  (Principal/Co-researcher) | Effort4)  (Proportion of time allocated) % | Affiliated institution and position at the time of implementation/application5) | Differences from/relation to proposed research project |
| SATREPS  (This proposal) | \_\_\_\_\_ | (1) 40,000 (thousand yen)  (2) 5,000 (thousand yen)  (3) 0 (thousand yen) | 2024-2029  (Under application) | Co-researcher | 10% | Affiliation and position described in Form 3 |  |
| SATREPS | \_\_\_\_\_ | (1) 80,000 (thousand yen)  (2) 30,000 (thousand yen)  (3) 30,000 (thousand yen) | 2020-2025  (In progress) | Co-researcher | 15% | Affiliation and position described in Form 3 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Grants-in-Aid for Scientific Research (S) (Kakenhi Kiban Kenkyu (S) ) | \_\_\_\_\_ | (1) 70,000 (thousand yen)  (2) 25,000 (thousand yen)  (3) 20,000 (thousand yen) | 2021-2025  (In progress) | Principal | 10% | \_\_ University, Faculty of \_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Funds for Integrated Promotion of Social System Reform and Research and Development | \_\_\_\_\_ | (1) 32,000 (thousand yen)  (2) 8,000 (thousand yen)  (3) 8,000 (thousand yen) | 2023-2026  (Under application) | Co-researcher | 5% | Affiliation and position described in Form 3 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Form 5: Counterpart Institution Implementation Structure

|  |
| --- |
| - To the extent possible, give the joint research partner country, counterpart institution, research location, partner country principal investigator’s name, title, profile, research activities and role in joint research, etc.  - To the extent possible, describe collaborative relationships and previous contacts with counterpart institutions, including particulars for which the counterpart institution is considering making an application for technical cooperation.  - The outline for each counterpart institution is generally about one page of A4 paper, but as it is important to give all the necessary information, no specific restriction is placed on size.  - If conducting joint research with multiple research institutions in one partner country, it is necessary to specify the research institution that will be the main joint research entity in the partner country. For that reason, the main research institution in the partner country should be listed as the principal institution, and the other research institutions in the partner country should be listed as collaborating institutions. Normally, only information concerning a single researcher should be given for each counterpart institution.  - If conducting joint research with multiple partner countries, the information for the principal institution (and collaborating institutions) should be given for each country.  - If organization charts etc. for the counterpart institutions are available, include them in the text. |

**1. Principal investigator of principal research institution in partner country (provide this information for each of the partner countries)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | (Give in alphabetic characters) | | Nationality |  |
| Affiliated institution | Japanese name: (omit if Japanese name does not exist) | | | |
| English name: (English name is essential) | | | |
| Country |  | Position/title |  |
| Background | Highest level of education attended | 20\_\_ (year): Graduated from \_\_ University Faculty of \_\_\_ | | |
| Highest degree earned | 20\_\_ (year): PhD (\_\_), \_\_ University | | |
| Main professional appointments and research, etc. | Example:  19\_\_-20\_\_: Research Associate, \_\_\_University, Faculty of \_  Research into \_\_\_\_\_  20\_\_-20\_\_: Researcher, \_\_\_ University, Faculty of \_\_\_  Pursued research into \_\_\_\_\_ | | |
| Role in joint research | - Describe the researcher’s specific role in the joint research. | | | |
| Reason for selecting the principal investigator at the counterpart institution and previous contacts | -Describe the reason for selecting the principal investigator at the counterpart institution, previous joint research projects and other collaborative activities, etc. with the principal investigator on the Japanese side, the duration of the relationship, and the current status of contact. In your description, give weight not only to links between research institutions, such as inter-university agreements, but also to the status of contact between individual researchers. | | | |
| (For reference:)  Other participating researcher(s) at same institution | - For each researcher, give name, position/title, and role. | | | |
| (For reference:)  Request for ODA technical cooperation submitted by counterpart institution | - Describe as far as possible the particulars of the request for ODA technical cooperation to be submitted by the counterpart institution. When implementing joint research with a number of countries, describe as far as possible the particulars of the requests for ODA technical cooperation to be submitted by the counterpart institution in each country. | | | |

**2. Main researcher of collaborating institution in partner country (provide this information for each of the collaborating institutions)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | (Give in alphabetic characters) | | Nationality |  |
| Affiliated institution | Japanese name: (omit if Japanese name does not exist) | | | |
| English name: (English name is essential) | | | |
| Country |  | Position/title |  |
| Background | Highest level of education attended | 20\_\_ (year): Graduated from \_\_ University Faculty of \_\_\_\_ | | |
| Highest degree earned | 20\_\_ (year): PhD (\_\_), \_\_ University) | | |
| Main professional appointments and research, etc. | Example:  19\_\_-20\_\_: Research Associate, \_\_\_ University, Faculty of \_\_\_  Research into \_\_\_\_\_  20\_\_-20\_\_: Researcher, \_\_\_ University, Faculty of \_\_\_  Pursued research into \_\_\_\_\_ | | |
| Role in joint research | - Describe the researcher’s specific role in the joint research | | | |
| Reason for selection of lead researcher at counterpart institution and previous contacts | - Describe the reason for selecting the lead researcher at the counterpart institution, previous joint research projects and other collaborative activities, etc. with the principal investigator on the Japanese side, the duration of the relationship, and the current status of contact. In your description, give weight not only to links between research institutions, such as inter-university agreements, but also to the status of contact between individual researchers. | | | |
| (For reference:)  Other participating researcher(s) at same institution | - For each researcher, give name, position/title, and role | | | |

Form 6: Research Expense Plan

|  |
| --- |
| - Submit the plan (budget) for contract research expenses from JST, listing expenses by category. For 2., create and fill in a table of contract research expenses for each research institution that concludes a contract research agreement with JST. For 1., Please fill in the total amount of contract research expenses of all research institutions that you filled in in 2. above.  - The start of the research period varies according to when the R/D is signed (as described on page 30 of the Invitation for Research Proposals). Consequently, the specific FY is not required for this form (Example FY is written only for a guide).  - The uses for which JST contract research expenses can be disbursed are explained on chapters 2.5 and 3.4.  - When a project is selected, the actual budget available for research may not match the amount given in this research expenses plan. This is regarded as the plan at the application stage. After selection, the plan will be adjusted, including support for the counterpart institution, etc. |

**1. JST contract research expenses plan for whole research group**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provisional selection period\*1 | Year 1  (FY2025) | Year 2  (FY2026) | Year 3  (FY2027) | Year 4  (FY2028) | Year 5  (FY2029) | Total  (thousand yen) |
| Equipment |  |  |  |  |  |  |  |
| Materials/Consumables |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |
| Personnel and services |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |
| Subtotal: Direct expenses  (thousand yen) |  |  |  |  |  |  |  |
| Indirect expenses\*2  (thousand yen) |  |  |  |  |  |  |  |
| Total  (thousand yen) |  |  |  |  |  |  |  |

\*1 Expenses for the provisional selection period up to the point where the R/D and CRA are signed are limited to a maximum of 6.5 million yen (including indirect expenses). Please see page 42 of the Public Invitation Guideline for details of activities to be carried out during the interim period. Expenses for each of the Years 1-5 should be about 35 million yen (including indirect expenses). Expenses for each fiscal year may be slightly adjusted according to the research plan, provided, however, that the total expenses, including expenses for the provisional selection period, must not exceed 175 million yen for a 5-year project, 140 million yen for a 4-year project, or 105 million yen for a 3-year project (including indirect expenses). Actual contract research expenses will be determined after selection, by means of screening and approval by a senior scientist of the research plan submitted by the principal investigator.

\*2 In principle, indirect expenses equivalent to 30% of direct expenses may be included in the contract research expenses. When including indirect expenses, calculate as Indirect expenses = Direct expenses x 0.3.

\* The maximum personnel costs for the principal investigator (PI) that can be disbursed from direct costs is the yearly salary of the person responsible for the study multiplied by the effort allocated to this project. During interim periods, the maximum amount that can be disbursed is 10% of the direct costs of the fiscal year concerned. For details of this system, see page 44, 45 of the Public Invitation Guidelines.

\* There is no upper limit for the disbursement from direct costs of costs entailed in covering tasks other than those of research (buyout costs). During interim periods, however, the upper limit for disbursement is 20% of the direct costs of the fiscal year concerned. For details of this system, see page 44, 45 of the Public Invitation Guidelines.

\* Employment risks: When making employment decisions during the provisional selection period, be aware of the risk that the R/D may not be signed, and the project may not go ahead. Ensure that any employees appointed during that period are also aware of the risk.

\* Give expenses as amounts including Japanese consumption tax.

**2. JST contract research expenses plan by group**

●Principal investigator’s institution

Principal investigator name (Affiliation/position): \_\_\_\_\_\_ \_\_\_\_\_\_ (\_\_ University \_\_ Research Dept.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provisional selection period | Year 1  (FY2025) | Year 2  (FY2026) | Year 3  (FY2027) | Year 4  (FY2028) | Year 5  (FY2029) | Total  (thousand yen) |
| Equipment |  |  |  |  |  |  |  |
| Materials/Consumables |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |
| Personnel and services |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |
| Subtotal: Direct expenses  (thousand yen) |  |  |  |  |  |  |  |
| Indirect expenses  (thousand yen) |  |  |  |  |  |  |  |
| Total  (thousand yen) |  |  |  |  |  |  |  |

●Joint research institution

Name of lead joint researcher (Affiliation/position): \_\_\_\_\_\_ \_\_\_\_\_\_ (\_\_ University \_\_ Research Dept.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provisional selection period | Year 1  (FY2025) | Year 2  (FY2026) | Year 3  (FY2027) | Year 4  (FY2028) | Year 5  (FY2029) | Total  (thousand yen) |
| Equipment |  |  |  |  |  |  |  |
| Materials/Consumables |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |
| Personnel and services |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |
| Subtotal: Direct expenses  (thousand yen) |  |  |  |  |  |  |  |
| Indirect expenses  (thousand yen) |  |  |  |  |  |  |  |
| Total  (thousand yen) |  |  |  |  |  |  |  |

\* During the provisional selection period, only the principal investigator’s group is counted. During the interim period, the JST will conclude a Contract Research Agreement with the principal investigator's institution alone. Please see page 42 for details of activities to be conducted during the interim period.

Note: Please add tables according to the number of joint research institutions scheduled to conclude Contract Research Agreements with the JST after the first year. If a single research institution will conclude multiple Contract Research Agreements with the JST, please create tables according to the number of contracts.

**3**. Research cost plan to be actioned by the partner country research institution (anticipated)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total  (Local currency and Yen equivalent) |
| Costs covered by partner country side  (Budget which can be devoted to the research in question by the partner country institution.) | Equipment |  |  |  |  |  |  |
| Materials/  Consumables |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Personnel and services |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| ODA project expenses (Costs which cannot be covered by the partner country and will be submitted to JICA for funding application.) |  |  |  |  |  |  | Local currency  Yen equivalent  \_\_\_\_\_,000 yen  (Maximum 300million yen in 5 years (without indirect costs)) |

- Describe in as much detail as possible the financial situation of the partner countryafter consulting with the research institution in the partner country.

- When conducting joint research with multiple countries, add extra rows to the table for the additional information.

- ODA cannot cover all the costs for the developing country side. In order to encourage self-reliant and sustainable economic growth, the developing country is expected to bear a portion of the costs. Consequently, costs such as the partner country side’s labor costs, office rental in the partner country, consumables and the costs of operating and maintaining provided machinery and equipment in the partner country, and travel by partner country researchers within the partner country are in principle borne by the partner country side. This point applies equally to the SATREPS program, so the whole of the amount required above will not be provided as ODA. JICA’s D/D study includes discussion of an appropriate level of costs to be borne by the partner country side, including costs for securing research locations in the partner country, and personnel costs for the partner country side researchers. Please understand that the budget for ODA project expenses (=Costs which cannot be covered by the partner country and will be submitted to JICA for funding application.) will only be fixed after the D/D study.

Form 7: Written Approval from Institution Director

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Written Approval**

To:

Japan Science and Technology Agency

Japan International Cooperation Agency

I hereby declare that if the underwritten research project proposed for the SATREPS (Science and Technology Research Partnership for Sustainable Development) program is selected, this institution will carry out the international joint research as set out below.

(Principal investigator’s institution)

Director (name, title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Official Seal\*):

\*may be omitted

Research project

Research project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Support to be provided

- Support for the exchange of documents agreeing to the implementation of international joint research with the counterpart institution

- Commitment to sign and comply with the Agreement (Agreement Regarding the Implementation of Technical Cooperation Under the Framework of SATREPS) and execute the Project Contract with JICA, and to administer expenses

- Compliance with the responsibilities of the principal investigator's institution in the case of a joint research framework being constructed

- Compliance with all laws and regulations related to international joint research, such as those governing security export control and use of genetic resources

- Provision of systems for clarifying responsibility and safety management in relation to the international dispatch of students and graduate students as part of efforts to train young researchers

- Support for other procedures, etc., required in order to conduct international joint research

- Establishment of a research framework which enables the principal investigator to be engaged in the proposed international joint research project from beginning to end. (Also respond to the question etc. below)

|  |  |
| --- | --- |
| Is the principal investigator expected to reach retirement age (or complete his or her term of employment ) during the duration of the project? | If the answer to this question is YES, please describe how your institution will ensure the continuity of the research implementation structure through their continued affiliation. However, the Principal Investigator may not be replaced. |
| ( YES / NO ) |

Form 8: Plans by Private-Sector Corporations, etc.

(If no private-sector company will take part as a joint research institution on the Japanese side, please leave out this form.)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Corporate initiatives concerning application of outcomes**

To:

Japan Science and Technology Agency

Japan International Cooperation Agency

I hereby declare that if the underwritten research project proposed for the SATREPS (Science and Technology Research Partnership for Sustainable Development) program is selected, =*Name of the company=* will　cooperate with the principal investigator and other related parties to implement the following initiatives in accordance with the research plan formulated by the principal investigator.

Company official of participating business (having responsibility concerning the content of this document):

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Official Seal\*):

\*may be omitted

Research project

Research project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the case that the company in question will participate in research and development, complete I; in the that the company in question will participate in practicalapplication, complete II; in the case that the company in question will participate in both of the above phases, complete both I and II. Please provide as many details as possible.

I. Overview of Research and Development

(1) Method (Including specific timetable and funding plan)

(2) Benefits of cooperation

(3) Development risks

(4) Post-research utilization of developed technology, etc.

II. Practical Application

(1) Method (Including specific timetable and funding plan)

(2) Impact on other countries, including the partner country and Japan

(3) Risks pertaining to commercialization/practical application, etc.

Form 9: Proposal Coordination Status

|  |
| --- |
| * In response to each of the following questions, circle either YES or NO. * Note that selection of a project is not conditional on a YES response to all questions. Details of the   proposal and the coordination status are considered together when making selection decisions. |

Status of coordination with joint researchers in Japan

|  |  |  |
| --- | --- | --- |
| 1 | Have you confirmed that each joint researcher understands that unlike regular competitive funding schemes, capacity development of the partner country institution through joint research is included in the SATREPS program because the project is linked with ODA? | YES  NO |
| 2 | Form 2 of the research proposal documents is limited to a maximum of 12 A4 pages. To ensure impartiality, forms exceeding 12 pages will be considered non-compliant. Is your Form 2 within the 12-page limit? | YES  NO |

Status of coordination with affiliated institution

|  |  |  |
| --- | --- | --- |
| 3 | The SATREPS program involves responsibilities not required for ordinary competitive funding schemes, such as requiring an agreement for the implementation of joint research to be signed with the partner country institution, an Agreement and project contract for the technical cooperation project to be signed with JICA, and the use of appropriate ODA cost accounting. Have you held discussions with the institution you are affiliated with, including discussion of this point, and obtained a Written Approval from Institution Director (Form 7)? | YES  NO |
| 4 | Because the SATREPS program combines ODA and a competitive funding program, a variety of administrative tasks will arise that are not part of ordinary competitive funding programs. Are you fully aware that this will result in considerable work for not only researchers but also the administrative contact? | YES  NO |

Status of coordination with principal investigator’s other work

|  |  |  |
| --- | --- | --- |
| 5 | Under the SATREPS program, the principal investigator is required to provide more management than ordinary competitive funding schemes, and to commit to the necessary effort. In particular, the principal investigator needs to spend time liaising between Japan and the partner country in the period leading up to the signing of the R/D. Based on that point, have you investigated whether you can arrange to devote the necessary effort when the project is selected? | YES  NO |

Management of conflicts of interest by the principal researcher

|  |  |  |
| --- | --- | --- |
| 6 | Do the joint research institutions include any institutions that have a relationship with the principal investigator?  Explanation: Please see Section 2.9.3 (2) (Managing COI of the principal investigator) on page 36 concerning institutions that have a relationship with the principal investigator. | YES  NO |
| 7 | If you answered “Yes” to 6, please give the name of the joint research institution(s) concerned.  ( ) |  |
| 8 | Do the joint research institutions include companies in which the JST is an investor?  Explanation: Please see this webpage (https://www.jst.go.jp/entre/result.html#M01) concerning companies in which the JST is an investor. Companies for which this investment has finished are not subject to COI management, and need not be declared. | YES  NO |
| 9 | If you answered “Yes” to 6, please give the name of the company(s) concerned.  ( ) |  |

Status of coordination with JICA

|  |  |  |
| --- | --- | --- |
| 10 | In applying for the SATREPS program, have you exchanged information sufficiently with JICA local offices, including from the perspective of ODA, as part of the process of examining the details of your proposal? | YES  NO |

Security measures

|  |  |  |
| --- | --- | --- |
| 11 | Are you checking the security situation and travel information for the partner country and domestic locations where research will be conducted?  Explanation: Projects cannot be implemented in areas where it is judged difficult to ensure the security of people involved in the project. Access the MOFA website (https://www.anzen.mofa.go.jp/) and other sources of information to check foreign travel and security information etc. The Japanese members of the adopted project will engage in research activities in the partner country in compliance with the security measures set forth by JICA. | YES  NO |

Counterpart institution implementation structure, etc.

|  |  |  |
| --- | --- | --- |
| 12 | Have you reached agreement with the partner country principal research institution concerning the research activities and how the research will actually progress? Does the institute have a sufficient understanding of the SATREPS system? In particular, does the institute understand that ODA assistance will be conducted through the framework of technical cooperation projects, and that it does not constitute a provision of funds to the research institute of the partner country? Explanation: Lack of sufficient agreement in advance has a substantial influence on subsequent progress. In some cases, a difference of expectations between the parties can make it difficult to proceed with the research. | YES  NO |
| 13 | Is the counterpart’s principal investigator a principal researcher with the ability to unify the partner country implementation structure, including the various institutions involved in the project? Also, does the research institution have an adequate support structure? Explanation: Under SATREPS, which is a program for joint research between institutions in Japan and in developing countries, the partner country’s principal investigator, in addition to personally having research abilities, must have the ability to unify the whole of the counterpart’s implementation structure, and must also receive sufficient support from affiliated institutions. This is a key factor in the smooth implementation of the project. | YES  NO |
| 14 | Is the research staff sufficient (in terms of both abilities and numbers) for conducting joint research? Explanation: To conduct joint research effectively, it is important that the counterpart institution allocates a sufficient number of capable research staff members. Having an inadequate staff may adversely affect the progress of the project, or may result in the research being over-reliant on the Japan side, making it difficult to promote capacity development at the counterpart institution. | YES  NO |
| 15 | Has sufficient budget been acquired for the joint research? Does the partner country understand that there are expenses to be borne by the partner country? Explanation: Under the SATREPS system, as an ODA project, the partner country is required to bear an appropriate amount of expenses to encourage self-reliant development. For this reason, the counterpart side must acquire a budget to cover its expenses. To ensure this, it is important to obtain the understanding of the overseeing agency involved in budgeting. If you do not already have experience of joint research with the partner country, particular attention must be paid to whether a budget has been acquired. | YES  NO |
| 16 | Has the infrastructure (facilities/machinery and equipment) needed for implementing joint research been put in place at the partner country principal research institution? Explanation: Provision of the required facilities and space for the joint research is in principle the responsibility of the partner country. Providing the counterpart institution with facilities and machinery and equipment is not one of the aims of the SATREPS project. If there are problems with the current infrastructure, it is necessary to check whether sufficient maintenance will be possible after the project finishes. | YES  NO |
| 17 | Have you confirmed coordination with and allocation of functions between the counterpart institution’s overseeing agency and the other government agencies involved? Additionally, is the application of outcomes being considered based on the policies and intentions of the partner country’s government agencies and private sector, as well as the partner country’s research institute? Explanation: The participation of the supervising agency, the other government agencies involved, and the private sector is important for ensuring the acquisition of budget resources for the smooth implementation of the SATREPS project and in ensuring the application of research outcomes. Furthermore, it is necessary to ensure a clear definition of functions in advance. The supervising agency and other agencies are also involved in the SATREPS application procedure handled by the partner country, so, in addition to the details of the joint research proposal, it is important to explain and obtain sufficient understanding of the costs that need to be borne by the partner country. | YES  NO |

Provision of machinery and equipment

|  |  |  |
| --- | --- | --- |
| 18 | Does the principal investigator’s research institution of affiliation possess the systems required to assume responsibility for purchasing, shipping, and installing the machinery and equipment provided, in line with security export control policy?  Explanation: As provision of machinery and equipment requires that all processes from purchase, shipping, and installation be conducted in line with laws and regulations by the principal investigator’s research institution of affiliation, please confirm beforehand that the institution in question possesses the necessary systems for handling the export of machinery and equipment. | YES  NO |
| 19 | Are you taking account of points requiring special attention when the machinery and equipment to be supplied includes specialist machinery and equipment and plant constructed to order? Explanation: It is envisioned that general procurement of machinery and equipment via JICA will be unable to handle specialist machinery and equipment and plant constructed to order. Consequently it is necessary to check in advance that the Japan-side principal investigator’s institution has the ability to handle the procurement procedures and the necessary construction and maintenance. | YES  NO  N/A |
| 20 | Does the plan for provision of machinery and equipment take account of the setup for handling and maintenance of the machinery and equipment after the project finishes? Explanation: After the SATREPS project finishes, the machinery and equipment provided by Japan are to be used for further research activities, etc., with the partner country becoming responsible for the costs of maintaining the machinery and equipment provided by Japan. Consequently, the introduction of machinery and equipment that exceed the partner country’s maintenance capabilities is considered inappropriate, even if the machinery and equipment are essential for the research. Also, machinery and equipment provided by ODA is provided on the assumption that the machinery and equipment will continue to be used after the project finishes for the lifetime of the machinery and equipment, so the system does not cover machinery and equipment that will not be used on an ongoing basis in the partner country, or will only be used for purposes such as gathering data for research. | YES  NO |

Development or improvement of facilities

|  |  |  |
| --- | --- | --- |
| 21 | Are you taking account of points requiring special attention when the development or improvement of facilities is included?  Explanation: The development or improvement of facilities will require, for example, securing land for building the facilities, legal and contractual procedures pertaining to design and construction, safety management for handling hazardous materials, maintenance and management systems, and securing of funding. Please give adequate consideration to these points with the implementing agency of the counterpart country, and include in the plan only those that are essential for project implementation, can be completed within the project period, and can be maintained and managed without any problems following the termination of the project. The development or improvement of facilities that do not meet these requirements will not be permitted. In addition, if during project implementation it becomes clear that the development or improvement of facilities is unlikely to be completed within the project period, you will need to review your plan for the development or improvement of facilities. | YES  NO  N/A |

Application of outcomes

|  |  |  |
| --- | --- | --- |
| 22 | Has a clear plan been produced for application of outcomes?  Explanation: One of the major characteristics of SATREPS is that the outcomes of joint research are not only used for research. The outcomes are applied to benefit society. Even from an ODA perspective, it is important to have a practical and realistic plan for application of outcomes, not just a hypothetical plan. | YES  NO |
| 23 | In order to prepare for application of outcomes, does the implementation structure include the participation of related institutions or entities such as private sector businesses? Explanation: The SATREPS joint research period lasts a maximum of 5 years. In order to achieve the application of outcomes to a certain extent, it is important to have private sector businesses and other entities that will handle the application of outcomes section of the project actually participate from the idea stage, and prepare for implementation in a planned manner. | YES  NO |

Other Japanese projects in the same field

|  |  |  |
| --- | --- | --- |
| 24 | Have you confirmed whether any other Japanese aid projects (JICA projects, etc.) have been implemented or are being implemented in the same field? Explanation: If the partner country principal research institution for the current project has acted as the counterpart (C/P) for other aid projects in a related field in the past, then from the perspective of making effective use of ODA, consider research plans that build on that past experience as far as possible. If there are related ODA aid projects such as JICA technical cooperation projects currently in progress (or scheduled to be implemented soon), confirm that there is no duplication of content between such projects and the proposed SATREPS project. In particular, if the counterpart institution is the same institution, there is a risk of the new project impacting the implementation structure of the existing project. Take this into account, and if circumstances warrant, consider adjusting the timing or content of the proposal. | YES  NO |

Projects backed by other donors in the same field

|  |  |  |
| --- | --- | --- |
| 25 | Have you confirmed whether any other aid projects have been implemented or are being implemented in the same field but backed by other donors? Explanation: Confirm whether there is any duplication, and how the project is scheduled to proceed. In particular, if the counterpart institution is the same institution, make sure to question the donor’s representatives and the counterpart institution sufficiently to confirm the likely extent of the resulting impact if the proposed joint research is implemented. | YES  NO |

Contribution to SDGs

|  |  |  |  |
| --- | --- | --- | --- |
| 26 | Which of the 17 United Nations Sustainable Development Goals (SDGs) does your proposal contribute to the most in your opinion? Please write up to 3 goal numbers in the right column. Write the goal number that contributes the most in the upper row.  (Reference: https://www.mofa.go.jp/mofaj/files/000101402.pdf) |  | |
|  |  |