





Application number : \_\_\_\_\_

**Other information**

Relation between contact person and representative	
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Project area	Please check one of the boxes below if the research corresponds to another field in addition to that specified in “information to be included in application.”  A. Transmission and Formation of Culture ( ) B. Society’s Frameworks ( ) C. Human Ties with Nature ( )
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**Project outline** (Please provide a clear and concise summary of your research proposal in 180 words or less.)

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**Note: Use only black ink and write clearly within the space provided.  
If using a computer, please set the font size to either 10.5 or 11.**

**1. Participating researchers (Please list the project representative first.)**

Name	Age	Major/specialization	Role in the project
1.			Representative
2.			Contact person
3.			Accounts manager
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Note: If there are more than 20 project members please make a copy of this page. No entry is necessary in the case of individual research projects.

**2. Professional history and publications of representative and principal members**

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If using a computer, please set the font size to either 10.5 or 11.**

### 3. Blueprint of project structure

Please provide a concise summary of the project's issues, content, and output by listing up to three points in each of the following sections.

**Issues** Please describe the issues to be addressed by this project, including related background information.

- ◆
- ◆
- ◆



**Content** What actions will be performed under this project?

- ◆
- ◆
- ◆



**Output** Please describe what form the anticipated output will take, as well as its medium- and long-term actions and effects.

- ◆
- ◆
- ◆

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**4. Issues** Please describe the issues to be addressed by this project, including related background information.

**5. Social significance** Please describe the social significance of the issues noted above as well as the status of any previous study.

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**6. Content** Please describe the project’s content and methodology.

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**7. Output** Please provide details on the project's anticipated output and the form(s) it will take, as well as its medium- and long-term actions and effects.

**8. Please list the core organization, if any.**

Name and year established:

Past grant awarded (domestic and international):

Size (scale of financing, number of personnel, etc.):

Website URL:

**9. Project schedule**

Year/month	Schedule	
2010/11	Start of grant period First funding disbursement	
12		
2011/1		
2		
3		
4	Second funding disbursement	
5		
6		
7		
8		
9		
10	End of grant period for one-year projects Third funding disbursement	

Only two-year projects need to provide the following information.

11		
12		
2012/1		
2		
3		
4	Fourth funding disbursement	
5		
6		
7		
8		
9		
10	End of grant period for two-year projects	

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**10. Project budget for first year** (Please refer to table 1 on page 13.)

	Item		Details	Amount requested (yen)
(1)	Information distribution, telecommunications			
(2)	Personnel expenses	Honoraria for project collaborators		
		Honoraria for project assistants		
(3)	Domestic travel			
	Overseas travel			
(4)	Equipment, furniture, etc.			
(5)	Rental of property and effects			
(6)	Printing and binding			
(7)	Documents and materials/copying			
(8)	Other supplies			
(9)	Fees for commissioned work			
(10)	Meeting expenses			
(11)	Other expenses			
	<b>Total for first year</b>		*Base conversion rate: \$1=¥	** ¥

\*Please calculate in dollars for currencies other than Japanese yen.

\*\*The exact total should be entered in this column. For entry on page 2, however, this figure should be rounded down to units of ¥10,000.

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**10. Project budget for second year (Two-year projects only.)**

	Item	Details	Amount requested (yen)
(1)	Information distribution, telecommunications		
(2)	Personnel expenses	Honoraria for project collaborators	
		Honoraria for project assistants	
(3)	Domestic travel		
	Overseas travel		
(4)	Equipment, furniture, etc.		
(5)	Rental of property and effects		
(6)	Printing and binding		
(7)	Documents and materials/copying		
(8)	Other supplies		
(9)	Fees for commissioned work		
(10)	Meeting expenses		
(11)	Other expenses		
	<b>Total for second year</b>	*Base conversion rate: \$1=¥	¥
	<b>Two-year total (grant request)</b>		** ¥

\*Please calculate in dollars for currencies other than Japanese yen.

\*\*The exact total should be entered in this column. For entry on page 2, however, this figure should be rounded down to units of ¥10,000.

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**11. Other funding sources (for this project or related projects)**

Funding already decided:

Project title and funding organization	Period of funding	Amount approved (yen)

Funding applied for (or scheduled to be applied for) this fiscal year:

Project title and funding organization	Period of funding	Amount of funding (yen)

**Table 1 Expenses**

Item		Explanation
(1)	Information distribution, telecommunications	Mail, telephone calls, facsimiles, etc.
(2)	Personnel expenses	Honoraria for project collaborators Remuneration for support and assistance from researchers, field workers, technicians, and other specialists other than participating researchers.
		Honoraria for project assistants Remuneration for support personnel, such as secretaries, field workers, and statisticians.
<p>*Personnel expenses may account for no more than 30% of the total budget request.                      *Routine personnel expenses for the project's representative and members are not allowed in principle. In certain cases, however, minimum living expenses may be provided only to postgraduate students, research students, researchers from outside the establishment, and others unable to earn a stable income, depending on the situation in each particular country. These expenses should be entered in "Honoraria for project collaborators."</p>		
(3)	Domestic travel	Fares, accommodations, meals, and other expenses in the participant's country of residence for travel to conduct surveys or attend meetings.
	Overseas travel	International travel, local transportation in destination country, accommodations, meals, and other expenses for travel from the participant's country of residence to conduct surveys or attend meetings.
(4)	Equipment, furniture, etc.	Purchase of equipment costing ¥100,000 or more per item.
(5)	Rental of property and effects	Rental of real estate (offices, experiment sites, etc.) and equipment (facilities for experiments, hardware, aircraft and vehicles for fieldwork, etc.) during the project.
(6)	Printing and binding	Printing and binding of documents and other written materials.
(7)	Documents and materials/copying	Purchase of books, documents, microfilm, photos, etc.; copying of documents and other written materials.
(8)	Other supplies	Supplies costing less than ¥100,000 per item, for example, general office supplies and reagents and materials for experiments.
(9)	Fees for commissioned work	Contracting out all or part of questionnaire surveys, experiments, etc.
(10)	Meeting expenses	Meeting room rental, refreshments, meals, etc.
(11)	Other expenses	Expenses not covered in (1) to (10).

Note: The grant does not cover the indirect costs of the organization to which the recipient is affiliated or general administrative costs ("overhead").

## Questionnaire

We ask that you please provide the following information in order to assist us with future grant activities.

(1). When did you first become aware of this grant program?

(Please check one of the boxes below.)

Recently (In 2010)     One year ago (In 2009)     Prior to 2009

(2). How did you become aware of this program?

(Please check the appropriate boxes below and enter details in the spaces provided.)

1: From an article or advertisement     1-1: Newspaper [name: \_\_\_\_\_ ]  
 1-2: Notice posted at a posting area  
 1-3: Direct mail from the Toyota Foundation  
 1-4: Thesis or scholarly journal [name: \_\_\_\_\_ ]  
 1-5: Other [ \_\_\_\_\_ ]

2: From an acquaintance     2-1: A present or past grant recipient  
 2-2: Someone else familiar with the Toyota Foundation  
 2-3: Someone at the Toyota Foundation  
 2-4: Other [ \_\_\_\_\_ ]

3: From the Internet     3-1: The Toyota Foundation website  
 3-2: The Toyota Foundation electronic newsletter  
 3-3: Another website [ \_\_\_\_\_ ]

4: From an explanatory meeting

5: Other [ \_\_\_\_\_ ]

(3). Are you familiar with the Japan Foundation Center or this center's publication, the *Directory of Grant-making Foundations*?

Yes     No

(4). If you have any comments on this program's Information for Applicants, please state them in the space below.

(5). If you have any issues (project themes) that you think should be addressed by the Foundation in the future, please indicate them in the space below.

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Application number : \_\_\_\_\_

### Change of Address Form

The Toyota Foundation directs notification of selection results to the contact person. Please be sure to notify the Toyota Foundation of any changes in the contact person's information by filling out and mailing this form.

Name of contact person	
Address	Street City/state/province Postal code Country
Phone number	(The phone may be a cellular/mobile phone.)
E-mail address	
Reason:	
<p>*If the contact person will be unavailable for a certain period owing to a business trip or other circumstances, please list the relevant dates below and provide the address for an alternative individual.</p> <p>From (month/day/year):     /   /2010     to:   /   /2010</p>	

\*Please enter the application number received after submitting your application in the upper right-hand space.

<p><b>Mail to the following address:</b></p> <p>Research Grant Program The Toyota Foundation Box 236, Shinjuku Mitsui Building 37F 2-1-1 Nishi-Shinjuku, Shinjuku-ku Tokyo 163-0437 JAPAN</p>
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