

The Toyota Foundation Research Grant Program for Fiscal 2008
“The Search for the Richness of Human Life and Activity”
Information for Applicants

The Toyota Foundation Research Grant Program “The Search for the Richness of Human Life and Activity” accepts applications for projects within the framework described below.

1. The Aims of the Program

Globalization, a phenomenon characterized by the free movement of capital, people, technology, information, and other resources, began in the early 1990s and continues to expand its influence. One of the features of globalization is that resources become concentrated in societies that are able to use this phenomenon to their advantage while flowing out of societies that lack this ability. Japan’s tardiness in responding to globalization at both the national and local levels, for example, has led to the appearance of various inconsistencies, the most urgent of which is the decline of local communities. Compounding this problem, it is increasingly clear that the state has limited capacity and fiscal resources for dealing with such imbalances. This is especially significant given that the community is one of the basic units of human identity. Similar phenomena can be seen across the international community.

In the face of this situation, the fiscal 2008 Toyota Foundation Research Grant Program “The Search for the Richness of Human Life and Activity” focuses on “Revitalizing Local Communities Under Globalization.” The Foundation solicits proposals for cross-disciplinary survey and basic research projects that are firmly oriented toward problem resolution and have the potential to posit answers to the question of whether, amid the tide of globalization, local communities can harness their latent vitality by flexibly restructuring themselves while actively reevaluating their relationships with the state and the international community.

Rather than short-term prescriptions, the Toyota Foundation hopes to receive proposals that take a broad perspective by addressing key questions for the near future, such as the direction in which communities should seek to move Japan and the international community and, at the same time, how communities can redefine their relationships with the Japanese state and the world at large. This is based on the Foundation’s belief that it is almost impossible for a closed or isolated community to survive in today’s world.

2. Suggested Project Fields

The Toyota Foundation suggests that projects address the following research topics. (The topics are listed in no particular order, and proposals that address multiple topics are welcome.) It is not a problem if a project does not belong to one of the fields listed, provided it has a convincing connection to the aims of the program as described above. All proposals are expected to take into account the underlined final paragraph of “1. The Aims of the Program.”

1. Human resources development
2. Systemic change
3. Creation and recreation of symbols and culture
4. New capital flows
5. Forming bases for community restructuring
6. New flows of human resources

3. Points to Note When Developing a Project Proposal

To make their project proposal more persuasive, applicants are encouraged to take the following points into consideration.

1. If you address historical examples, please indicate their connection with the issue at hand in the modern day.
2. Consider actively utilizing the beneficial elements of globalization, namely the movement of capital, people, technology, and information in the international community, in the resolution of problems faced by communities.
3. Have you identified the end users who will be able to make use of your project's results?
4. Does your project team include people engaged in practical work, such as government officials, NGO staff, politicians, lawyers, journalists, and businesspeople? The involvement of practitioners enables a project to make use of the firsthand information they possess and to produce project results that can be conveyed to other practitioners.
5. Will your project results be presented in a format that can be used to disseminate them widely to society, such as pamphlets, DVDs and other video media, and written proposals?

4. Main Criteria for Screening Project Proposals

The main points taken into consideration when screening a project proposal are listed in the table below.

Relevance	1. Is the issue the project seeks to resolve relevant to the aims of this program? 2. Does the project deal with an issue of social significance?
Clarity	Is the issue that the project will address defined specifically? If the project will address multiple issues, are the issues related in a logical manner and prioritized convincingly?
Methods (including not only methodology in the narrow sense but also such aspects as the project schedule and the makeup of the project team)	Are the proposed methods appropriate for resolving the issue addressed by the project?
Budget	Is the proposed budget appropriate for resolving the issue addressed by the project in terms of the amount of the requested grant and how it will be used?
Project results and their impact on society	If the proposed project results resolve the issue addressed by the project, can this be expected to have a wider constructive impact on society at large, and will this impact be sustainable?

5. Applicant Eligibility

Applications are accepted regardless of nationality, gender, educational background, etc. Applicants must, however, have a certain level of project management ability (such as schedule management, cultivation of a common approach to problems within the project team, coordination of team members' roles, and communication with the Foundation).

6. Relationship Between the Foundation and Individual Projects

The Toyota Foundation does not simply dispense grant funding to selected projects. It cultivates and maintains relationships with the projects it funds in the ways listed below, so that projects are implemented through cooperation between the project team and the Foundation.

Presentations of project proposals during the screening process	The Toyota Foundation may request that applicants whose project proposals have received high scores during the screening process give presentations of their proposals.
Suggestions for improvement during the screening process	Even in the case of project proposals receiving high scores in the screening, those conducting the screening may offer suggestions for improvement and request revisions to proposals.
Regular progress report meetings	The Foundation holds progress report meetings once or twice a year at which project leaders give presentations on the results of their projects and the prospects for these results to have an impact on society and discuss these points with invited scholars.
Project management research conference for young project members	Young researchers and practitioners are encouraged to submit project proposals. If proposals from young applicants are selected, the Foundation holds research conferences several times a year at which young project leaders attend presentations on project management and exchange opinions with scholars. This enables young project leaders to access a variety of resources relating to project management.
Consultation	Program officers pay regular visits to project leaders to consult with them on their projects' progress and prospects.
Promotion of ripple effects on society	If the Toyota Foundation judges the results of a project to be of a high quality, it may provide support in such areas as media relations in order to bolster the beneficial impact of the project on society.
Possible development into flagship project	If the Foundation determines that expanding and continuing a project would produce a much greater impact on society, it may, after consulting with the project leader, provide additional grants to develop the project into a flagship project.

7. Before Submitting a Project Proposal

Experience suggests that fully developed project proposals—in other words, those that explain the social relevance of an issue persuasively, whose methods (including schedule and team makeup) are appropriate, and in which there is a well considered,

logical chain linking the issue to the methods, to the results, to the wider benefits—are produced by applicants who, before submitting their applications to the Toyota Foundation, take time to undertake such efforts as inviting comments from parties connected with the issue and holding workshops to facilitate discussions. The viewpoints of people far removed from the project leader’s area of expertise and practitioners are especially effective in making a project proposal well rounded.

8. Grant and Application Framework

Total amount of grants	¥150 million
Maximum grant amount per project	¥20 million (for both one - and two-year projects)
Period of grants	One-year projects: November 1, 2008–October 31, 2009 Two-year projects: November 1, 2008–October 31, 2010
Application period	Monday, March 10–Saturday, May 10, 2008 (applications must be postmarked no later than May 10)
How to obtain Information for Applicants and project proposal forms	Information for Applicants and project proposal forms can be downloaded from the Toyota Foundation’s website (http://www.toyotafound.or.jp/english/) during the application period.
How to submit a project proposal form	Please send the project proposal form to the Research Grant Division (address below) by registered mail postmarked no later than May 10. Overseas applicants should use a courier service or EMS (Express Mail Service). Your application should only contain one copy of the project proposal form. Applications by fax or e-mail will not be accepted. Applications from within Japan should not be sent by courier service.
Address for submission of project proposals	Research Grant Division, The Toyota Foundation, Shinjuku Mitsui Building 37F, 2-1-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 163-0437, Japan Tel: +81-(0)3-3344-1701 Fax: +81-(0)3-3342-6911
Screening process	Formal decisions on the selection of projects for grants are made by the Board of Directors at its meeting in the September of the applicable fiscal year on the basis of deliberations by a selection committee composed of practitioners and researchers. Applicants will be informed in writing as to whether their application has been successful or not the following month. There may be delays due to the postal service.
Miscellaneous	Once a grant has been decided, the foundation and the project leader will exchange memorandums, on the basis of which the grant will be implemented.

9. Key Concepts

The table below lists the key concepts in this Information for Applicants.

	Key concepts
The Aims of the Program	Globalization, community revitalization through flexible self-restructuring, cross-discipline projects aimed at problem resolution, basic research
Suggested Research Topics	Human resources development, systemic change, creation and recreation of symbols and culture, capital flows, forming bases, flows of human resources
Points to Note When Developing a Project Proposal	Contemporary significance of historical examples, beneficial elements of globalization, identification of end users, project teams including practitioners, results in forms that can be disseminated widely
Main Criteria for Screening Project Proposals	Relevance and clarity of the issue, appropriateness of methods and budget, results and impact on society
Applicant Eligibility	Project management ability
Relationship Between the Foundation and Individual Projects	Proposal presentations, suggestions for improvement, progress report meetings, consultations, promotion of ripple effects on society, possibility of flagship project development

10. Other Points to Note

- Once a project proposal has been submitted, it cannot be replaced with another.
- Applicants should ensure that they are available to receive communication until the acceptance results are announced.
- The Foundation will not enter into any correspondence regarding the reason for the results.
- Project proposals cannot be returned once they have been submitted.
- Applicants need only submit one copy of the project proposal. No further documents are required.
- Please do not staple the project proposal or bind it in any way.
- The Foundation cannot respond to any inquiries regarding the arrival of posted project proposals.
- Please do not submit project proposals printed on both sides of the paper.
- Grants for proposals that turn out to contain falsified information may be revoked, even if the project has already been selected.

The personal information supplied by applicants will be used to screen and select projects, to produce statistics, and for administrative purposes, such as contacting the person in question. It will not be used for any purpose other than those specified without the permission of the individual concerned, except where allowed by law.