



**Research Grant Program 2024
Joint Research Grant**

Project Proposal Guidelines

Interlinkages and Innovation for Future Societies



THE TOYOTA FOUNDATION

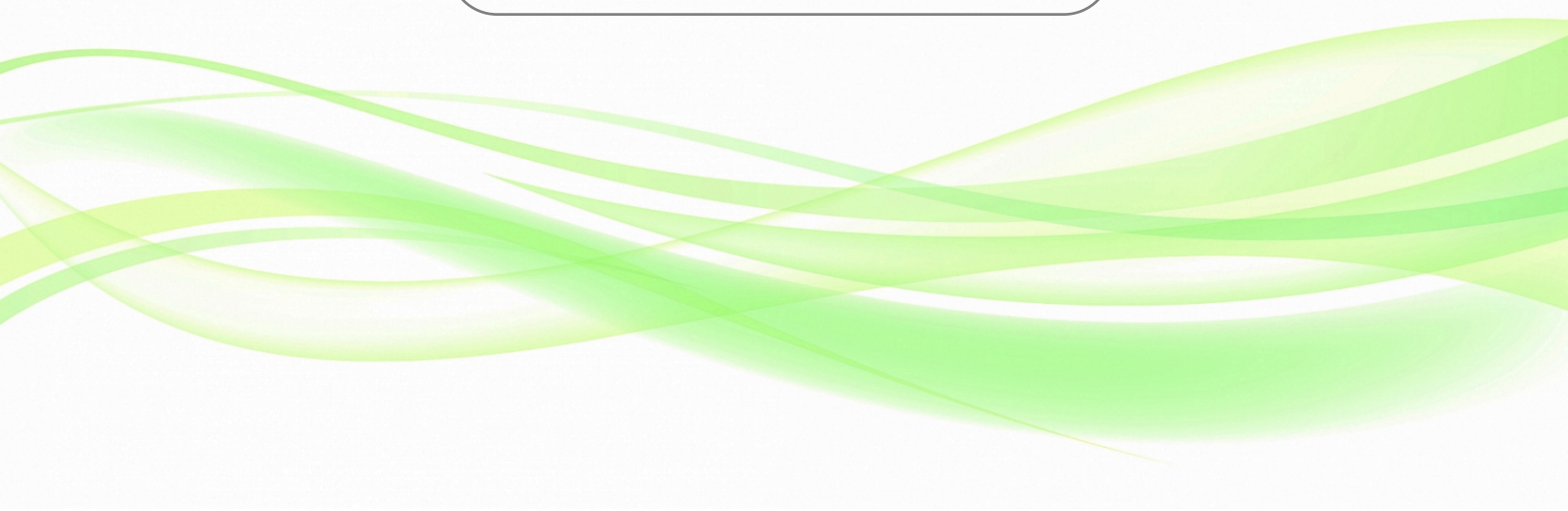
Application Period: April 17 to June 17, 2024 (until 3:00 p.m. JST)





The Toyota Foundation's Guiding Principles for Grants

The Toyota Foundation targets proposals that fulfill the following points for grants.

1. Great significance for society
 2. Anticipating internal and external issues
 3. Future-oriented
 4. Sustainable and developable
 5. Expected to have a ripple effect
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1. Program Objective

The Toyota Foundation Research Grant Program, *Interlinkages and Innovation for Future Societies*, invites research proposals that address social issues with an awareness of the “connections” among people, between people and nature, and between people and things and technologies. This is based on the belief that in order to realize an affluent and harmonious world, we need to fundamentally reexamine existing social systems and design the future from the perspective of interlinkages.

In evaluating proposals, the Research Grant Program will place emphasis on the interdisciplinary nature of the research, the diversity of the participants, international perspectives, and the impacts on society. It invites ambitious projects that transcend conventional research activities, which often contribute only to the academic world, to address important social issues. It will support researchers who boldly challenge the world and encourage the transformation of social systems using a free-thinking approach that is not constrained by existing values.

* “Researchers” in the grant program are defined as various individuals engaged in research activities, without being limited to researchers affiliated with a university or research institution. In addition, although our Research Grant Program encourages research projects that incorporate practice going beyond the academic framework, it asks them to raise issues, propose solutions, develop theories on phenomena with an eye on the future, rather than being for the purpose of practice itself. Please consider applying to the Grant Program for Community Activities in Japan for projects that are aimed at practice or implementation. For more details, please contact the Toyota Foundation staff.

2. Outline of the Grant

◆ Grant Period

November 1, 2024 to October 31, 2026 (2 years)

◆ Grant Amount

Total allocated grant amount: 50 million yen

Maximum grant amount per project: 8 million yen

- Please refer to the “List of Expenses” on the Project Proposal Form and confirm the range of expenditures for the project. Please note that general administrative costs (overheads) of organizations and expenses which are not directly related to projects are not permitted as part of the project budget. (However, personnel expenses that are essential for project operation may be included in the budget as honoraria.)
- Please estimate only the necessary expenses in planning your budget. The appropriateness of budgets will form a key element in the selection of projects.

◆ Targeted Projects

- (1) Joint research projects conducted by two persons or more are eligible.
- (2) Project representatives must have a contact address in Japan and must be 45 years old or under on the date when the grant begins.
 - Project team members other than the representatives are not subject to any restrictions with regard to age or residency.
 - Neither representatives nor team members of the project are subject to any restrictions with regard to nationality, academic or career background, or institutional affiliation. The research grant program welcomes applications from a variety of people, including practitioners, who are involved in civil society activities such as those by NGOs or NPOs, and independent researchers.
 - Grant recipients (project representatives) are required to maintain close communication with the Toyota Foundation program officers during the grant period.
- (3) Projects will have a clear idea of the social issues that they address and will include concrete plans and ideas toward the transformation of social systems. Projects will also aim to actively share research findings with the wider society.
 - We value trial and error and unintended developments in research activities. However, we require researchers to go beyond simply sticking to research alone to take into consideration the specific ways for sharing and implementing their research findings with the wider society. We place particular emphasis on sharing with society through policy recommendations, construction of models, and the development of platforms and/or networks.

3. Applications

◆ **Application Period**

Wednesday, April 17 to Monday, June 17, 2024 (until 3:00 p.m. Japan Standard Time)

* Please be aware that we will not respond to any inquiries after the application period.

◆ **Application Language**

English or Japanese

◆ **Steps for Application**

Please apply through the website of the Research Grant Program, following the steps below. (<https://www.toyotafound.or.jp/english/grant/research/>).

1. Register applicant information	Select “Start application procedure” on the website of the “Research Grant Program” and proceed to the online application page to register applicant information.
2. Create application documents	The URL of the “Webpage for Applicants” will be sent to the email address you registered. Fill out the Basic Information Registration Form. Then download the Project Proposal Form (MS Word) and enter the required fields to create the application documents.
3. Submit application documents	Submit (upload) the Project Proposal Form via the “Webpage for Applicants.” A notification that the application is complete will be sent to the email address you registered. Please contact the secretariat promptly if you do not receive a notification.

◆ **Preliminary Consultations and Online Briefing Session**

Preliminary consultations are available with the Toyota Foundation’s program officers when applying. If you would like a preliminary consultation, please prepare concept notes (on 1-2 A4 pages, free format) and contact us by email. Preliminary consultations will be available **until Monday, June 3, 2024.**

We will also hold online information sessions during the application period. The dates, times, and how to apply, etc. will be posted on the Toyota Foundation website once confirmed.

*Online information sessions will be held in Japanese only.

◆ **Notes on Application**

- **We will not accept applications by email, postal mail, personal delivery, or fax.**
- The Basic Information Registration Form and the Project Proposal Form **cannot be updated or replaced** once submitted. Please ensure they are checked before submission. Also, please be sure to keep copies of the Basic Information Registration Form and the Project Proposal Form data submitted until the selection results are made known.
- No materials apart from the Basic Information Registration Form and the Project Proposal Form are required when submitting the application documents.
- Please be aware that we are not able to return application documents, etc. that have been submitted.
- Traffic on the Toyota Foundation website may increase immediately prior to the application deadline (Monday, June 17, 2024, 3:00 p.m.), making it impossible in some cases to submit a project proposal, so we **recommend that you apply as early as possible.**
- Grants may be cancelled if any statement in your application documents is found to be untrue or grossly mistaken.

4. Selection of Projects

◆ Selection Process

Formal decisions on the selection of projects to be awarded grants will be made at the Toyota Foundation Board of Directors meetings scheduled to be held in September 2024. The decisions on selection of projects will be based on the deliberations of the Toyota Foundation Research Grant Program Selection Committee, which is composed of outside experts (chaired by Professor Hiroshi Nakanishi, Graduate School of Law/Faculty of Law, Kyoto University). Please be aware that the foundation may ask for further information about your project proposal during the selection process if necessary.

◆ Selection Criteria

- (1) The content of the application is consistent with the Toyota Foundation's Guiding Principles for Grants and the objectives and requirements of the program.
- (2) The project implementation details and the prospects for the expected findings are appropriate and adequate.
- (3) The project team is composed of diverse people and smooth implementation and ripple effects of the project can be expected.

◆ Selection Results

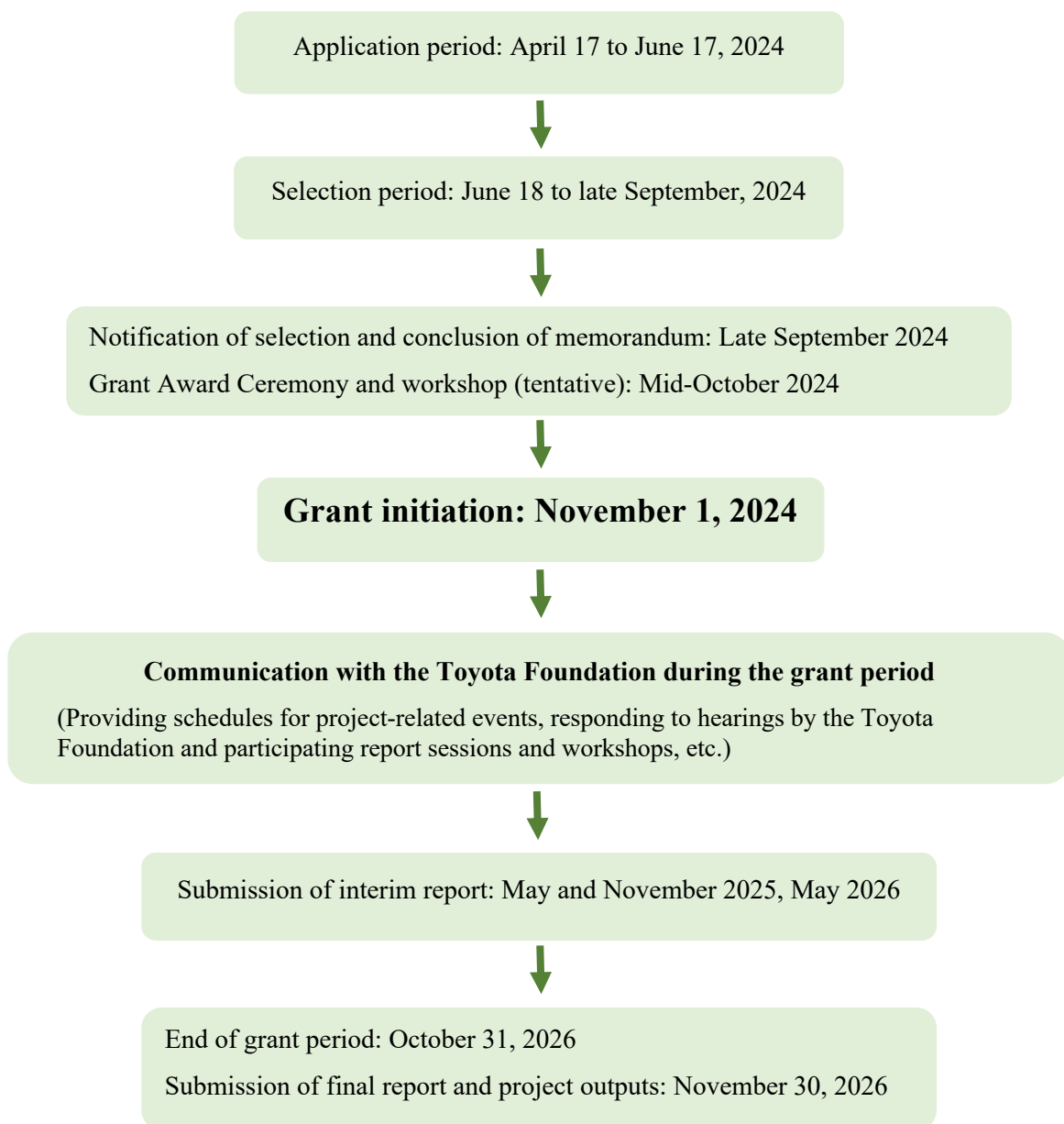
The representative and contact person for the project will be informed of the selection results by email in late September 2024. If the email notification has not arrived by that time, please contact the Toyota Foundation.

* We will not respond to inquiries concerning the reasons why a project was not approved.

5. Process from Application to End of Grant

In addition to providing regular reports, grant recipients will be required to carry out the project while remaining in close contact with program officers from the Toyota Foundation. Grant recipients should also participate in the workshops/symposiums and report sessions that the Toyota Foundation sponsors or co-sponsors.

The timeline from application, confirmation of grants, and the end of the grant period is as shown below. We may also ask grant recipients to provide a brief report two or three years after the end of the grant period for the purposes of increasing the quality of the Toyota Foundation's grants and improving its programs, and we ask for your cooperation in this case.



6. Other

◆ Personal Information

The Toyota Foundation uses the personal information of applicants obtained from application documents for project selection and screening, the preparation of statistical analysis, and administrative purposes such as contacting the individual. The information will not be used for any other purpose without the consent of the individual, except in cases provided for in law.

◆ Copyright

All copyright to project outputs produced as a result of implementing the project will belong to the grant recipient. However, the Toyota Foundation may prepare publications that compile project achievements based on the project reports submitted or a part of the content of project reports submitted when the consent of the grant recipient has been obtained.

For Reference: Other Grant Programs of the Toyota Foundation Programs (2024)

- **Grant Program for Community Activities in Japan**
- **International Grant Program**
- **Special Topic: Co-Creating New Society with Advanced Technologies**
- **Special Topic: Migrants and Japanese Society**

* Please check the Toyota Foundation website (<https://www.toyotafound.or.jp/english/>) for the latest information about each program.



Contact Details

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* Please use email for inquiries wherever possible as we may not be able to answer telephone inquiries when working remotely.