

**The Toyota Foundation Research Grant Program 2024
Joint Research Grant Project Proposal Form**

Date: MM/DD/2024

(Enter information inside the boxes. Do not alter the size of the boxes.)

1. Project Team Members

Name	Age*	Position, Institution, etc.	Specialization	Role in the Project
				Representative

* Please fill the age or age range such as “30s.”

2. Career History and Achievements

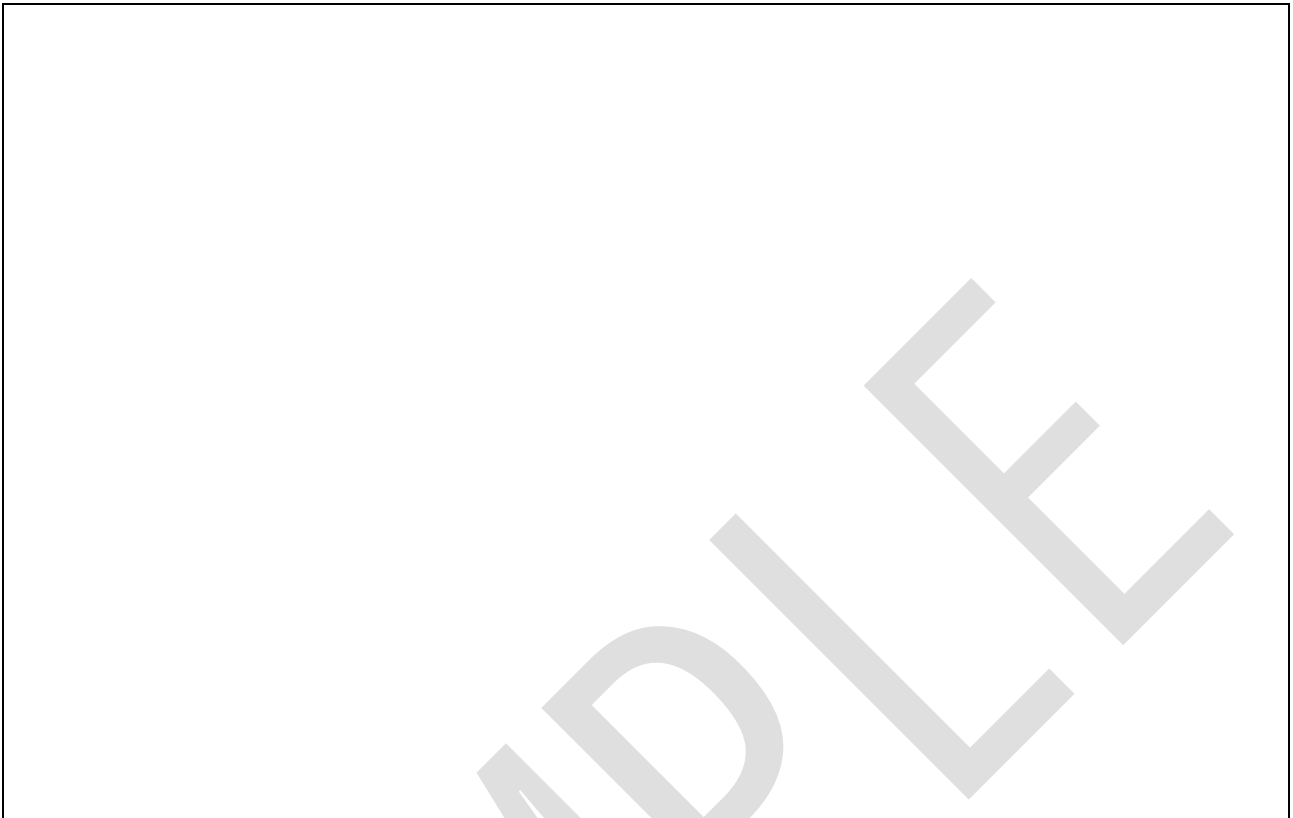
Briefly describe the career history, past achievements in research and other activities, etc. for the project representative and main project team members.

SAMPLE

Enter information inside the boxes. Do not alter the size of the boxes.

3. Project Team

Please describe the process leading up to the formation of the project team and the anticipated effects and outcomes of working as a team.



4. Targeted Social Issues and Research Objectives

Please specify the social issues the project will study and explain its research objectives. What kind of interlinkages will you examine in the project? How do you intend to create innovation to tackle the social issues specified above? In your responses, please refer briefly to your previous initiatives and research achievements, as well as prior studies by others, that are relevant to the project.



4. Targeted Social Issues and Research Objectives (continued)

SAMPLE

Enter information inside the boxes. Do not alter the size of the boxes.


5. Project Implementation and Methods

Explain in concrete terms what research you will conduct and how you will implement it with regards to the content and methods of the project you will carry out.

SAMPLE

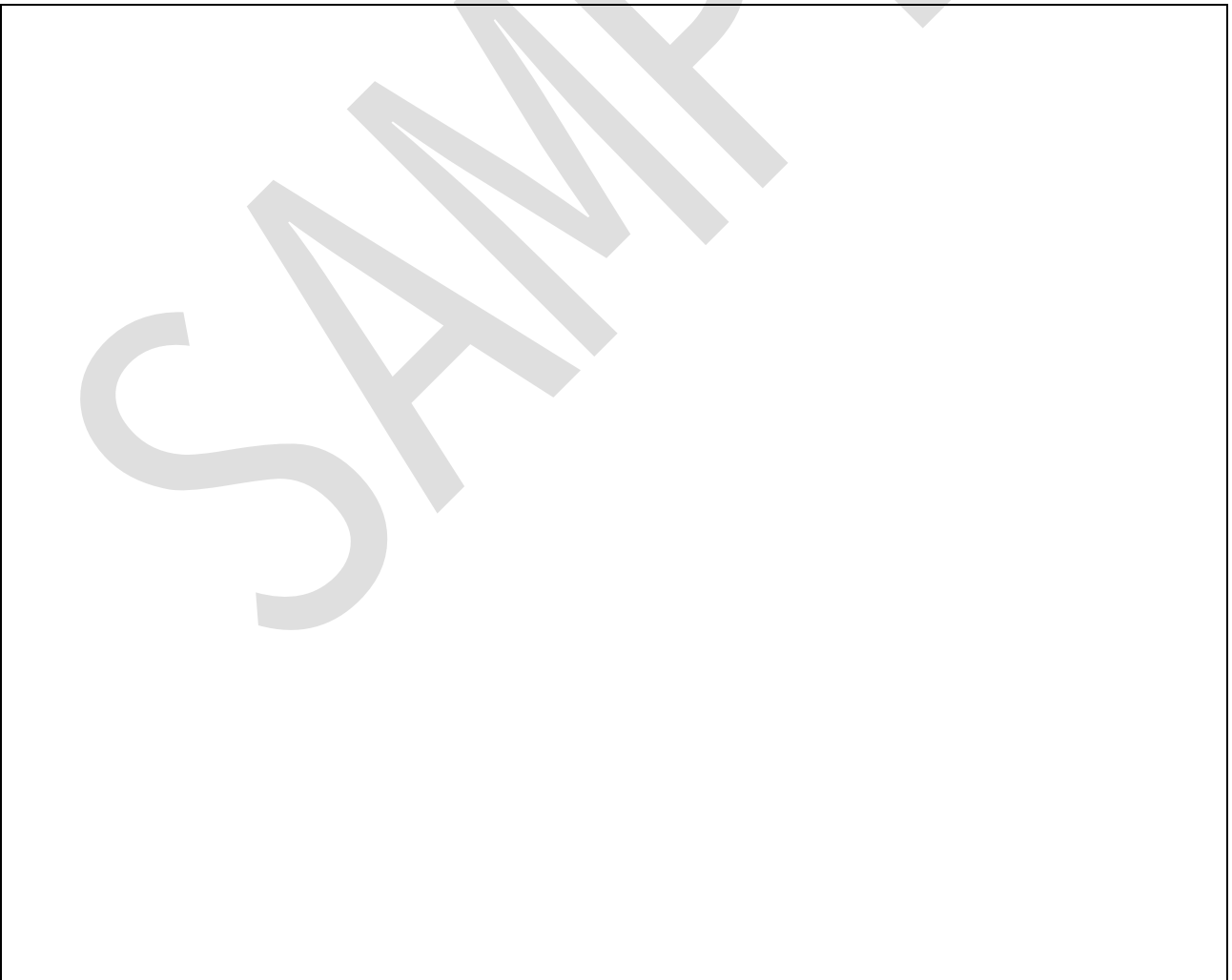
Enter information inside the boxes. Do not alter the size of the boxes.

5. Project Implementation and Methods (continued)



6. Results and Effects

Explain the concrete results and outputs to be obtained through the project and the effects of these results and outputs on society. *You will be required to disseminate project results and outputs actively so they are shared with the wider society beyond academia. To this end, carefully consider and specify your target audience and your aims in the creation of project results and outputs.



7. Schedule

(Yr./Mth.)	(Notes)	Schedule
2024/11	Start of Grant Period First Disbursal	
12		
2025/1		
2		
3		
4		
5	Second Disbursal	
6		
7		
8		
9		
10		
(Yr./Mth.)	(Notes)	Schedule
11	Third Disbursal	
12		
2026/1		
2		
3		
4		
5	Fourth Disbursal	
6		
7		
8		
9		
10	End of Grant Period	

Enter information inside the boxes. Do not alter the size of the boxes.

8. Planned Project Budget

*Enter the approximate amount of actual expenses (in units of 10,000 yen).

(Item)	Major Details	Amount (yen)
1 Honoraria		0,000
2 Fees for Commissioned Work		0,000
3 Travel Expenses		0,000
4 Communication and Delivery		0,000
5 Equipment and Machinery ¥200,000 or more per item		0,000
6 Miscellaneous Items Less than ¥200,000 per item		0,000
7 Documents and Copying		0,000
8 Printing and Binding		0,000
9 Rent and Utilities		0,000
10 Other Expenses		0,000
Total		0,000

Enter information inside the boxes. Do not alter the size of the boxes.

9. Other Grants/Subsidies

If you plan to utilize other grants or subsidies in conjunction with this grant, or to carry out related research with other grants or subsidies, be sure to enter the relevant information.

Other Grants/Subsidies			
	Research Title and Source of Grant/Subsidy	Period	Amount
Confirmed Grants/Subsidies			
Grants/subsidies with applications under consideration/Applications planned			

Example

Other Grants/Subsidies			
	Research Title and Source of Grant/Subsidy	Period	Amount
Confirmed Grants/Subsidies	“Research on XX” XX University Technology Advancement Foundation	October 2023 to September 2025	2 million yen (confirmed)
Grants/subsidies with applications under consideration/Applications planned	“Comprehensive Research on XX” (XX Foundation Research Grant)	October 2024 to September 2026	1 million yen (application under consideration; announcement in September)

Enter information inside the boxes. Do not alter the size of the boxes.

List of Expenses

1 Honoraria

Payments made to personnel involved in the administration required for project operation, to outside experts as remuneration for advice or lectures, or to others providing assistance. The grant includes personnel expenses for administrative work such as accounting and work such as event management.

2 Fees for Commissioned Work

Expenses paid to businesses and organizations handling specialized work (e.g. surveys, calculations, and system construction) that the project representative and project team member cannot easily accomplish on their own.

3 Travel Expenses

Domestic and overseas travel expenses (transport and accommodation). The grant does not cover per diem allowances or food expenses.

4 Communication and Delivery

Bills for phone and internet services, postage, delivery services, etc.

5 Equipment and Machinery

Purchases of machinery, equipment, documents/materials, and other items with a tax-inclusive price of ¥200,000 or more per item.

*Machinery, equipment, documents/materials, and other items with a tax-inclusive price of ¥200,000 or more per item will not remain the property of an individual and will be donated to an institution that is affiliated with or involved in the project after the end of the grant period.

6 Miscellaneous Items

Expenses for purchasing supplies and other miscellaneous items with a tax-inclusive price of less than ¥200,000 per item.

7 Documents and Copying

Expenses related to the purchase of documents/materials with a tax-inclusive price of less than ¥200,000 per item/or copying of documents/materials.

8 Printing and Binding

Printing, binding, and other expenses for pamphlets, flyers, booklets, etc.

9 Rent and Utilities

Rent and utilities for properties (e.g. offices, conference rooms, and laboratories) and expenses for leasing movables (e.g. equipment for experiments, vehicles used for surveys)

10 Other Expenses

Payment for light refreshments at meeting, insurance payment processing charges, etc.