

The Toyota Foundation International Grant Program

Main Questions and Answers in the Briefing Sessions in 2022

1. Contents and Schedule of the Project Activities

Q1. The project has a budget size of the grant for one year (up to 5 million yen), but is it possible to apply as a two-year project to have more time for the implementation period?

Q2. If a project is to be implemented in three or four countries, is it necessary to visit all of the countries? Or is it acceptable to gather members from all the project countries at once, such as in an international conference?

Q3. Does the exchange between researchers fit the program objectives? Are interactions among practitioners and residents better evaluated?

2. Application Requirements

Q4. What does it mean for “a representative to have a contact in Japan”?

Q5. Are there any cases that proposals from a person belonging to public organizations (JICA, UN agencies, etc.) been accepted?

3. Budget and grant eligibility

Q6. Is it possible to allocate other grants as a part of the project funding?

Q7. Can the travel expenses of the participants who are not in the project member list covered by the grant?

Q8. Can the personnel expenses and honoraria who are not in the project member list covered by the grant?

Q9. Are there any restrictions on personnel expenses and honoraria, such as it must not be paid to regular employees of the applicant organization (must be paid to the temporary staff or subcontracted agencies)?

4. Others

Q10. Can several project members participate in an online prior consultation?

Q11. I understand that it is not mandatory to include Japan as a project country, but can Japanese members participate in a visit to a project country even if Japan is not included?

Q12. Regarding the timing of the payment of the grant, is it paid after the project is completed?

Q13. Can I apply for both the Research Grant Program and the International Grant Program?

1. Contents and Schedule of the project and activities

Q1. The project has a budget size of the grant for one year (up to 5 million yen), but is it possible to apply as a two-year project to have more time for the implementation period?

A1. Yes. The given budget amount is only a maximum, so there is no problem if you plan a two-year project with a budget of 5 million yen or less.

Q2. If a project is to be implemented in three or four countries, is it necessary to visit all of the countries? Or is it acceptable to gather members from all the project countries at once, such as in an international conference?

A2. Mutual site visits to all project countries are the rule. Equal participation of members from each country is a requirement, though there is no problem if the number of visits to a certain country differs from others. If the program seems to lack balance between countries, it is likely that it will be judged as less consistent with the program purpose.

Q3. Does the exchange between researchers fit the program objectives? Are interactions among practitioners and residents better evaluated?

A3. Interactions among researchers alone are likely to be judged as less consistent with the purpose of the program. As stated in the proposal guidelines, should form teams that include a diverse range of stakeholders.

2. Application Requirements

Q4. What does it mean for “a representative to have a contact in Japan”?

A4. This means that the person has an address, office, affiliation, etc. in Japan and being able to send/receive postal items to/from the Foundation without any delay.

Q5. Are there any cases that proposals from a person belonging to public organizations (JICA, UN agencies, etc.) been accepted?

A5. Yes. It does not matter if you belong to a public organization, as long as the content of your proposal is consistent with the purpose of the program.

3. Budget and grant eligibility

Q6. Is it possible to allocate other grants as a part of the project funding?

A6. It is acceptable to combine the project with other grants. The proposal should describe what will be done with the grant from the Toyota Foundation. (Amount of grant proposal = total amount of the budget). If you are planning to combine other funds, please describe the details on page 11 of the proposal.

Q7. Is it acceptable to pay the travel expenses of the participants who are not in the project member list with the grant?

A7. Yes. The only restriction on the use of grant funds is that “the total amount of personnel expenses and honoraria can not exceed 30% of the total budget.

Q8. Can the personnel expenses and honoraria who are not in the project member list covered by the grant?

A8. Name of the project members should be listed with their consent as much as possible. However, if it is still under coordination, please indicate as (under coordination) or (tentative), or put the name of the organization and department only. After starting the project, it is possible to make changes to the project plan, including the project member list, upon consultation and approval by the Foundation.

Q9. Are there any restrictions on personnel expenses and honoraria, such as it must not be paid to regular employees of the applicant organization (must be paid to the temporary staff or subcontracted agencies)?

A9. No.

4. Others

Q10. Can several project members participate in an online prior consultation?

A10. Yes, we recommend that the members from each project countries join the consultation. Consultation is available either in Japanese or English.

Q11. I understand that it is not mandatory to include Japan as a project country, but can Japanese members participate in a visit to a project country even if Japan is not included?

A11. Yes.

Q12. Regarding the timing of the payment of the grant, is it paid after the project is completed?

A.12. Payments will be made in advance in 6-month installments. Example: In the case of a 2-year grant totaling 8 million yen, 2 million yen will be transferred 4 times (the amount of each installment can be adjusted). The first payment will be made just before the start of the project, and the second and subsequent payments will be made after the submission and approval of mid-term reports to be submitted every six months.

Q13. Can I apply for both the Research Grant Program and the International Grant Program?

A13. You can apply, but it is unlikely that both will be selected considering project feasibility. We recommend you to make a priority. Please consult us by e-mail.

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