

[Login ID]

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

**The Toyota Foundation Research Grant Program for Fiscal 2012**  
**[Individual Research] Application Form**

Login ID (Application number)	Note: Please fill in your application number on the upper right space of Page 1-10.
Name of representative (family name, first name)	
Title of proposed project (The title must be within 30 words including any subtitles.)	
Research outline (Provide a clear and concise summary of your research proposal in 180 words or less.)	

**Important Notice: When you fill out application form**

Please fill in the same information with Basic Information which you registered through website (“Name of Representative”, “Title of proposed project”, “Research Outline”).

※ If you change the contents of Basic Information, please make sure that you also change the registered Basic Information on the website.

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.

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**1. Applicant's professional history** List your professional history (any format is acceptable).

Note: Use only black ink and write clearly within the space provided.

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**2. Background and aims** Explain the background and aims of this project, including its relation to previous research of others.

**3. Research Issues** Describe the research issues to be addressed by this project.

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**4. Content** Describe the project's content and methodology.

Content of project	Methodology

Note: Use only black ink and write clearly within the space provided.

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### 5. Project schedule

Year/month	Schedule	
2012/ 1	Start of grant period First funding disbursal	
12		
2013/ 1		
2		
3		
4	Second funding disbursal	
5		
6		
7		
8		
9		
10	End of grant period for one-year projects Third funding disbursal	

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

11		
12		
2014/1		
2		
3		
4	Fourth funding disbursal	
5		
6		
7		
8		
9		
10	End of grant period for two-year projects	

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**6. Expected results** Explain the anticipated results of this project.

**7. Grant's significance** Describe the significance that receiving this grant could have on your future research and activities.

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**8. Project budget for first year** (Refer to Table 1 on page 8.)

	Item	Details	Amount requested (yen)
(1)	Information distribution, telecommunications, internet		
(2)	Personnel expenses	Honoraria for grant recipient	
		Honoraria for project collaborators	
(3)	Travel expenses	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.

Note: Use only black ink and write clearly within the space provided.

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**Second year (Two-year projects only.)**

	Item	Details	Amount requested (yen)
(1)	Information distribution, telecommunications, internet		
(2)	Personnel expenses	Honoraria for grant recipient	
		Honoraria for project collaborators	
(3)	Travel expenses	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.

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### 9. 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: Explanation of expenses**

Item		Explanation
(1)	Information distribution, telecommunications	Mail, telephone calls, facsimiles, internet fee etc.
(2)	Personnel expenses	Researcher
	Project collaborators	Honoraria for project collaborators, etc.
(3)	Travel expenses	Domestic travel
		Overseas travel
(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, aircrafts 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, refreshment, meal, 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 (“overheads”).

Note: Use only black ink and write clearly within the space provided.

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## 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?

(Check one of the boxes below.)

Recently (In 2012)       One year ago (In 2011)       Prior to 2011

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

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

1: From an article or advertisement       1-1: Newspaper [name: \_\_\_\_\_ ]  
 1-2: Thesis or scholarly journal [name: \_\_\_\_\_ ]  
 1-3: 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: Another website [ \_\_\_\_\_ ]

4: 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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## 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:	
*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. From (month/day/year):     /   /     to:   /   /	

\*Please fill in your application number on the upper right space.

**Mail to the following address:**

Research Grant Program  
The Toyota Foundation  
Box 236, Shinjuku Mitsui Building 37F  
2-1-1 Nishi-Shinjuku, Shinjuku-ku  
Tokyo 163-0437  
JAPAN

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