

The Toyota Foundation Research Grant Program 2019

Project Proposal Form

Date: MM/DD/2019

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

1. Abstract (within 200 words)

Please provide an overview of the project, including details about its implementation and the expected results.

(words)

3. Career History and Achievements

Briefly describe the career history, past achievements in research and other activities, and any previous grants and subsidies received, etc. for the project representative and main project participants.

Sample

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

3. Career History and Achievements (continued)

Sample

4. Information about Project Team

Describe the background leading to the formation of the team and the anticipated actions and results from working as a team. (Please write down the reason when there is a team of two persons or less.)

Sample

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

5. Targeted Social Issues and Information about “New Values for Society”

Explain in concrete terms the social issues and the “new values for society” to be addressed in the project. When doing so, explain the background leading to your focus on the social issues and new values, briefly referring to any previous research achievements and other activities as well as relevant prior research, etc.

Sample

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

6. Project Implementation and Methods

Based on the social issues and “new values for society” described in 5., 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.

6. Project Implementation and Methods (continued)

Sample

7. Results and Effects

Explain in concrete terms the methods and details related to how you plan to disseminate the project results to society, whether directly or indirectly.

Sample

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

8. Schedule

(Yr./Mth.)	(Notes)	Schedule
2020/4	Start of Grant Period First Disbursal	
5		
6		
7		
8		
9		
10	Second Disbursal	
11		
12		
2021/1		
2		
3		
(Yr./Mth.)	(Notes)	Schedule
4	Third Disbursal	
5		
6		
7		
8		
9		
10	Fourth Disbursal	
11		
12		
2022/1		
2		
3	End of Grant Period	

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

9. Planned Project Budget

(1) First-year Planned 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 Com- missioned Work by outside businesses	Transcriptions of interviews	200,000
3 Travel Expenses	Fieldworks (@400,000 * 3 persons * 2 times = 2400,000)	2400,000
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	Recording devices for interviews	60,000
7 Documents and Copying		0,000
8 Printing and Binding		0,000
9 Rent and Utilities		0,000
10 Other Expenses	Fees for participation in conferences (as part of fieldwork)	200,000
Total		2,860,000

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

9. Planned Project Budget (continued)

(2) Second-year Planned Budget Enter the approximate amount of actual expenses (in units of 10,000 yen).

(Item)	Major Details	Amount (yen)	Total over 2 years
1 Honoraria	Research assistant for data cleaning (1,000/h * 400h = 400,000)	400,000	400,000
2 Fees for Commissioned		0,000	200,000
3 Travel Expenses	Workshops (3persons: Tokyo-Bangkok, Tokyo-Hokkaido and Tokyo-Seattle for 2 times = 1200,000)	1200,000	3600,000
4 Communication & Delivery		0,000	0,000
5 Equipment & Machinery		0,000	0,000
6 Miscellaneous Items		0,000	60,000
7 Documents & Copying		0,000	0,000
8 Printing & Binding	Designing and printing policy briefs = 150,000	150,000	150,000
9 Rent & Utilities	Venue for Open workshop = 50,000	50,000	50,000
10 Other Expenses	Coffee and tea for 50 persons = 50,000	50,000	250,000
Total		1,850,000	4710,000

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

10. Other Grants/Subsidies

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

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

Example

Other Grants/Subsidies			
Confirmed Grants/Subsidies	Research Title and Source of Grant/Subsidy	Period	Amount
	“Comparative Studies of XX” XX University Technology Advancement Foundation	October 2018 to September 2020	1 million yen (confirmed)
Grants/Subsidies with Applications Under Consideration/ Applications Planned	Research Title and Source of Grant/Subsidy	Period	Amount
	“Comprehensive Research on XX” (XX Foundation Research Grant)	October 2019 to September 2020	2 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 outside experts as remuneration for advice or lectures provided or to others providing assistance. The grant includes personnel expenses for administrative work such as accounting and work such as event management. (However, the grant does not include the personnel expenses or living expenses of the project representative.)

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 participants 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 meetings, insurance, payment processing charges, etc.