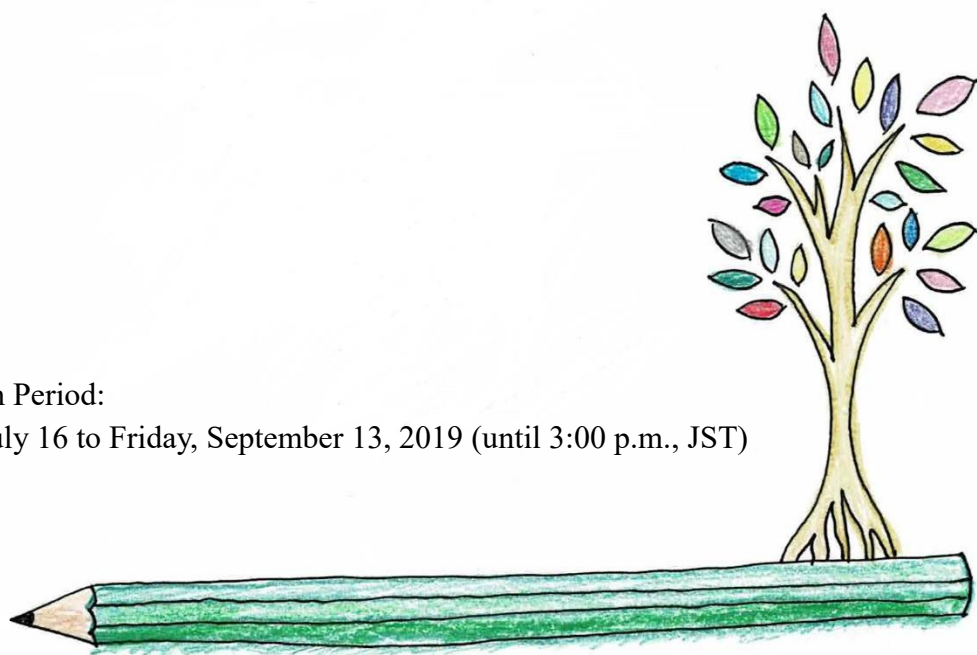


 THE TOYOTA FOUNDATION
Research Grant Program 2019

Project Proposal Guidelines
“Exploring New Values for Society”

Application Period:
Tuesday, July 16 to Friday, September 13, 2019 (until 3:00 p.m., JST)



Fundamental Philosophy of the Toyota Foundation

The Toyota Foundation is a grant-making foundation whose goal is to contribute toward the realization of a more people-oriented society and a resulting increase in human happiness. We provide grants in support of research and projects in order to identify a diverse array of social issues, with a focus on the areas of human and natural environment, social welfare, education and culture. From its outset, the Toyota Foundation has provided grants with an approach to supporting projects based on “foresight,” “a participatory orientation,” and “an international perspective.”

Based on this fundamental philosophy, the Toyota Foundation will target proposals that fulfill the following points for grants from this year.

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

1. Program Objective

The very ideals of developed countries which are based on democracy and the market economy have been severely shaken by struggles and controversy such as widening disparities, the rise of nationalism and populism, prolonged conflicts and the intake of large numbers of refugees, ostracism of migrants and refugees, authoritarian politics, trade conflict, and the dissemination of fake news associated with the proliferation of social networking sites (SNSs). In addition, people are becoming more and more aware of global issues such as the failure of markets and climate change through sharp increases in the price of food, frequent natural disasters, and other phenomena. This has resulted in greater uncertainty and anxiety about the future among people all around the world not only in developed countries, including Japan, but also in developing countries.

What is needed to create the future in the face of today's society? The Toyota Foundation Research Grant Program is based on a belief that what is needed is to uncover potential problems that are still invisible in addition to problems that have already manifested themselves, and to address these problems by "Exploring New Values for Society." This is because it is difficult to identify the essence of complex issues and obtain the clues that will guide us to prevention and resolution of such issues through standardized values and compartmentalized knowledge. We need to move forward toward new values for society while fundamentally reevaluating our conventional ways of thinking and the state of society from a wider and more flexible perspective that looks into the future with a panoramic view of the world.

Based on this awareness of the issues involved, following last year, the Toyota Foundation Research Grant Program is continuing to support research projects in accordance with its program title, "**Exploring New Values for Society**," and invites joint research proposals from people with diverse backgrounds, not limited to researchers affiliated with a university or research institute. However, this year, more than ever before, it is required to clarify the questions that need to be asked and what the new values for society to be explored with the aim of working through these questions are. This is because we believe that "Exploring New Values for Society" means that researchers themselves, while being part of society and questioning themselves about the social significance of their own research, lead the uncovering of problems and creating of the future.

It is our hope that research will be deepened with a youthful and free-minded perspective and new values that lead us to the future will be created. The Toyota Foundation would also like to work in a partnership with the researchers to share research findings more widely in society than in the previous year.

* "Researcher" in the grant program is not limited to researchers affiliated with a university or research institute. A variety of individuals engaged in research activities are included in the definition of "researchers" for the purposes of this document.

2. Outline of Grants

[Grant period] April 1, 2020 to March 31, 2022 (2 years)

[Grant amount] Total allocated grant amount: 60 million yen (guideline amount)

Maximum grant amount: 8 million yen/project

(Up to 1.5 million yen/project for project teams of two persons or less)

- ✓ Please confirm the range of expenditures for the project, referring to the “List of Expenses” on the Project Proposal Form. Please note that expenses which are not directly related to projects and the general administrative costs (overheads) of organizations are not permitted as part of the project budget. (However, personnel expenses related to work that is 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) In principle, joint research projects conducted by project teams of three persons or more are eligible.
 - ✓ Proposals by teams of two persons or less shall be accepted in cases where it is difficult to organize a team of three persons or more due to reasons such as the novelty of the social issues targeted by the project. In such cases, please present the specific reasons why it is difficult to organize a team of three persons or more in the prescribed entry section of the Project Proposal Form.
 - ✓ The maximum grant amount for project teams of two persons or less is 1.5 million yen.
- (2) Representatives of project teams must be 45 years old or under on the day of the beginning of the grant and must have a residence (contact address) in Japan.
 - ✓ In addition to the age restriction, this year the Toyota Foundation will restrict the residence of the representatives of project teams to Japan as another trial. It is hoped that doing this will encourage collaboration between the Foundation and the projects and among projects as well as providing more support for the sharing of findings with stakeholders and others domestically than in the past. Hence grant recipients (particularly the representatives of project teams) are required to maintain close communication with the Toyota Foundation program officers during the grant period.
 - ✓ Participants in the projects other than the representatives of project teams are not subject to any restrictions with regard to age or residency. Neither representatives nor participants of the

projects are subject to any restrictions with regard to nationality, academic or career background, or institutional affiliation. The research grant program is not restricted to researchers affiliated with universities and research institutes, and we welcome applications from a variety of people, including practitioners, those who are active in civil society movements such as NGOs or NPOs, and independent researchers.

- (3) There are no criteria for or restrictions on the research field and method. However, it is our expectation that they will include the following two approaches. These two approaches are complementary, and we consider that the distinctive features of a project will emerge depending on which approach is emphasized rather than in the use of one approach instead of the other.
 - i. Projects for which researchers will go into the field with their own knowledge and insights to uncover, create, and realize values. These projects will be more practical, and it is expected that research processes and findings will have an impact more directly in the field. Examples include initiatives to uncover wisdom and knowledge embedded in culture and daily life, and initiatives to form new concepts to deal with a social issue through engagement among people with different backgrounds and standpoints.
 - ii. Projects for which researchers will objectively identify a field where value is created as a social phenomenon and explore its processes and mechanisms. These projects will be more theoretical, and it is expected that the research findings will be widely utilized as signposts for addressing social issues. Specific examples include raising questions based on ideological and conceptual analysis and exploring new academic fields.
- (4) We value trial and error and unintended developments in research activities. However, we require researchers to be aware of the social significance of their research and go beyond simply sticking to research alone to take into consideration the specific ways for sharing their research findings with the wider society.



3. Applications

[Application Period]

Tuesday, July 16 to Friday, September 13, 2019 (until 3:00 p.m. Japan Standard Time)

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

[Application Method]

Please apply through the Research Grant Program page on the Toyota Foundation website (<http://www.toyotafound.or.jp/english/research/2019/>), referring to the processes below.

<u>Step 1</u> Register applicant information	Access the Toyota Foundation website and proceed to the online application page via “Start application procedure” on the “2019” page of the “Research Grant Program” to register applicant information (enter a name, email address and password).
<u>Step 2</u> Access application documents	After registering applicant information, log in to the “Webpage for Applicants” using the URL sent to the email address you registered. Download the Basic Information Form (MS Excel) and the Project Proposal Form (MS Word).
<u>Step 3</u> Create application documents	Enter the required fields in the Basic Information Form and the Project Proposal Form to create the application documents. (If you have any inquiries about the content of the proposal, please contact the secretariat by August 30, 2019.)
<u>Step 4</u> Submit application documents	Submit (upload) the Basic Information Form and the Project Proposal Form via the “Webpage for Applicants.” *When the application documents have been received, a notification that the application is complete will be sent to the email address registered in applicant information. Please contact the secretariat promptly if you do not receive a notification.

[Additional Points]

- **We will not accept applications by email, postal mail, personal delivery, or fax.**
- No materials apart from the Basic Information Form and the Project Proposal Form are required when submitting the application documents.
- The Basic Information Form and the Project Proposal Form **cannot be updated or replaced** once submitted. Please ensure they are checked before submission.
- Please be sure to keep copies of the Basic Information Form and the Project Proposal Form data submitted until the selection results are made known.
- Traffic on the Toyota Foundation website may increase immediately prior to the application deadline (Friday, September 13, 2019, 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.**

4. Selection

[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 February 2020, based on the deliberations of the Toyota Foundation Research Grant Program Selection Committee, which is composed of outside experts (chaired by Professor Hideaki Shiroyama, The University of Tokyo Graduate Schools for Law and Politics). Please be aware that the committee may ask to interview you about your project proposal during the selection process as necessary.

[Selection Criteria]

- (1) The content of the application is consistent with the objectives and requirements of the program.
- (2) The project implementation details are appropriate, and there are adequate prospects for the expected findings.
- (3) The project team is composed of diverse people and smooth implementation and ripple effects can be anticipated.
- (4) The content of the project demonstrates an understanding of the goal of the Toyota Foundation and an awareness of “foresight,” “a participatory orientation,” and “an international perspective.”

[Selection Results]

The contact person for the project will be informed of the selection results by email in late-March 2020. If the email notification has not arrived by that time, please contact the Toyota Foundation.

(For reference: Outline of the Grant Selection Schedule in 2019)

Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
Application period			Document screening	Interviews and Selection Committee			Decision and notification	Presentation ceremony and workshop	

5. Communication with the Toyota Foundation

[Grant Initiation (Concluding Memorandum)]

The representative of each project for which a grant is awarded will conclude a memorandum with the Toyota Foundation and then be individually responsible for carrying out the project in accordance with the agreement. (In the case where a minor is the project representative, a person of legal age should serve as the contact person and handle the procedures as the minor's proxy.)

[Project Progress]

During the project period, in addition to submitting regular reports, the representative should carry out the project while remaining in close contact with program officers from the Toyota Foundation. In particular, please be sure to notify program officers if you plan to hold a major symposium, workshop, etc., on the project or publish its findings. As much as is possible, program officers will also visit project sites in order to enhance support for projects and improve the research grant program in the future.

[Workshops]

Project representatives should participate in all the workshops that will be held in the time between the grant decision and the end of the final year of the grant. (Travel expenses will be paid separately from the grant).

Interim workshop: around April 2021 (tentative)

Final workshop: early summer 2022 (tentative)

The Toyota Foundation may also request a report within two or three years of the end of the project with the intention of raising the quality of the Foundation's grants and improving the program in which case your cooperation will be appreciated.

[Project Outputs]

Please submit 2 copies of any outputs based on the project, e.g. Books/booklets, monographs/articles, films/DVDs, etc. to the Toyota Foundation together with an introductory summary for each output (around 200 words in English).



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 the project reports submitted when the consent of the grant recipient has been obtained.

[Additional Points]

- (1) Only Project Proposal Forms submitted (uploaded) via the Toyota Foundation website and received in the format designated by the Foundation will be eligible for selection. Project Proposal Forms sent by methods such as postal mail, email, and fax will not be eligible for selection.
- (2) Grants may be cancelled if any statement in your application documents is found to be untrue or grossly mistaken.
- (3) Please be aware that we are unable to respond to inquiries about details related to selection, including the reasons why a project was not approved.
- (4) Please be aware that we are not able to return application documents, etc. that have been submitted.
- (5) The Toyota Foundation seeks projects that are nonprofit and open in their outlook, without any political, religious, ideological, or other bias.

[The Toyota Foundation Grant Programs]

The Toyota Foundation will call for submission of proposals for the following programs in 2019. For programs other than the Research Grant Program, please refer to the following information and check the details on the website for each program.

- **Special Topic**

Program Title: Co-Creating New Society with Advanced Technologies

Application period: October to November 2019 (tentative)

Total allocated grant amount: 40 million yen (guideline amount)

Maximum grant amount: around 5 – 10 million yen/project

URL: <http://www.toyotafound.or.jp/special/advanced.html>

Program Title: Grant Program for Accepting Foreign Talents (tentative) * new program

Application period: September to November 2019 (tentative)

Total allocated grant amount: 40 million yen (guideline amount)

URL: <http://www.toyotafound.or.jp/special/foreigners.html>

- **Grant Program for Community Activities in Japan**

Program Title: Creating Sustainable Communities with Future Leaders: Building a Problem-Solving System

Grant categories: A. Grants for Survey

B. Grants for Activity

C. Grants for Dissemination and Advocacy

Application period: Monday, August 19 to Monday, September 30, 2019

Total allocated grant amount: 110 million yen (guideline amount)

URL: <http://www.toyotafound.or.jp/community/2019/>

- **International Grant Program** *Applications for 2019 have closed.

Program Title: Cultivating Empathy Through Learning from Our Neighbors: Practitioners' Exchange on Common Issues in Asia

Application period: Monday, April 15 to Saturday, June 8, 2019

Total allocated grant amount: 70 million yen (guideline amount)

Maximum grant amount: 5 million yen/project, year for up to two years)

URL: <http://www.toyotafound.or.jp/international/2019/>



Contact Details

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2-1-1 Nishi Shinjuku, Shinjuku-ku Tokyo, 163-0437, Japan

Phone: +81-(0)3-3344-1701 Fax: +81-(0)3-3342-6911

Monday – Friday (excluding public holidays): 10:00 a.m. – 5:00 p.m.

Email: kenj@toyotafound.or.jp

U R L : <http://www.toyotafound.or.jp/english/>

We are unable to respond to inquiries related to why a project was not approved.