



**Research Grant Program 2021  
Joint Research Grant**

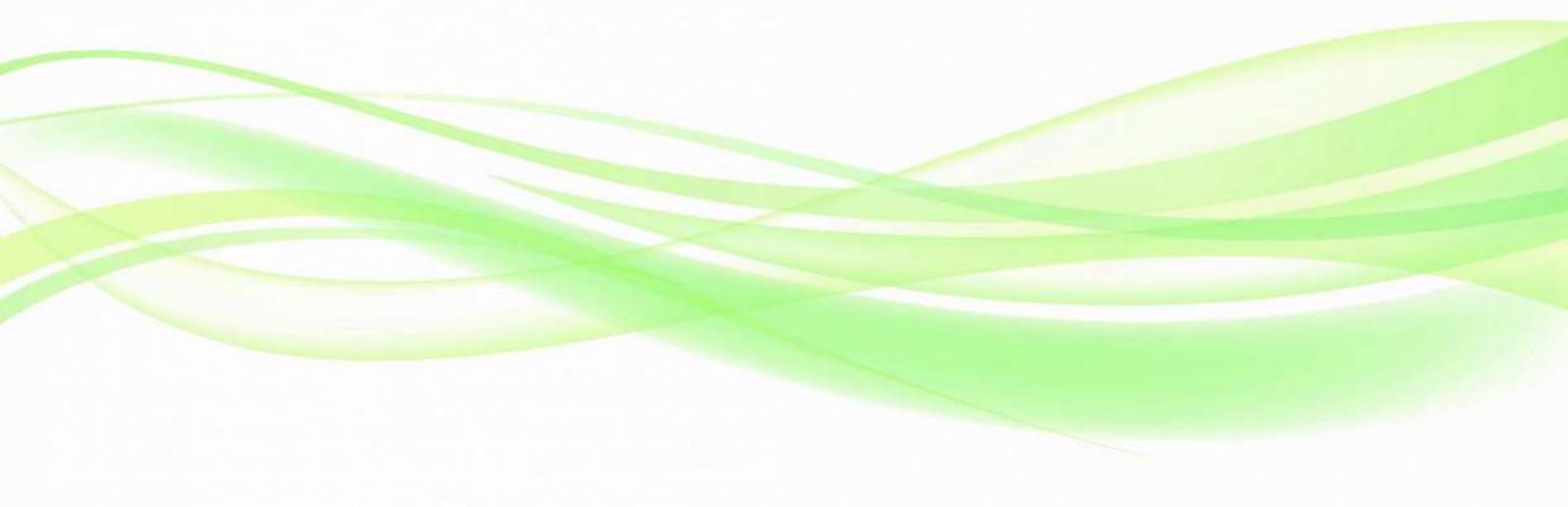
**Project Proposal Guidelines**

**Interlinkages and Innovation for Future Societies  
Reevaluating Social Issues and  
Forging New Solidarity in the New Normal Era**



**THE TOYOTA FOUNDATION**

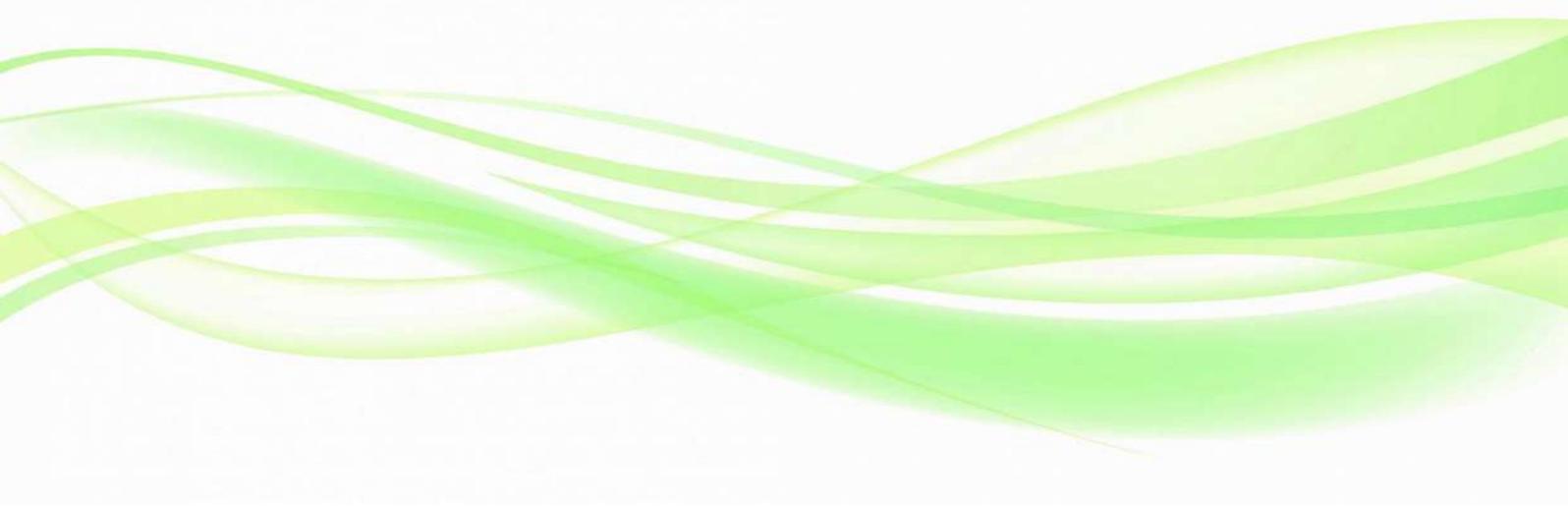
**Application Period: Monday, April 12 to Friday, June 18, 2021 (until 3:00 p.m. JST)**





## **The Toyota Foundation's Guiding Principles for Grants**

The Toyota Foundation targets proposals that fulfill the following points for grants.

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
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## 1. Program Objective

Our daily lives have changed dramatically due to the unprecedented situation of the COVID-19 pandemic. The rapid utilization of digital technology for online lessons and teleworking is not only requiring us to become serious about tackling the full-scale expansion of education about and using IT and workstyle reform, which had been delayed. It is also pushing us to interact with people in ways we have never experienced before, particularly in the ways we communicate in the new setting of cyberspace. In addition, COVID-19 has also provided the opportunity for a fundamental reevaluation of the existing social systems and interactions between human beings and the natural environment.

Dealing with the issues highlighted by COVID-19 and creating a new society will require innovation that transforms the perceptions, lifestyles, and social systems of the past rather than superficial reforms. It is necessary to transcend existing ideas and perspectives and take on the challenge of issues focused on diverse connections (interlinkages), including those of people with people, people with nature, and people with things/technology to design a new future. Furthermore, in order to create a future society which promotes such innovation and fulfills these aspirations, it is important that the young researchers who will lead the next generation engage actively in research activities based on flexible and highly novel ideas, taking up the challenges of diverse issues to achieve a wealth of results.

Based on this awareness of the issues involved, the new Toyota Foundation Research Grant Program will support research projects led by young researchers based on the theme “Interlinkages and Innovation for Future Societies: Reevaluating Social Issues and Forging New Solidarity in the New Normal Era” starting from 2021. The program invites proposals for projects that will ambitiously address the transformation of social systems based on free-thinking perspectives unconstrained by conventional frameworks. It is our hope that the results of this research will be enthusiastically disseminated to society beyond the boundaries of academia.

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

\* As the COVID-19 pandemic is expected to have an impact, please prepare a project schedule that can be adjusted. We will respond to any delays in the initiation of the grant and any schedule changes during the period of the grant flexibly on a case-by-case basis according to the circumstances at the time when a project is adopted or after a project has been adopted.

## 2. Outline of the Grant

### ◆ Grant Period

October 1, 2021 to September 30, 2023 (2 years)

### ◆ Grant Amount

Total allocated grant amount: 40 million yen

Maximum grant amount: 8 million yen/project

- 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 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) Joint research projects conducted by two persons or more are eligible.
- (2) Project representatives must be 45 years old or under on the day of the beginning of the grant and must have a contact address in Japan.
  - Project team members other than the representatives of project teams are not subject to any restrictions with regard to age or residency. Neither representatives nor team members of the project 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, who are involved in civil society activities such as those by NGOs or NPOs, and independent researchers.
  - Grant recipients (project team representatives) are required to maintain close communication with the Toyota Foundation program officers during the grant period.
- (3) Projects will have a clear idea of the social issues that need to be reevaluated in the New Normal era and will include concrete plans for engaging in research activities aimed at the transformation of social systems. Projects will also aim to actively share research findings with the wider society.
  - We value trial and error and unintended developments in research activities. However, we require researchers to go beyond simply sticking to research alone to take into consideration the specific ways for sharing and implementing their research findings with the wider society. We place particular emphasis on sharing with society through policy recommendations, construction of models, and the development of platforms and/or networks.

### 3. Applications

#### ◆ Application Period

**Monday, April 12 to Friday, June 18, 2021 (until 3:00 p.m. Japan Standard Time)**

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

#### ◆ Application Language

**English or Japanese**

#### ◆ Application Method

Please apply through the Research Grant Program page on the Toyota Foundation website (<https://www.toyotafound.or.jp/english/research/2021/>), referring to the process below.

Register applicant information	Proceed to the online application page via “Start application procedure” on the “2021” page of the “Research Grant Program” to register applicant information.
Create application documents	The URL of the “Webpage for Applicants” will be sent to the email address you registered. Download the Basic Information Registration Form (MS Excel) and the Project Proposal Form (MS Word). Enter the required fields in the Basic Information Registration Form and Project Proposal Form to create the application documents.
Submit application documents	Submit (upload) the Basic Information Registration Form and the Project Proposal Form via the “Webpage for Applicants.” A notification that the application is complete will be sent to the email address you registered. Please contact the secretariat promptly if you do not receive a notification.

#### ◆ Preliminary Consultations and Information Session

Preliminary consultations are available with the Toyota Foundation’s program officers when applying. If you would like a preliminary consultation, please prepare concept notes (on 1 -2 A4 pages, free format) and contact us by email. Preliminary consultations will be available **until Friday, June 4, 2021.**

We will also hold online information sessions during the application period. The dates, times, and how to apply, etc. will be posted on the Toyota Foundation website once confirmed.

\*Online information sessions will be held in Japanese only.

#### ◆ Additional Points

- **We will not accept applications by email, postal mail, personal delivery, or fax.**
- The Basic Information Registration Form and the Project Proposal Form **cannot be updated or replaced** once submitted. Please ensure they are checked before submission. Also, please be sure to keep copies of the Basic Information Registration Form and the Project Proposal Form data submitted until the selection results are made known.
- No materials apart from the Basic Information Registration Form and the Project Proposal Form are required when submitting the application documents.
- Please be aware that we are not able to return application documents, etc. that have been submitted.
- Traffic on the Toyota Foundation website may increase immediately prior to the application deadline (Friday, June 18, 2021, 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.**
- Grants may be cancelled if any statement in your application documents is found to be untrue or grossly mistaken.

## 4. Selection of Projects

### ◆ 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 September 2021, based on the deliberations of the Toyota Foundation Research Grant Program Selection Committee, which is composed of outside experts (chaired by Professor Hiroshi Nakanishi, Graduate School of Law/Faculty of Law, Kyoto University). Please be aware that the foundation may ask for more information about your project proposal during the selection process as necessary.

### ◆ Selection Criteria

- (1) The content of the application is consistent with the Toyota Foundation's Guiding Principles for Grants and the objectives and requirements of the program.
- (2) The project implementation details and the prospects for the expected findings are appropriate and adequate.
- (3) The project team is composed of diverse people and smooth implementation and ripple effects of the project can be expected.

### ◆ Selection Results

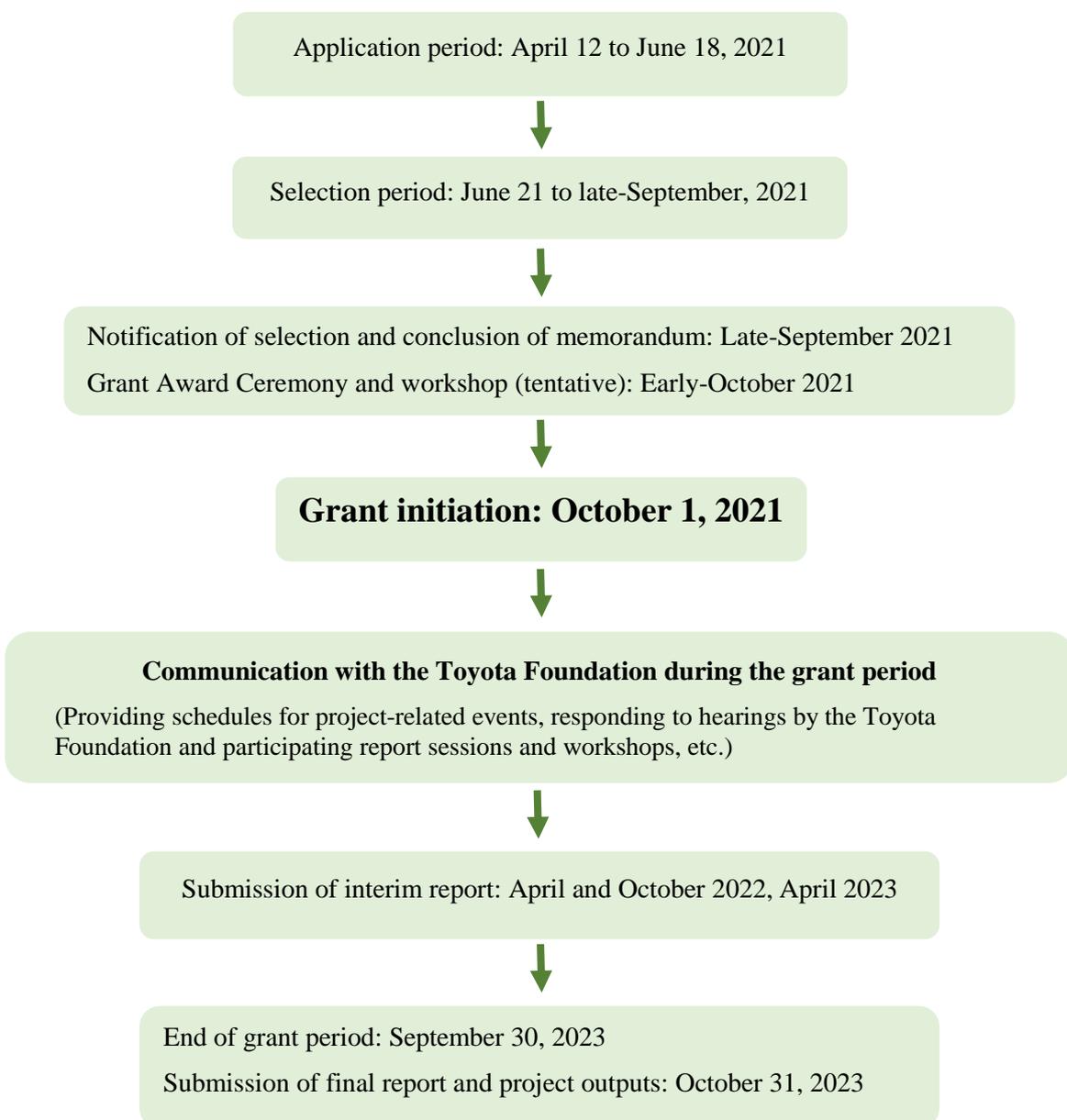
The contact person for the project will be informed of the selection results by email in late-September 2021. If the email notification has not arrived by that time, please contact the Toyota Foundation.

\* We will not respond to inquiries concerning the reasons why a project was not approved.

## 5. Process from Application to End of Grant

Grant recipients will be required to carry out the project while remaining in close contact with program officers from the Toyota Foundation in addition to providing regular reports. Grant recipients should also participate in the workshops/symposiums and report sessions that the Toyota Foundation sponsors or co-sponsors.

The requirements and timeline from application, confirmation of grants, and the end of the grant period are as shown below. We may also ask grant recipients to provide a report two or three years after the end of the grant period for the purposes of increasing the quality of the Toyota Foundation's grants and improving its programs, and we ask for your cooperation in this case.



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

### **For Reference: Introduction to Other Toyota Foundation Programs (2021)**

- **Grant Program for Community Activities in Japan**
- **International Grant Program**
- **Special Topic: Co-Creating New Society with Advanced Technologies**
- **Special Topic: Migrants and Japanese Society**

\* See the Toyota Foundation website (<https://www.toyotafound.or.jp/english/>) for the latest information about each program.



### **Contact Details**

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\*As we are working from home some of the time, we may not be able to answer telephone inquiries. Please contact us by email as far as possible.

