**Guidelines for Filling in the “National Institute of Informatics Open Collaborative Research 2024 2nd Call - Application Form (Form 1)”**

***Delete the gray text from the digital file of Form 1 and provide the details in black font at an easy-to-read size.***

***Furthermore, please delete these guidelines for filling in the form before submitting Form 1.***

***Submit a digital version (Microsoft Word file) of the application form by uploading it to JROIS.***

***JROIS: https://jrois2.rois.ac.jp/***

**[1. Applicant (principal investigator)]**

(1) Write the affiliated institution name, etc., including also the research school and department names.

(2) Write their age as of April 1, 2024.

**[2. Research topic]**

(1) Select one of the categories (“strategic”, “meeting”, “free”) and indicate by filling in the box “■”.

(2) For “strategic”, select the research theme from “List of Strategic Research Themes (Exhibit 2)”, and fill in the strategic research theme number and strategic research theme name.

(3) We actively support collaborative research that includes researchers from overseas research institutions among the collaborating researchers (“international collaborative research”) in order to promote international cooperation. Refer to point (5) in 9 below, and fill in the box “■” if it corresponds to international collaborative research.

(4) Fill in the **research topic name concisely (up to around 50 characters)**.

**[3. Approval from institution]**

(1) **Obtain approval from the institution to which the applicant (principal investigator) belongs in advance, and write the job title and name of the institutional representative.**

(2) If obtaining approval from an institutional representative is difficult, you can submit the application form instead of the approval from an immediate supervisor, etc., of the institution. However, in this case, you may need to provide a confirmation letter at a later date showing that the institution approves of performing this collaborative research.

**[4. Terms of the application]**

(1) **Make sure you agree with the terms in items ➀ to ➄ before making the application. If you agree with these terms, fill in the box “■”.**

**[5. Methods, content, etc., of the research/meeting corresponding to the selected research topic]**

(1) Fill in the specific details indicated in each of the fields.

**[6. State of selection of research topic related to the current application in open collaborative research at our institute in the last 5 years/State of applications for funding from within your affiliated institution and competitive research grants (grants-in-aid for scientific research, etc.) conducted by external institutions based on the results of the above research topic (past 5 years)]**

(1) Fill in by adding sequential numbers (1, 2, 3, ...) starting from the newest.

(2) If you had any research topics related to the current research topic selected for open collaborative research at our research institute in the last 5 years, provide the details. If you filled in item (3) or (4) in [5. Methods, content, etc., of the research/meeting], then you must also fill in the information for that research topic.

(3) If you have made applications for funding from within your affiliated institution or competitive research grants (grants-in-aid for scientific research, etc.) conducted by external institutions **based on the results of previously successful topics in open collaborative research at our institute**, you must fill in the details.

**[7. Research results of the applicant (principal investigator) (past 5 years)]**

(1) List the main research papers over the last 5 years related to the current research topic **in order from the newest** with sequential numbers (1, 2, 3, ...) attached (up to 5 items). **Write an asterisk “\*” in front of the name of the lead author of the research paper.** **Write the publication year in addition** to the volume number. If the publishing journal is an electronic journal, also write the DOI and URL, or if it is a paper journal, write the page numbers. Printouts do not need to be provided.

(2) List the main presentations at academic conferences, etc., over the last 5 years related to the current research topic **in order from the newest** with sequential numbers (1, 2, 3, ...) attached (up to 5 items). If the presentation information is listed on a website, write the URL.

(3) If you do not have any research papers or conference presentations, write a related employment history, etc.

**[8. Collaborative research expenses]**

(1) Write the expenses divided into “travel expenses”, “expenses related to participating in academic conferences, etc.”, “journal submission and posting fees, etc.”, and “other expenses” by referring to the expense categories written in 10. Collaborative research expenses in the application guidelines.

(2) For “Meeting”, expenses are limited to “travel expenses” when holding the meeting and payment of remuneration to invited speakers (including online talks).

(3) For “travel expenses”, include only the travel expenses, and for participation fees such as for academic conferences, include the “expenses related to participating in academic conferences, etc.”

(4) If the details in the application differ significantly from actual budget usage, they might not be accepted as research expenses.

(5) Expenses related to purchasing goods that contain consumables cannot be disbursed from collaborative research expenses.

**[9. Corresponding member and collaborating researchers]**

(1) For the corresponding member, make arrangements in advance of the applications, and do not submit the application until after approval has been obtained to conduct the research.

(2) In the collaborating researcher field, provide information about all of the people who are planning to participate, including collaborating researchers from NII and researchers, graduate students, etc., from universities and companies. If the corresponding member is a collaborating researcher, fill in their details in both the corresponding member field and the collaborating researchers field. Note that, as described in the application guidelines, university undergraduate students and technical college undergraduate and associate degree students do not meet the requirements as collaborating researchers.

(3) For collaborating researchers other than from this research institute, obtain confirmation that the institutions to which each of the collaborating researchers belong consent to them participating in the collaborative research and publication in the annual report, etc., of this research institute. (Please note that writing the details will be treated as consent. The same applies for the applicant (principal investigator).)

(4) You must include the contact e-mail address, since notifications from this research institute will be sent by e-mail in principle. Write the telephone number as well, since this may be used as an alternative means of contact.

(5) For collaborating researchers who belong to overseas research institutions, fill in the box “■” for “overseas” and write the country name (or region name). If any of the collaborating researchers correspond to this, also fill in the box “■” for “International collaborative research” in “2. Research topic”.

**[10. Survey]**

(1) Please answer some questions to help us with managing and running the National Institute of Informatics open collaborative research in the future (multiple choices are allowed). Note that the answers will have absolutely no bearing on whether an application is successful.

- Ends -

National Institute of Informatics Open Collaborative Research

2024 2nd Call - Application Form

**Form 1**

Year: Month: Day:

To Director General, National Institute of Informatics

Inter-University Research Institute Corporation Research Organization of Information and Systems

**[1. Applicant (principal investigator)]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Address of affiliated institution, etc. | 〒○○○－○○○○  ○○ prefecture ○○ city ··· | | | | | | |
| Name of affiliated institution, etc. | Fill in the affiliated institution, research school, and department.  ○○ University ○○ School of ··· | | | | | | |
| Job title | Professor/Associate professor/Assistant professor/Research fellow/･･･ | | | | | | |
| (Reading for Japanese names) | （○○○　○○○） | | Gender (Fill in either box “■”) | | | Male□ | Female □ |
| Name | ○○○　○○○ |  | Age | XX | years (as of April 1, 2024) | | |
| TEL | ○○－○○○○－○○○○ | | | | | | |
| E-mail | xxxxx@xxxxxxxx | | | | | | |

I am applying for the research topic described below in accordance with the conditions listed in the “National Institute of Informatics Open Collaborative Research 2024 2nd Call - Application Guidelines”. I will submit the designated results report after the research has finished.

**[2. Research topic]**

|  |  |  |
| --- | --- | --- |
| Category | □ Strategic □ Meeting □ Free (Fill in one of the boxes “■”. For “strategic”, also fill in the fields below.) | |
| (Fill in for the case of strategic) | Theme number | Theme name |
| Strategic research theme number | Strategic research theme name |
| Research topic name |  | |
| International collaborative research | □ (Fill in the box “■” if there are any overseas research institution members among the collaborating researchers. Refer to 9. Collaborating researchers.) | |

**[3. Approval from institution]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your research institution described above approves of the application for collaborative research. | | | | |
| Institution name | ○○ University | | | |
| Job title/name | | Dean | ○○　○○ |  |

Although this can be substituted with the approval of an immediate supervisor, etc. (a person who does not have the right to represent the institution), in this case, you may need to provide a confirmation letter at a later date showing that the institution approves of performing this collaborative research.

**[4. Terms of the application]**

The applicant (principal investigator) must agree to the following terms regarding the research topic in the application before making the application. Furthermore, the applicant (principal investigator) should ensure that all of the collaborating researchers (including the corresponding member) participating in the research topic adhere to the following items. Note that foreign collaborating researchers are asked to read through or take courses as much as possible corresponding to points ➃ and ➄ below by using the English language versions.

➀ Information such as personal information and information that is not planned to be made public should be handled appropriately under your own responsibility in accordance with laws, etc.

➁ In addition to the above, adhere to related rules and regulations and implement measures as needed by society when performing your own research.

➂ Based on “Guidelines for the Management and Auditing of Public Research Funds in Research Institutes (Standards for Practice)” (established by the Minister of Education, Culture, Sports, Science and Technology on February 15, 2007 and amended on February 1, 2021), be fully aware of the public mandate for academic research and the fact that collaborative research expenses are covered by the limited taxes paid by the people, and promise to utilize the collaborative research expenses appropriately and efficiently and not perform any illicit activities during the research.

➃ Before starting the collaborative research, read through the research ethics training material designated by the Ministry of Education, Culture, Sports, Science and Technology (For the Sound Development of Science: The Attitude of a Conscientious Scientist, Editing Committee “For the Sound Development of Science”, Japan Society for the Promotion of Science) (\*1), study the research ethics training e-learning provided by the Association for the Promotion of Research Integrity (APRIN) (\*2), and study the research ethics training provided by your affiliated institution based on the “Guidelines for Responding to Misconduct in Research” (established by the Ministry of Education, Culture, Sports, Science and Technology on August 26, 2014).

(\*1) https://www.jsps.go.jp/english/e-kousei/ethics.html

(\*2) https://edu.aprin.or.jp/

➄ Before starting the collaborative research, take training, etc., related to security export controls as conducted by your affiliated institution, or take the “e-learning for teaching staff at universities and research institutions related to secure export controls” published by the Ministry of Economy, Trade and Industry (\*3).

(\*3) https://www.meti.go.jp/policy/anpo/englishpage.html

|  |  |
| --- | --- |
| (If you agree with the above terms, change the open box “□” to a filled box “■”.) | □ I agree with the above terms. |

**[5. Methods, content, etc., of the research/meeting corresponding to the selected research topic]** You can make the answer boxes bigger as needed.

(1) Goals of research/meeting

|  |
| --- |
| Provide specific details of the goals of the research/meeting. |

(2) Methods and content of research/meeting

|  |
| --- |
| Provide specific details of the methods and content of the research/meeting.  For a meeting, also include how you hope to link this to informatics. |

(3) Novelty and uniqueness of research/meeting

|  |
| --- |
| Provide specific details of the novelty and uniqueness of the set research topic. If a topic related to the currently set research topic was previously selected for open collaborative research in our research institute, clearly state the differences. Note that, in principle, only applications for novel research topics are permitted for the meeting type. |

(4) Relationship with open collaborative research 2023 (only if applicable)

|  |
| --- |
| If an application related to the currently set research topic was selected for the National Institute of Informatics Open Collaborative Research 2023, provide specific details of the relationship with the set research topic. |

(5) Expected effects of the research/meeting and future prospects after selection

|  |
| --- |
| Provide specific details of the expected effects of the research/meeting and future prospects after selection. |

**[6. State of selection of research topic related to the current application in open collaborative research at our institute in the last 5 years/State of applications for funding from within your affiliated institution and competitive research grants (grants-in-aid for scientific research, etc.) conducted by external institutions based on the results of the above research topic (past 5 years)]**

If you had any research topics related to the current research topic selected for open collaborative research at our research institute in the last 5 years, provide the details. If you filled in item (3) or (4) in [5. Methods, content, etc., of the research/meeting], you must also fill in the information for that research topic.  
You can increase the number of answer boxes as needed if you have a record of multiple successful applications. List them in order from the newest and attach sequential numbers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sequence number | |  | | |
| Year | | ○○ Year | | |
| Open category  (Fill in one of the boxes “■”) | | □ Strategic | | | □ Meeting | | □ Free | |
| Topic name | | “Research into ○○○○” | | | | | | | | | |
| If you have made applications for funding from within your affiliated institution or competitive research grants (grants-in-aid for scientific research, etc.) conducted by external institutions based on the results of previously successful topics in open collaborative research at our institute, you must fill in the details. If you have multiple applications for funding, increase the number of answer boxes below and attach sequential numbers. | | | | | | | | | | | |
| Sequence number |  | | |
| Year |  | | |
| Competitive research grant, etc. name | Write, for example, grant-in-aid for scientific research (A/B/C). | | | | | | | | | | |
| State  (Fill in one of the boxes “■”) | □ Planning to apply | | | | □ Application in progress | | | □ Granted | | □ Rejected |
| Applicant name | Write the name of the person who applied for the competitive research grant. | | | | | | | | | | |
| Participation type | Write the type of participation (principal, joint leader, collaborating researcher, etc.) of the applicant (principal investigator) of this open collaborative research in the applied competitive research grant. | | | | | | | | | | |
| Research topic name | Provide as much information as possible. | | | | | | | | | | |
| Other information | Provide as much information as possible. | | | | | | | | | | |
|  | | | | | | | | | | | |
| Sequence number |  | |
| Year |  | |
| Competitive research grant, etc., name | Write, for example, grant-in-aid for scientific research (A/B/C). | | | | | | | | | | |
| State  (Fill in one of the boxes “■”) | □ Planning to apply | | | | | □ Application in progress | | □ Granted | | □ Rejected |
| Applicant name | Write the name of the person who applied for the competitive research grant. | | | | | | | | | | |
| Participation type | Write the type of participation (principal, joint leader, collaborating researcher, etc.) of the applicant (principal investigator) of this open collaborative research in the applied for competitive research grant. | | | | | | | | | | |
| Research topic name | Provide as much information as possible. | | | | | | | | | | |
| Other information | Provide as much information as possible. | | | | | | | | | | |

**[7. Research results of the applicant (principal investigator) (past 5 years)]** You can make the answer boxes bigger as needed.

List the main research papers, presentations at academic conferences, etc., over the last 5 years related to the current research topic in order from the newest with sequential numbers attached (up to 5 items).

Write an asterisk “\*” in front of the name of the lead author of the research paper.

(1) Research papers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sequence number |  | Peer reviewed? (Fill in one of the boxes “■”) | □ Yes | □ No |
| Research paper title | |  | | | |
| Author, coauthor names | |  | | | |
| Publishing journal name | |  | | | |
| Publication year, volume number, page numbers | | If an electronic journal, write the DOI or URL. | | | |
| Institutional repository publication information | | Published? (Fill in one of the boxes “■”) | □ Yes | □ No |
| If yes, also write the DOI/URL. | | | |

(2) Presentations at academic conferences, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sequence number |  | Peer reviewed? (Fill in one of the boxes “■”) | □ Yes | □ No |
| Actual presenter name | |  | | | |
| Joint presenter name | |  | | | |
| Presentation title | |  | | | |
| Presentation conference name | |  | | | |
| Host name | |  | | | |
| Date held and location | | Write the country name, state, location held, etc. | | | |
| Web information such as presentation slides | | Has information? (Fill in one of the boxes “■”) | □ Yes | □ No |
| If yes, also write the DOI/URL. | | | |

(3) If you do not have any research papers or academic conference presentations, write a related employment history, etc.

|  |
| --- |
|  |

**[8. Collaborative research expenses]**

For “travel expenses”, include only the travel expenses, and for participation fees such as those for academic conferences, include the “expenses related to participating in academic conferences, etc.”

If the details in the application differ significantly from actual budget usage, they might not be accepted as research expenses.

Breakdown

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Details | No. of items | Amount | Remarks |
| Travel expenses |  |  |  |  |
| Expenses related to participating in academic conferences, etc. | Do not fill in for “meeting”. |  |  |  |
| Journal submission and posting fees, etc. | Do not fill in for “meeting”. |  |  |  |
| Other expenses |  |  |  |  |
| Total | **<Note> The annual limits for the application amounts are 1.5 million yen for strategic, 800,000 yen for meeting, and 1 million yen for free.** |  |  |  |

**[9. Corresponding member and collaborating researchers]**

For collaborating researchers other than from this research institute, obtain confirmation that the institutions to which each of the collaborating researchers belong consent to them participating in the collaborative research and publication in the annual report, etc., of this research institute (please note that writing the details will be treated as consent).

You must include the contact e-mail address, since notifications from this research institute will be sent by e-mail in principle. Write the telephone number as well, since this may be used as an alternative means of contact.

(1) Corresponding member Write the researcher from NII

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | ○○　○○ | | | |
| Affiliation  (Fill in one of the boxes “■”) | □ Principles of Informatics Research Division | □ Information Systems Architecture Science Research Division | | | □ Digital Content and Media Sciences Research Division | □ Information and Society Research Division |
| Job title | Professor/Associate Professor/Assistant Professor |
| Fill in the box “■” on the right after obtaining approval from the corresponding member to conduct the research. | | | □ |

(2) Collaborating researchers You can add more rows as needed.

Provide information about all of the people who are planning to participate, including collaborating researchers from NII, and researchers, graduate students, etc., from universities and companies. If the corresponding member is a collaborating researcher, fill in their details in both the corresponding member field and the collaborating researchers field. Note that, as described in the application guidelines, university undergraduate students and technical college undergraduate and associate degree students do not meet the requirements as collaborating researchers.

For collaborating researchers who belong to overseas research institutions, fill in the box “■” for “Overseas” and write the country name (or region name). Also fill in the box “■” for “International collaborative research” in “2. Research topic”.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Japanese reading)  Name | Affiliated institution, department, etc., job title  (For overseas affiliated institutions, fill in the box “■” for “Overseas” and write the country or region name) | | | Age  (As of April 1, 2024) | | Gender  (Fill in one of the boxes “■”) | TEL・E-mail | |
| Affiliated institution, department, etc. | Job title | Overseas |
| （□□□□　□□） | ○○ University ○○ School | Professor | □ (Country or region) | ｘｘ | years old | □ Male  □ Female | TEL | xx-xxxx-xxxx |
| □□□□　□□ | E-mail | xxxxx@xxxxxxxx |
| （▲▲　▲▲） | ▲▲ Company ▲▲ Division | Researcher | □ (Country or region) | ｘｘ | years old | □ Male  □ Female | TEL | xx-xxxx-xxxx |
| ▲▲　▲▲ | E-mail | xxxxx@xxxxxxxx |
| （○○　○○） | ○○ Research Lab ○○ Division | ○○ Researcher | □ (Country or region) | ｘｘ | years old | □ Male  □ Female | TEL | xx-xxxx-xxxx |
| ○○　○○ | E-mail | xxxxx@xxxxxxxx |

**[10. Survey]**

Please answer the following questions to help us with managing and running the National Institute of Informatics open collaborative research in the future (multiple answers are allowed).

Note that the answers will have absolutely no bearing on whether your application is chosen.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | How did you find out about this open collaborative research 2023? Fill in the boxes “■” for all matching answers. | | | |
|  | A. | The website of the National Institute of Informatics | | □ |
|  | B. | The email magazine of the National Institute of Informatics | | □ |
|  | C. | SNS such as Twitter/Facebook (Note: This is not limited to the official account of the National Institute of Informatics) | | □ |
|  | D. | Advertising or portal site, etc., such as a noticeboard within your institution | | □ |
|  | E. | The website of an academic society | | □ |
|  | F. | The public information website of a research fund, etc. | | □ |
|  | G. | Introduction from member of the National Institute of Informatics | | □ |
|  | H. | Introduction from boss, colleague, friend, acquaintance, etc. | | □ |
|  | I. | Other (please write freely in the field on the right) | [ ] | |
| 2. | If there were any points that you noticed, etc., about this open collaborative research 2023, please write them freely. | | | |
|  | [ ] | | | |

- End -