**Guidelines for Filling in “National Institute of Informatics Open Collaborative Research 2025 The Second Call - Application Form (Form 1)”**

***Complete the Form in black text using an appropriate font size. Be sure to delete any example texts or instructions in gray.***

***Make sure to delete these guideline pages when submitting the form.***

***Submission should be made via JROIS, by uploading files in word format:***

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

**[1. Applicant (Principal Investigator)]**

**Name of Institute and Affiliation, etc.:** Fill in the name of the affiliated institute, school, and/or department.

**Age:** Fill in the age as of April 1, 2025.

**[2. Research Topic]**

**Category:** Mark the box and indicate the desired category.

\*For ‘Strategic’, choose the research theme from ‘List of Strategic Research Themes (Appendix 2) ,’ and fill in the number and the name of the research theme.

**Research Title:** Fill in the title of the research **in about 50 characters**.

**International Collaborative Research:** See 9. on the next page and mark the box if applicable.

\*We highly recommend collaborative research whose members include researchers from overseas research institutions in order to promote international cooperations.

**[3. Approval from Institution]**

\***Principal investigator must obtain approval from the representative of the affiliated institute in advance.**

\*If the requirement above is difficult, this can be substituted with the approval from the head of department, etc.

A confirmation letter, however, may be required at a later day, as a proof of the fact that the institution representative agrees to the implementation of this collaborative research project, if it is a case.

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

**Make sure to agree with the terms in items 1 to 5 prior to the application.**

If you agree with all of the terms, mark the box.

\*The applicant (Principal investigator) should ensure that all the research members adhere to the terms in this section.

As for the item 4 and 5, overseas researchers are required to thoroughly review the English version or engage with relevant lectures as much as possible.

**[5. Details of the Research Topic]**

Describe the details of the research project/meeting in each field with specific and concrete information as requested .

\*Resize the entry fields as appropriate.

\*Make sure to elaborate the details of the research topic so that the judges can fully understand, or the application may be rejected.

**[6. Acceptance History/Application History for Grants]**

**(1) Acceptance History:**

Fill in the information if there are any related research proposals to this application, that were accepted in NII Open Collaborative Research program in the past 5 years.

If applicable, it is necessary to fill in the information of the research proposals stated in [5. Details of the research topic] (4) and (5).

**(2) Application History for Grants:**

The information is to be filled in if there are any application histories for internal grant of the affiliated institute and/or for competitive research funding based on the results of the research topics accepted in NII Open Collaborative Research program in the past five years.

\*Entry fields can be added as appropriate if there are multiple acceptance histories.

\*Number the histories starting from 1 with the newest.

**[7. Research Results of the Applicant (Principal Investigator)]**

\*Entry fields can be added as appropriate.

**(1) Publications:**

List up to five major papers published in the past five years, that are relevant to this application

\*Number the items starting from 1 with the newest.

\***Mark the name of the first author, including co-first authors, with an asterisk ‘\*’ in front.**

\*State the **publication year** as well as the volume and issue number. In addition, state DOI and/or URL for electronic journals or page numbers of articles for print journals.

\*There’s no need to send hard copies.

**(2) Presentations at Academic Events:**

List up to five major presentations at academic events, that are relevant to this application

\*Number the items starting from 1 with the newest.

\*Indicate URL when there are details of the presentations released online.

**(3) Related Experiences:**

State the details of the experiences in related research activities if there is no publications or presentations.

**[8. Collaborative Research Funding]**

Provide a detailed breakdown of the planned use of expenses by categorizing them according to the expense categories listed in the table.

\*Read carefully the expense categories and notes in ‘10. Collaborative Research Funding’ in the Application Guidelines.

\*The budget execution may not be allowed as a research expenses if there is a significant discrepancy between the proposed plan and the actual budget execution status.

**[9. Contact Person and Collaborative Researchers]**

**Contact Person:**

\***It is mandatory to have an advance agreement with a contact person** for implementing a collaborative research project and to have this agreement documented, such as through email. If it is discovered that such an agreement was not obtained, the acceptance may be revoked.

**Collaborative Researcher:**

Fill in the information about all the participants including collaborative researchers at NII, researchers as well as graduate students at universities and/or corporations in the field of collaborative researcher.

\*If one of the collaborative researchers is also designated as a contact person, make sure to list both tables for contact person and for collaborative researcher.

\*Entry fields can be added as appropriate.

**Email Address:** It must be filled in because email correspondence is the main communication method from NII in principle.

**Phone Number:** This is also required as the alternative communication method.

**Overseas:** Mark the boxes for collaborative researchers affiliated with overseas institutes and fill in the name of the country/region where the institute is located.

\*If applicable, make sure to mark ‘International Collaborative Research’ in ‘2. Research topic’.

\*Undergraduate students of universities and bachelor and associate degrees of technical colleges are not eligible.

\*Before listing names as collaborative researchers, make sure that they have obtained approval form their affiliated institutes for their participation in the research project and for the publication of the project in the annual report of NII.

By providing the information, it will be considered as consent. This applies equally to the applicant (principal investigator)

**[10. Survey]**

We appreciate your cooperation in this survey. Please be assured that your responses will have no impact on the review.

Your feedback is valuable for our future improvements and will be used for internal purposes only.

- Ends -

National Institute of Informatics Open Collaborative Research 2025 - Application Form

**Form 1**

\_\_\_\_\_Year/Month/Date\_\_\_\_\_

To Director General, National Institute of Informatics

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

**[1. Applicant (Principal Investigator)]**

|  |  |
| --- | --- |
| Address of the Institute | 〒○○○－○○○○○○ prefecture ○○ city ··· |
| Name of Institute and Affiliation, etc. | ○○ University, Faculty of ○○, Department of ○○ |
| Job title | Professor/Associate professor/Assistant professor/Research fellow/･･･ |
| (Name in Katakana) | （○○○　○○○） | Gender | Male [ ]  | Female [ ]  |
| Name | ○○○　○○○ | Age | XX | as of April 1, 2025 |
| TEL | ○○－○○○○－○○○○ |
| E-mail | xxxxx@xxxxxxxx |

**[2. Research Topic]**

|  |  |
| --- | --- |
| Category | [ ] Strategic [ ]  Meeting [ ]  Free \*Mark one of the boxes. For ‘Strategic’, also fill in the fields below. |
| (Fill in when choosing ‘Strategic’) | Theme number | Theme name |
| Strategic research theme number | Strategic research theme name |
| Research Title |  |
| Keyword | Fill in one or more keywords, up to a maximum of five, that accurately describe the research topic. |
| International Collaborative Research | [ ]  \*Click the box when having members that belong to overseas institutes.See ‘9. Collaborating researchers’ for details.) |

**[3. Approval from Institution]**

|  |
| --- |
| Here I approve the application for collaborative research to National Institute of Informatics as described above. |
| Name of Institute | ○○ University |
| Job Title/Name | Dean | ○○　○○ |

This can be substituted with the approval by the head of department who is not authorized as the institution representative.

A confirmation letter, however, may be required in a later day, as a proof of the fact that the institution representative agrees to the implementation of this collaborative research project.

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

1. Ensure to handle properly the information, especially personal information and confidential information, and manage in accordance with relevant laws and regulations with proper responsibility on one's part.
2. In addition to the above, comply with relevant regulations and take necessary measures as required in societal standards conducting the research activities.
3. Recognize and fully acknowledge that academic research is entrusted by the public and this cooperative research grant is funded by valuable taxes on the assumption of "Guidelines for the Management and Auditing of Public Research Funds at Research Institutions (performance criteria), adopted February 15th, 2007 by MEXT, revised February 1st, 2021. "

As well as ensure to execute grants properly and efficiently and undertake to refrain from any misconduct in research activities.

1. Ensure the following prior to the commencement of this research project:

i. Thoroughly review the educational materials on research ethics designated by MEXT, titled 'For the Sound Development of Science - The Attitude of a Conscientious Scientist.'(\*1)

ii. Engage with the 'Education for Research Ethics and Integrity APRIN e-Learning Program (eAPRIN)' provided by the Association for the Promotion of Research Integrity (\*2) ,

OR review the 'Guidelines for Responding to Misconduct in Research,' adopted by MEXT on August 26th, 2014, and participate in the research ethics education program provided by the affiliated institute.

iii. Obtain approval for the research plan and its implementation from the research ethics committee or an equivalent body at the affiliated institute, if necessary.

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

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

1. Prior to the commencement of this research project, ensure to engage with the training on security export control conducted by the affiliated institute OR receive 'e-Learning Program for University and Research Institution Faculty and Staff’ on security export control（\*3）, and comply with relevant laws and regulations.

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

|  |  |
| --- | --- |
| (If you agree with the above terms, mark the box.) | [ ]  I agree with the above terms. |

**[5. Details of the Research Topic]** You can make the answer boxes bigger as needed.

(1) Summary of Research/Meeting

|  |
| --- |
| Summarize the research/meeting in 500 characters. |

(2) Goals of Research/Meeting

|  |
| --- |
| Adding images is acceptable as appropriate. |

(3) Methods and Content of Research/Meeting

|  |
| --- |
| Adding images is acceptable as appropriate.For ‘Meeting,’ make sure to mention how you hope to link this research to informatics.  |

(4) Novelty and Originality of Research/Meeting

|  |
| --- |
| Make sure to clarify the difference, if there are any related research proposals that were accepted in NII Open Collaborative Research program before, to this application.For ‘Meeting,’ note that NII Open Collaborative Research program accepts the applications on novel research theme ONLY in principle. |

(5) Linking with the Research Proposal Accepted in the Previous Year (if applicable)

|  |
| --- |
| Fill in this field if the application was accepted in the National Institute of Informatics Open Collaborative Research in the previous year and the topic is related to the application this year. |

(6) Expected Effects of the Research/Meeting and Future Prospects after Acceptance

|  |
| --- |
|  |

**[6. Acceptance History/ Application History for Grants]**

(1) Acceptance History in NII Open Collaborative Research program:

|  |  |
| --- | --- |
| Item Number |  |
| Fiscal Year of the Application  | 20\*\* |
| Open Category(Fill in one of the boxes “■”) | [ ] Strategic | [ ] Meeting | [ ] Free |
| Name of the Topic |  |

(2) Application History for Grants

|  |  |
| --- | --- |
| Item Number |  |
| Fiscal Year of the Application |  |
| Name of Competitive Research Funding | e.g.: Grant-in-Aid for Scientific Research (A/B/C). |
| Status(Fill in one of the boxes “■”) | [ ]  Planned Submission | [ ]  Application in Process | [ ]  Accepted | [ ]  Rejected |
| Name of the Applicant | Fill in the name of the person who applied for the competitive research funding. |
| Participation Role | Indicate the participation role of the applicant for this NII Open Collaborative Research program, such as principal investigator, co-investigator, or collaborative researcher, |
| Name of the Research topic  | Provide as much information as possible. |
| Other information | Provide as much information as possible. |

**[7. Research Results of the Applicant (Principal Investigator)]**

(1) Publications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Number |  | Peer Review Status (Mark the box) | [ ]  Yes | [ ]  No |
| Title of the Paper |  |
| Name of the Author and/or Coauthor |  |
| Journal Name |  |
| Publication Year, Volume Number, Issue Number | For an electronic journal, indicate the DOI or URL. |
| Institutional Repository Publication Details | Publication Status (Mark the box) | [ ]  Yes | [ ]  No |
| If yes, indicate DOI/URL. |

(2) Presentations at Academic Events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Number |  | Peer Review Status (Mark the box) | [ ]  Yes | [ ]  No |
| Name of the Main Presenter |  |
| Name of the Joint Presenter |  |
| Title of the Presentation |  |
| Name of the Event |  |
| Name of the Organizer |  |
| Event Date and Location | Fill in the name of the country/region/state of the venue |
| Web information such as Presentation Slides | Availability on the Web (Mark the box) | [ ] Yes | [ ] No |
| If yes, indicate DOI/URL. |

(3) Related Experiences:

|  |
| --- |
|  |

**[8. Collaborative Research Expenses]**

For registration fee for the academic events, record them in ‘Expenses related to participation of academic events.’

Breakdown

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Details | No. of items | Amount | Remarks |
| Travel Expenses |  |  |  |  |
| Expenses Related to Participation of Academic Events. | N/A for ‘Meeting’ |  |  |  |
| Journal Submission and Posting Fees, etc. | N/A for ‘Meeting’ |  |  |  |
| Other Expenses |  |  |  |  |
| Total | **Annual Budget Limit:**‘Strategy’ …1.5 million JPY‘Meeting’ …0.8 million JPY‘Free’ …1 million JPY |  |  |  |

**[9. Contact Person and Collaborative Researchers]**

(1) Contact Person \*Appoint a faculty at NII

|  |  |
| --- | --- |
| Name |  |
| Affiliation | [ ]  Principles ofInformatics Research Division | [ ]  Information Systems Architecture Science Research Division | [ ]  Digital Content and Media Sciences Research Division | [ ]  Information and Society Research Division |
| Job Title | ProfessorAssociate ProfessorAssistant Professor |  |  |  |
| I hereby confirm that the contact person agreed to implement this collaborative research project. |[ ]   |

(2) Collaborative Researchers \*Include contact person if also works as a collaborative researcher.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Name in Katakana)Name | Institutional Affiliation / Job title | Age(As of April 1, 2025) | Gender | TEL・E-mail |
| Institutional Affiliation | Job Title | Overseas |
| （□□□□　□□） | ○○ University ○○ School … | Professor | [ ] (Country/region) | ｘｘ | [ ]  Male[ ]  Female | TEL | xx-xxxx-xxxx |
| □□□□　□□ | E-mail | xxxxx@xxxxxxxx |
| （▲▲　▲▲） | ▲▲ Company ▲▲ Division | Researcher | [ ] (Country/region) | ｘｘ | [ ]  Male[ ]  Female | TEL | xx-xxxx-xxxx |
| ▲▲　▲▲ | E-mail | xxxxx@xxxxxxxx |
| （○○　○○） | ○○ Research Lab ○○ Division | ○○Researcher | [ ] (Country/region) | ｘｘ | [ ]  Male[ ]  Female | TEL | xx-xxxx-xxxx |
| ○○　○○ | E-mail | xxxxx@xxxxxxxx |

**[10. Survey]**

|  |  |
| --- | --- |
| 1. | How did you know about this call of NII Open Collaborative Research program?(Mark the appropriate boxes.) |
|  | A. | The official website of the National Institute of Informatics | [ ]  |
|  | B. | The email magazine of the National Institute of Informatics | [ ]  |
|  | C. | Social media such as X/Facebook\*Not limited to the official account of the National Institute of Informatics | [ ]  |
|  | D. | Posters/ads at the affiliated institute and/or portal site | [ ]  |
|  | E. | PR magazines/Websites of academic society (Please specify the name of society) | [ 　　] | [ ]  |
|  | F. | Websites for research funding open calls | [ ]  |
|  | G. | Introduction by faculty of the National Institute of Informatics | [ ]  |
|  | H. | Introduction by supervisors, colleagues, and/or acquaintance, etc. | [ ]  |
|  | I. | Other (Please specify) | [ 　　　 　　　　　　　　　　] |
| 2. | If you have any comments or feedback about this call, please feel free to share them below: |
|  | [ 　　　] |

 - End -