

National Institute of Informatics

2025 Open Collaborative Research Program

Implementation Guidelines

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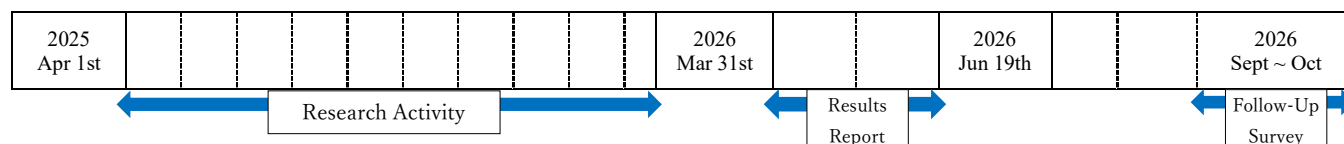
【Overview】

➤ Purpose

The purpose of this program is to provide research opportunities to serve as a foothold for securing competitive research funding in the future.

*‘Competitive research funding’ here indicates such as Grant-in-Aid for Scientific Research, funding provided by ministries of Japan, and other grants provided by foundations and so on.

➤ Schedule



- Program Timeframe : From April 1st, 2025 to March 31st, 2026
- 1st Research Results Report : Due by June 19th, 2026
- 2nd Research Results Report : Planned for around September or October in 2026
(Follow-Up Survey)

【Participants】

➤ Definition and Eligibility for Each Role

- Applicant (Principal Investigator)

Definition A researcher who is responsible for advancing collaborative research activities

Eligibility Individuals who meet any of the following conditions:

1. Researchers affiliated with domestic universities, junior colleges, technical colleges, and inter-university research institutes, any other equivalent researchers, or professional graduate students
2. Researchers affiliated with DOMESTIC private sector companies, etc.

- Collaborative Researcher

Definition Researchers who are registered at the application, or additionally registered during the program

Eligibility Individuals who meet any of the following conditions:

1. Researchers affiliated with domestic or international universities, junior colleges, technical colleges, inter-university research institutes, or any other equivalent researchers
2. Graduate students
* Undergraduate students and associate degree students at universities and technical colleges are excepted.
3. Researchers affiliated with DOMESTIC private sector companies, etc.

- Contact Person

Definition A researcher who gives instructions and/or advice on the research, as well as who is responsible for managing and executing the collaborative research expenses.

Eligibility Faculty member of NII

➤ Application Guide for Changes on Researchers

When changes occur on collaborative researchers, send in advance the designated application forms as follows by email to [contact point](#), the office for the Collaborative Research Program.

- to ADD or REMOVE collaborative researchers

Application form : Application for Adding or Removing Collaborative Researchers

Download URL :

https://www.nii.ac.jp/research/upload/NII_koubo-kyoudou_Application_for_Adding_or_Removing_Collaborative_Researchers_v2.4.docx

- Changes will occur on AFFILIATION and/or TITLE of collaborative researchers

Application form : Application for Changing Affiliation and Job Title of the Researchers

Download URL :

https://www.nii.ac.jp/research/upload/NII_koubo-kyoudou_Application_for_Changing_Affiliation_and_Job_Title_of_the_Researchers_v2.3.docx

【Collaborative Research Expenses】

➤ Notes

- It is Contact Person who is responsible for managing and executing the expenses for this collaborative research, and these expenses will NOT be distributed to institutes other than NII.
- Expenses are paid in accordance with the regulations and rules of NII.
- This grant cannot be used by combining multiple collaborative research expenses or any other competitive research fundings.
- Expenses incurred in purchasing items, including consumables, are NOT permissible.
- The payment and contract period are limited to a single fiscal year.
- When there are anything unclear, make sure to consult with Contact Person in advance.

➤ Available Items

● Strategic Research/Free Proposal

Travel Expenses

Eligible Person: Applicant (Principal Investigator)、Collaborative Researcher、Contact Person

Subject: Transportation fee, round-trip

Daily allowance

Accommodation fee

Conditions : Travels that occur for the purpose of

- Meetings of this collaborative research activity
- Participation in academic events for information collection and/or presentations of the research results.
- Any occasion that is necessary for the research activities.

Related Expenses to Participation of Academic Events

Eligible Person: Applicant (Principal Investigator)、Collaborative Researcher、Contact Person

Subject: Registration fees for academic events, such as conferences

Expenses related to proceedings, preprints, and so on.

Conditions: Participating events for the purpose of

- Information collection regarding this collaborative research project
- Making presentation of the research results

Journal submission and publication fees *Expenses related to book publication are NOT covered

Eligible Publication: Research publications which are clearly mentioned that they are incurred in this collaborative research project

Subject: Journal/paper submission fees/processing charges, including fees to preprint servers

Fees for English manuscript editing services including the ones in the following purposes:

- Submissions to preprint services
- Creating manuals for open software

Other expenses

The payable subjects are limited as follows:

- Production cost of manuals for open software
- Expenses incurred in building datasets
- Licensing fees for video conferencing tools
- Rental charges of conference room, with a simple, non-extravagant design
- Service charges for research cloud services provided by NII
- Service charges for academic/commercial cloud services
- Expenses for telecommunication and shipping related to conducting experiments and/or research presentation for the collaborative research project, including network service charges
- Honoraria for invited speakers, including online talks
 - *If related to the items above, payment of honoraria is permissible.
 - *Advance consultation with Contact Person is encouraged when planning the payment of honoraria other than for invited speakers.
 - *Honoraria cannot be paid for the collaborative researchers in the same project.

● **Research Planning Meeting**

Travel Expenses

Eligible Person: Applicant (Principal Investigator)、Collaborative Researcher、Contact Person

Subject: Transportation fee, round-trip

Daily allowance

Accommodation fee

Conditions: Travels that occur for the purpose of

- Research meetings held at International Seminar House for Advanced Studies, Karuizawa,
 - *The venue must be used for a meeting more than once with a group of at least FIVE collaborative researchers.
- the research meeting held at NII with the same conditions.

Other expenses

Honoraria for invited speakers, including online talks

*Research meeting MUST be held more than ONCE at International Seminar House for Advanced Studies, Karuizawa, with a group of more than FIVE collaborative researchers.

This, however, isn't applicable in the case of outbreak.

【Research Results】

➤ **Research Results Report**

Applicants (Principal Investigators) must respond to the Research Results Report twice after the end of this program, Results Report and Follow-Up Survey.

The submitted reports will be released on the website of NII and in the annual report. They may also be published in the newsletter or other PR media.

*For the whole precise schedule of this program, please see [Schedule](#) above.

➤ **How to Submit a Report**

The report forms will be sent to applicants (Principal Investigator) after the end of this program.

Submit the report by uploading to JROIS by the submission due date.

*Although the format is available to the public on our website, please be aware that it may be subject to change.

JROIS: <https://jrois2.rois.ac.jp/>

File Format for Upload: Word format

The 1st Submission Due: Friday, June 19th, 2026

*Follow-Up Survey is planned sometime around September or October in 2026

➤ **Acknowledgement of Presentation and Publication**

When disseminating the research results of this program, it must be explicitly stated that the research was funded by NII Open Collaborative Research program.

<Example Acknowledgement (Japanese)>

「この研究は2025年度国立情報学研究所公募型共同研究（研究課題番号）の助成を受けています。」

< Example Acknowledgement (English)>

“The research was supported by ROIS NII Open Collaborative Research 2025 -(Grant Number).”

➤ **Intellectual Properties of Research Results**

The intellectual property ownership resulted from this collaborative research project will be established as follows:

1. When an individual member of the project, including a contact person, contributes to the achievement, the exact contributor OR their affiliated institute owns the right.
2. When multiple researchers of the project, including a contact person, jointly contribute to the achievement, the intellectual property rights will be shared among the contributed researchers or their affiliated institutes.

➤ **Confidentiality**

Confidentiality will be applied to the following information:

1. Research results arising through conducting this collaborative research;
2. Information that is disclosed by NII in any manner, whether orally, visually, or in tangible form (including but not limited to in writing) in connection with the purpose.
3. Notwithstanding the foregoing items, Confidential Information shall not include the following:
 - i. any information that is already one's possession before the disclosure;
 - ii. any information that is public known at the time of the disclosure;
 - iii. any information that becomes public known, not through one's own fault after the disclosure;
 - iv. any information that has legally been obtained from NII as to which information the receiving party owes no confidentiality obligations.

*The confidentiality must be kept for a period of two years after the end of the collaborative research.

*More detailed arrangements should be discussed when necessary.

【Contact Information】

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JROIS : <https://jrois2.rois.ac.jp/>