

# **Guidelines for Filling in “National Institute of Informatics Open Collaborative Research 2026 - 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.**

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

JROIS: <https://jrois2.jrois.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 1st, 2026.

## **[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 **within about 50 characters.**

**Keyword:** List one or more keywords, up to five, that accurately describe the research topic.

**International Collaborative Research:**

If any of the members listed in **[9. Contact Person and Collaborative Researchers]** belong to overseas institutes, please select 'Yes'; otherwise, select 'No'.

\* We highly recommend collaborative research whose members include researchers from overseas research institutions 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.

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

## **[4. Details of the Research Topic]**

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

\* While the size of each section may be modified as appropriate, **the overall content from items (1) through (6) should be kept within approximately three pages.**

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

## [5. 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 [4. 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.

## [6. Research Achievements 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 in the past five years 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 are no publications or presentations.

## [7. Collaborative Research Expenses]

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 Expenses' in the Application Guidelines.

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

## [8. Contact Person and Collaborative Researchers]

### (1) Contact Person:

Appoint a faculty of NII listed in ‘Appendix 1, the List of the faculty of NII’ as a contact person, who gives instructions and/or advice. Persons not included in the list cannot be designated as the 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. After obtaining the contact person’s consent, please mark the box labeled **“I hereby confirm that the contact person agreed to implement this collaborative research project.”** If it is confirmed that such an agreement was not obtained, the acceptance may be revoked.

**Also Works as a Collaborative Researcher:** Please indicate whether the contact person will participate in this research by selecting the appropriate option.

### (2) Collaborative Researchers:

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 researchers.

\*Name of the contact person indicated on (1) should not be included in this list.

\*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 at universities and bachelors and associate degrees of technical colleges are not eligible.

\* Before listing names as collaborative researchers, make sure that they have obtained approval from 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 also applies to the applicant (principal investigator).

## [9. 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 the terms, mark the box labeled “I agree with the above terms.”

\* Please note that applications with this box left blank will not be accepted.

\* 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.

## [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 -