

[Individual Research Grant] [Natural Sciences Division (English)] Instructions for Filling out an Application for a 2022 Research Grant

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Please use the newly introduced "Research Grant Application System" to apply for Research Grant from 2022. The procedure for submitting is as follows.

1. Get My Page (STEP 01)

- (1) Click the "Research Grant Application System" on the Foundation's Internet website.
- (2) When you click the "Get My Page", the e-mail address registration screen will be displayed. Enter your e-mail address to register.
- (3) You will receive a URL for registering My Page by e-mail, so access the URL.
- (4) Basic information, login ID, password setting screen will be displayed, so enter each. At the same time you register your secret question and answer if you forget your password.
- (5) The login ID is issued and displayed, and you will also receive the e-mail.

2. Preparation of application documents (STEP 02)

1) Selection of application type

- (1) Log in to My Page using the issued ID and password.
- (2) Click the "Details" button in the "Application Documents" column of the application type "[Natural Science Division] [Individual Research Grant]" and proceed to the "Preparation of Application Documents" screen.

2) Input "Application Details ①"

- (1) Click the "Edit" button of "Application Details ①" to proceed to the input screen.
- (2) Enter according to the screen display. The points to note for each item to be entered are as follows.
 - Title of the research: Concisely describe the specifics of your Research Topic in 30 words or less.
 - Area of research : Click the "Code for Areas of Research" at the top right of the input screen to display, so select the appropriate code, field, and branch from the table.

(3) Enter each item and save it. You can save it even during input. After saving, click "Confirm Input" to display the input contents in PDF, and you can check the contents.

3) Uploading "Application Details ②"

(1) Click the "Download Format" in the "Application Details ②(Upload)" column , you can download the format (Microsoft Word).

(2) Fill in the specified items. The points to note for each item are as follows.

- Application form :

The application documents are entered in "Word" format, and the font size is basically 10 to 11 points. Keep the format of application documents intact. To the extent possible, write briefly and concisely when filling out fields for entry. You can provide explanations in tables and figures.

- Purpose of the research :

Clearly and specifically describe the background for your research, particular features of your research, the originality of your research, anticipated results, the significance of your research, etc.

- Research plan/methodology :

To the extent possible, describe in easy-to-understand wording a specific plan and way (methodology) to achieve the goals of your research and its advantages.

- Relevance of Food Science :

When submitting an application in the Natural Sciences Division, concisely describe how your research will contribute to food science.

- Research achievements :

List any papers on which you have collaborated/authored over the last 5 years that relate to the research in your application. Start with the most recent, and list the names of all authors, title, journal, volume, first and last pages, and publication year (list up to 10 papers published in the last 5 years)

- Use of the grant and corresponding amounts :

Specify the following costs or expenses. Finally, enter the "total" amount.

(i) (Equipment/apparatus costs) The cost of equipment/apparatus specifically required to conduct the research.

(ii) (Cost of Consumables) The cost of consumables such as reagents, laboratory animals, office materials.

- (iii) (Travel/transportation expenses) Expenses for conference attendance, transportation during the conduct of the research, and expenses for accommodations.
- (iv) (Personnel costs) Honoraria for outside collaborators and honoraria for temporary personnel, research assistants, translators/interpreters, etc. who are needed to conduct the research.
Grant money cannot be used to pay for personnel at the institution with which the applicant is affiliated.
- (v) (Expenses for materials) Expenses for the purchase of books/materials
- (vi) (Printing and copying costs) Expenses to copy documents and materials and to print manuscripts
- (vii) (Other expenses) Conference attendance fees, translation fees, publishing and editing fees, fees for manuscript submission, communications fees

(3) After describing all items, upload the PDF file. (The file name of the PDF file is not specified, so you can give it any name.)

(4) You can check the uploaded file by clicking the "View". Until you submit it, you can edit it as many times as you like during the application acceptance period.

3. Submission (STEP 03)

(1) After confirming the contents of "Application Details ①" and "Application Details ②", click the "Submit" during the acceptance period. You cannot modify after submission.

Strictly adhere to the submission deadline.

(2) You will receive a "receipt confirmation" e-mail at the registered address.