

# FY2024 Application Procedure Manual

## [Natural Sciences Division / Individual Research Grant]

Mishima Kaiun Memorial Foundation

Please submit your application for our academic research grant using the “Research Grant Application System”. The procedure for submitting is as follows.

\* If you have already obtained My Page last year, please proceed to "2. Preparation of application documents (STEP 02)". However, please always make sure that "My Page Information" is the latest information.

### 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. And note that when entering the following items:
  - Institution : Name of research institution you are currently affiliated with (university, research institute, etc.)
  - Department : Department name of research institution (faculty, graduate school, laboratory, etc.)
  - Contact : Select the contact information from us from the affiliated institution and home, and fill in the address and phone number.
- (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.

### 1. Title of the research

- Title of the research(Japanese): Concisely describe the specifics of your Research Topic in Japanese in 40 words or less.
- Title of the research(English) : Write the above Research Topic in English.
- 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.

### 2. Applicant

- "Full name" ~ "Position" is pre-transcribed with the registered contents of "My Page Information". Check the posting contents and overwrite if there are corrections. If you make any corrections, please update the registered contents of "My Page Information" to the latest.
- Researchers who are over 45 or more years old are not eligible to apply, unless they are graduate school doctoral course students or have completed their doctoral degree less than 8 years ago.

### 6. Grants from sources other than the Foundation

- List only other grants that are eligible after July 2024. There is no need to list items whose subsidy period will end by June 2024.
- For the grant amount, enter the total amount for the period and the single year amount for 2024, excluding indirect costs.

(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 and write briefly and concisely when filling out fields (1 page) 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 :

Briefly 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. Enter the amount in units of 10,000 yen and make sure the total amount is 1 million yen.

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|--|--|
| (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.

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|-----------------------------------|--|
| (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". Check the layout, including the position of page breaks, along with the content you have entered. 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. (The submission deadline is 23:59 on February 29, 2024.)

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