

[Login ID]

Application number : _____

The Toyota Foundation Research Grant Program for Fiscal 2012
[Joint Research 2] Application Form
Practical research that contributes to addressing social issue

Login ID (Application number)	Note: Please fill in your application number on the upper right space of Page 1-12.
Name of representative (family name, first name)	
Title of proposed project (The title must be within 30 words including any subtitles.)	
Research outline (Provide a clear and concise summary of your research proposal in 180 words or less.)	

Important Notice: When you fill out application form

Please fill in the same information with Basic Information which you registered through website (“Name of Representative”, “Title of proposed project”, “Research Outline”).

※ If you change the contents of Basic Information, please make sure that you also change the registered Basic Information on the website.

Note: Use only black ink and write clearly within the space provided.

If using a computer, please set the font size to either 10.5 or 11.

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1. Blueprint of project structure

Provide a concise summary of the project's issues, content, and output by listing up to three points in each of the following sections

Research issues Describe the issues to be addressed by this project.

- ◆
- ◆
- ◆

Content Describe the project's content.

- ◆
- ◆
- ◆

Output Explain what results are expected from this project and what its ripple effect might be?

- ◆
- ◆
- ◆

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2. Participating researchers (List the project representative first.)

Name	Age	Affiliation/specialization	Role in the project
1.			Representative
2.			Contact person
3.			Accounts manager
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Note: If there are more than 20 project members please make a copy of this page.

Name of representative		
Representative's Address <input type="checkbox"/> Home <input type="checkbox"/> Organization (Place a check where appropriate.)	Street: City/state/province: Postal code: Phone number: Name of organization: If you used your organization for your contact address, please include the organization name here.	
Alternate phone number	(The phone may be a cellular/mobile phone.)	
Email address		

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3. Professional history and past activities of representative and principal members

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4. Research Issues Describe the research issues to be addressed by this project.

5. Previous and Related Research Please describe previous research and the current situation for research on your topic.

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6. Content Describe the project's content and methodology.

Content of research	Methodology

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7. Output Explain what results are expected from this project and what its ripple effect might be?

8. Other organizations involved Please provide information about any organization(s) that will be involved in conducting this project.

Name and year established:

Funding sources for research (domestic and international):

Size (scale of financing, number of personnel, etc.):

Website URL:

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9. Project schedule

Year/month	Schedule	
2012/11	Start of grant period First funding disbursement	
12		
2013/ 1		
2		
3		
4	Second funding disbursement	
5		
6		
7		
8		
9		
10	End of grant period for one-year projects Third funding disbursement	
Only two-year projects need to provide the following information.		
11		
12		
2014/ 1		
2		
3		
4	Fourth funding disbursement	
5		
6		
7		
8		
9		
10	End of grant period for two-year projects	

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10. Project budget for first year (Please refer to Table 1 on page 10.)

	Item	Details	Amount requested (yen)
(1)	Information distribution, telecommunications		
(2)	Personnel expenses	Honoraria for project collaborators	
		Honoraria for project assistants	
(3)	Travel expenses	Domestic travel	
		Overseas travel	
(4)	Equipment, furniture, etc.		
(5)	Rental of property and effects		
(6)	Printing and binding		
(7)	Documents and materials/copying		
(8)	Other supplies		
(9)	Fees for commissioned work		
(10)	Meeting expenses		
(11)	Other expenses		
	Total for first year	*Base conversion rate: \$1 = ¥	¥

*Please calculate in dollars for currencies other than Japanese yen.

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Second year (Two-year projects only.)

	Item	Details	Amount requested (yen)
(1)	Information distribution, telecommunications		
(2)	Personnel expenses	Honoraria for project collaborators	
		Honoraria for project assistants	
(3)	Travel expenses	Domestic travel	
		Overseas travel	
(4)	Equipment, furniture, etc.		
(5)	Rental of property and effects		
(6)	Printing and binding		
(7)	Documents and materials/copying		
(8)	Other supplies		
(9)	Fees for commissioned work		
(10)	Meeting expenses		
(11)	Other expenses		
	Total for second year	*Base conversion rate: \$1=¥	¥
	Two-year total (grant request)		¥

*Please calculate in dollars for currencies other than Japanese yen.

11. Other funding sources (for this project or related projects)

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Funding already decided:

Project title and funding organization	Period of funding	Amount approved (yen)

Funding applied for (or scheduled to be applied for) this fiscal year:

Project title and funding organization	Period of funding	Amount of funding (yen)

Table 1: Explanation of expenses

Item		Explanation
(1)	Information distribution, telecommunications	Mail, telephone calls, facsimiles, internet fee etc.
	Personnel expenses	Honoraria for project collaborators Remuneration for support and assistance from researchers, field workers, technicians, and other specialists other than participating researchers.
		Honoraria for project assistants Remuneration for support personnel, such as secretaries, field workers, and statisticians.
(2)	*Total personnel expenses, made up of the honoraria for both collaborators and project assistants, may account for no more than 30% of the total budget request. *Routine personnel expenses for the project's representative and members are not allowed in principle. In certain cases, however, minimum living expenses may be provided only to postgraduate students, research students, researchers from outside the establishment, and others unable to earn a stable income, depending on the situation in each particular country. These expenses should be entered in "Honoraria for project collaborators."	
(3)	Travel expenses	Domestic travel Fares, accommodations, meals, and other expenses related to travel within the representative's country of residence to conduct surveys or attend meetings.
		Overseas travel International travel, local transportation in destination country, accommodations, meals, and other expenses for travel from the participant's country of residence to conduct surveys or attend meetings.
(4)	Equipment, furniture, etc.	Purchase of equipment costing ¥100,000 or more per item.
(5)	Rental of property and effects	Rental of real estate (offices, experiment sites, etc.) and equipment (facilities for experiments, hardware, aircrafts and vehicles for fieldwork, etc.) during the project.
(6)	Printing and binding	Printing and binding of documents and other written materials.
(7)	Documents and materials/copying	Purchase of books, documents, microfilm, photos, etc.; copying of documents and other written materials.
(8)	Other supplies	Supplies costing less than ¥100,000 per item, for example, general office supplies and reagents and materials for experiments.
(9)	Fees for commissioned work	Contracting out all or part of questionnaire surveys, experiments, etc.
(10)	Meeting expenses	Meeting room rental, refreshment, meal, etc.
(11)	Other expenses	Expenses not covered in (1) to (10).

Note: The grant does not cover the indirect costs of the organization to which the recipient is affiliated or general administrative costs ("overhead").

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Questionnaire

We ask that you please provide the following information in order to assist us with future grant activities.

(1). When did you first become aware of this grant program?

(Check one of the boxes below.)

Recently (In 2012) One year ago (In 2011) Prior to 2011

(2). How did you become aware of this program?

(Check the appropriate boxes below and enter details in the spaces provided.)

1: From an article or advertisement 1-1: Newspaper [name: _____]
 1-2: Thesis or scholarly journal [name: _____]
 1-3: Other [_____]

2: From an acquaintance 2-1: A present or past grant recipient
 2-2: Someone else familiar with the Toyota Foundation
 2-3: Someone at the Toyota Foundation
 2-4: Other [_____]

3: From the Internet 3-1: The Toyota Foundation website
 3-2: Another website [_____]

4: Other [_____]

(3). Are you familiar with the Japan Foundation Center or this center's publication, the *Directory of Grant-making Foundations*?

Yes No

(4). If you have any comments on this program's Information for Applicants, please state them in the space below.

(5). If you have any issues (project themes) that you think should be addressed by the Foundation in the future, please indicate them in the space below.

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Change of Address Form

The Toyota Foundation directs notification of selection results to the contact person. Please be sure to notify the Toyota Foundation of any changes in the contact person's information by filling out and mailing this form.

Name of contact person	
Address	Street City/state/province Postal code Country
Phone number	(The phone may be a cellular/mobile phone.)
E-mail address	
Reason:	
<p>*If the contact person will be unavailable for a certain period owing to a business trip or other circumstances, please list the relevant dates below and provide the address for an alternative individual.</p> <p>From (month/day/year): / / to: / /</p>	

*Please fill in your application number on the upper right space.

Mail to the following address:

Research Grant Program
 The Toyota Foundation
 Box 236, Shinjuku Mitsui Building 37F
 2-1-1 Nishi-Shinjuku, Shinjuku-ku
 Tokyo 163-0437
 JAPAN

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