

The Toyota Foundation Research Grant Program 2013

“Exploring Knowledge to Build a Better Future”

Project Proposal Guidelines

Proposal Submission Period:

Monday, April 1 to Tuesday, May 7, 2013 (until 3:00 p.m. Japan Standard Time)*

* Submission via uploading project proposal form on the “Webpage for Applicants”

I. Program Objectives

The world in which we live today is undergoing dramatic changes, amidst social and economic development, the surge of globalization, as well as rapid advances in science and technology. While these changes have broadened horizons and enhanced affluence, they have at the same time generated a complex array of social problems. Living as we do in this era of historical change, we need to firmly grasp the essence of those problems and seek solutions to pave the way for the future.

The issues that need to be addressed, first of all, are those on a global scale and that transcend generations, as well as nascent problems that will only fully manifest themselves in the future. This means that it will be difficult to find solutions that help to bring about a new society on the basis of status-quo thinking or compartmentalized expertise. Rather, we must adopt a broader perspective to fundamentally reevaluate the structure of society, the way people live, and the underlying values, in order to create a nexus of new values for building a brighter future.

Meanwhile, there is also a need to deal with the concrete issues already confronting us, and come up with initiatives that are suited to the complex diversity of today’s society and people’s needs. This requires us to upgrade the coordination needed to solve problems and introduce systems and policies to bring about benefits on a continual basis.

Based on this outlook, the Toyota Foundation solicits proposals for its Joint Research Grant, under the framework of “Research that Aims to Explore New Social Values” or “Research that Addresses Social Issues”. We also welcome proposals for Individual Research Grant, targeting younger researchers who are eager to contribute to society through activities that can be expected to resolve social issues or explore new values for society.

II. Grant Frameworks

In line with the project objectives, we solicit proposals for the two frameworks of joint research grants (Category A): “Research that Aims to Explore New Social Values” (A1) and “Research that Addresses Social Issues” (A2); as well as proposals for the framework of individual research grants (Category B) for research projects by young researchers that can be expected to lead to the resolution of social issues or exploration of new values for society*. We welcome proposals for projects that involve research methods that span different disciplines and fields of activity, particularly those for which NPOs and NGOs play an active role.

* Please be aware that there is a difference in the project proposal form between the A1 and A2 frameworks for joint research grants and the Category B framework for individual research grants.

Category A: Joint Research Grant

A1: Research that Aims to Explore New Social Values

In exploring new values for society, it is necessary to adopt a wide view of the world that stretches far into the future. We need to take into consideration the existing framework of values, while also standing outside it, and build an innovative viewpoint from which to put up signposts leading towards a new era.

This grant framework targets ambitious projects that are driven by a desire to arrive at a scholarly view of the broad world and anticipate future trends as the basis for generating research results that help to bring about changes in people's consciousness and encourage actions that lead to the solution of problems.

No restrictions are placed on the areas of research or the methods employed, but the following are some examples of topics that might be addressed.

Examples of research themes:

- Arriving at a new conceptual framework regarding human rights, equality, and justice to encompass people of different standpoints and cultures. Exploring fundamental ideas that lead to the formation of new communities in which a diverse range of people can live in harmony.
- Clarifying the principles of local and global distributive justice to address the expansion of social disparities and inequality and the crisis of the social welfare system. Offering a viewpoint on how to strengthen community bonds and alleviate social isolation.
- Fostering a better understanding of how to appropriately share the burdens resulting from natural and manmade disasters. Formulating a methodology on how to alleviate and disperse the risks associated with future disasters.
- Establishing a cross-generational ethics to consider how natural resources, energy sources, and a rich natural environment can be passed down to future generations, and anticipating the environmental problems of the future. Designing social and economic systems for sustainable development within the limits of natural resources and the environment, and formulating indices to gauge human welfare as the basis for the systems.

A2: Research that Addresses Social Issues

This grant framework targets ambitious projects that aim to examine and utilize methods and techniques for practically resolving the urgent social issues surrounding us today. More specifically, we solicit projects that seek to upgrade coordination and introduce systems and policies needed as the means for reinforcing the foundation of civil activities and cooperation between a diverse range of players.

No restrictions are placed on the areas of research or the methods employed, but the following are some examples of topics that might be addressed.

Examples of research themes:

- Advancing social welfare for and greater social participation by the most vulnerable members of the community.
- Appropriately distributing the health, medical, and social-welfare resources in a manner that takes into consideration differences in levels of income, types of employment, and locations of residence (including hilly and mountainous areas and remote islands).
- Contributing to rebuilding communities impacted by natural or manmade disasters and helping to defend the rights and rebuild the lives of those impacted by disasters.
- Engaging in activities to encourage sustainable social and economic activities in response to changes in the natural environment such as climate change and the shrinking of biodiversity.

Category B: Individual Research Grant
--

B: To Build a Better Future

This grant framework targets individual research projects by young researchers that can be expected to benefit society in a way that leads either to the finding of new values or to the solution of today's concrete social problems. We welcome exploratory research with the potential to lead to future detailed studies and practical solutions to problems.

No restrictions are placed on the areas of research or the methods employed*. We welcome projects that will be energetically carried out by researchers based on a sense of mission regarding what relationship they have to society and how they hope to positively impact it through their work.

* We also do not place any restriction on researchers in terms of age, affiliation, or profession.

Note: Project Format

The Toyota Foundation Research Grant Program supports research on project formats. Projects targeted are those that address the project issues in a planned manner and can be expected to achieve a certain level of results regarding the goals set within the prescribed time. We welcome projects that can generate such results, even through a process of trial and error, and that can also be expected to have positive ripple effects.

III. Grant Periods and Grant Amounts

◆ Grant Periods

Choose one of the two periods listed below when filling in the basic information from the “Apply for Grants” page (pp.9-10) and on the first page of the project proposal form.

- Grant period 1 year: November 1, 2013 to October 31, 2014
- Grant period 2 years: November 1, 2013 to October 31, 2015

◆ Grant Amounts

Total amount of grants: 100 million yen

Category A: Joint Research Grant

(Total allocated grant amounts: Approx. 80 million yen)

- Grant Period 1 year: Up to around 5 million yen
- Grant Period 2 years: Up to around 10 million yen

Category B: Individual Research Grant

(Total allocated grant amounts: Approx. 20 million yen)

- Grant Period 1 year: Up to around 1 million yen
- Grant Period 2 years: Up to around 2 million yen

Appropriateness of the requested grant amount and the planned project budget for the proposed research will also be considered under the process of selection. There is a possibility that the actual grant amount will be reduced compared to the proposed amount as a result of the selection process and that the submitted budget plan will have to be revised.

◆ Grant Payment

Grant payments are sent to the specified bank account of the project representative. The initial payment is made just after the grant period begins. Two payments are made for the one-year grant, and four payments for the two-year grant, all at roughly six-month intervals (The payment made each time is of an appropriate amount, in line with the planned project budget). Prior to each payment the project representative is required to submit the prescribed report; payment may be temporarily suspended in a case where the report is not submitted or where the Toyota Foundation determines a need to confirm the content of the submitted report.

◆ Grant Utilization

Please confirm the range of expenditures for the grant received, referring to the “List of Expenses” (p.17). Please note that the grant recipients are not allowed to use funds from the grant to cover the operational overhead of the organization to which they belong or are related.

In a case where grant money is used to purchase equipment, machinery, documents, etc. with a tax-included price of over ¥200,000, the purchased item(s) should be donated to the organization to which the project members belong or are related, rather than remaining in their private ownership.

In principle, grant expenditures should be made in line with the planned project budget submitted at the time the grant was approved. If circumstances arise that will result in a major change in the budget plan, please consult in advance with the program officer of the Toyota Foundation. Any grant funds remaining after the end of the grant period should be promptly returned.

◆ **Accounting of Grant**

In principle, the grant recipients are not allowed to entrust accounting of the grant received to the organization they belong or are related. In a case where, owing to circumstances, commissioning such an organization is unavoidable, the Toyota Foundation will require submission of the prescribed form (or one based on it) commissioning accounting services after the grant is approved. Even when accounting is outsourced, we request that the project representative be aware of the details regarding the receipt and expenditure of grant funds (Grants are paid to the representative, not to the organization entrusted with the accounting).

IV. Communication with the Toyota Foundation

◆ **Grant Initiation (Concluding Memorandum)**

For both the Joint Research Grant and the Individual Research Grant, each project representative for which a grant is awarded will exchange a memorandum with the Toyota Foundation and then be individually responsible for carrying out the project in accordance with the agreement (In the case where a minor is the project representative, a person of legal age should serve as the contact person and handle the procedures as the minor's proxy).

◆ **Project Progress**

In carrying out the grant project, the representative or contact person should remain in close contact with program officers from the Toyota Foundation. If a change in the original project plan becomes necessary due to circumstances, please first contact the Toyota Foundation; in such a case, we may also request that you submit the “Request for Change in Plan” form along with supplementary materials. Also, please provide prior notification if you plan to hold a presentation or symposium on the project or conduct medium- to long-term field research related to it.

◆ **Submission of Reports**

Each project representative will be obliged to prepare and submit documentation including a written interim report, final report and a financial statement prior to the stipulated deadlines. The financial statement should be submitted along with the “Detailed Expenditures” form and original receipts (If accounting of the grant is outsourced, receipts need not be included, but the Toyota Foundation may ask for such records to be disclosed for the sake of confirmation after the content of the documents has been examined).

◆ **Consultation, Coordination, etc.**

If necessary, the Toyota Foundation program officers will visit the project representatives or main project members for consultation and coordination regarding the project’s progress and its future prospects.

◆ **Presentations, Symposiums, etc.**

Events such as presentations or symposiums may be held at which the project representative or main project members will be asked to report on the progress of their projects and prospects, and to interact and exchange opinions with other grant recipients or experts.

◆ Continued Funding

The project representative or main project members who devise a plan for a new project may submit a proposal for continued funding in the following fiscal year or thereafter, either under this program or under another Toyota Foundation program. The decision to approve or decline the proposal will be based on a comprehensive review of the status and results of the original project, as set forth in the interim and final reports, as well as on the relationship between the original project and a future grant project planned by the project representative and members.

V. Proposal Procedures and Screening

◆ Proposal Period and Procedures

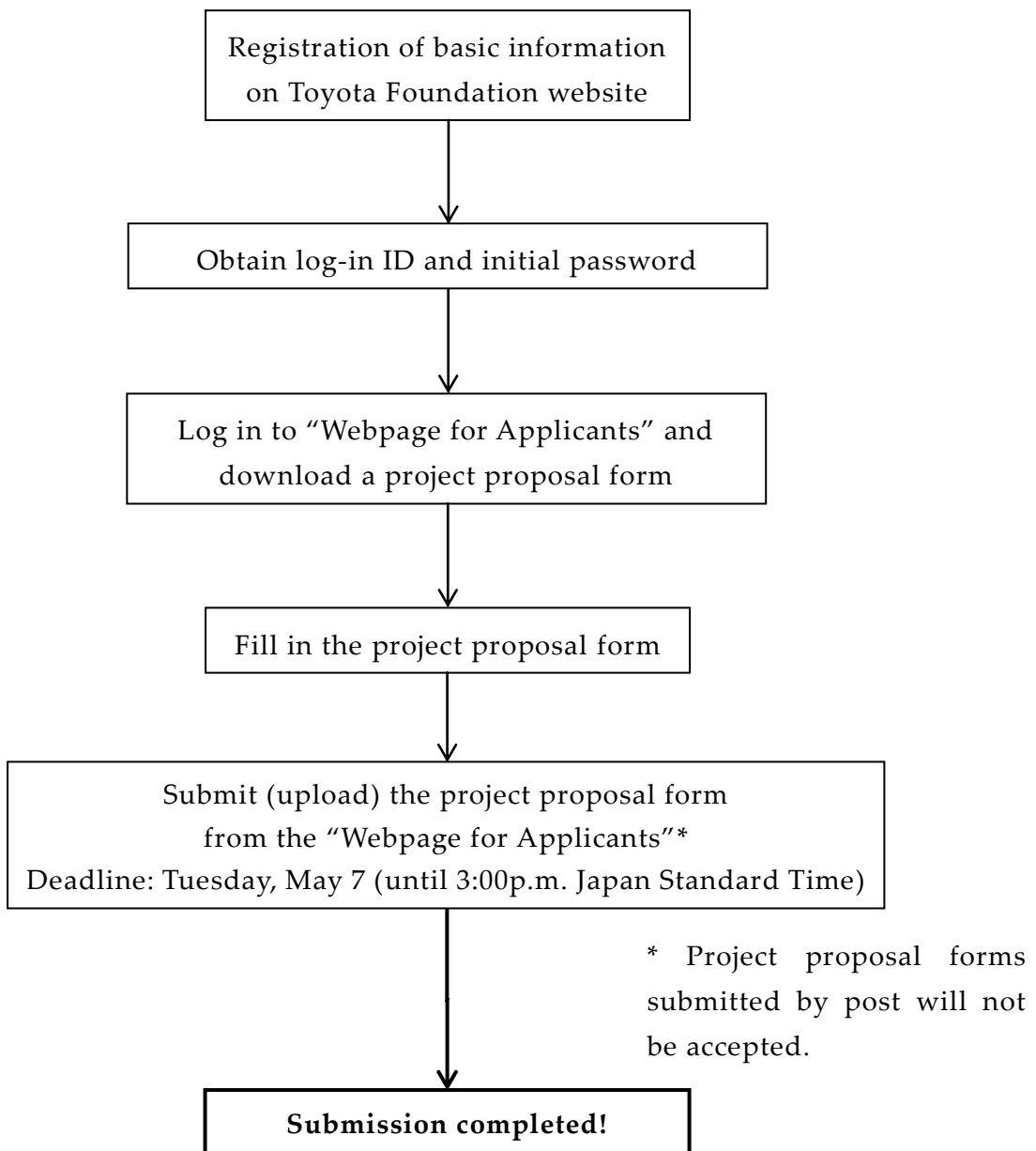
Proposal Period:

Monday, April 1 to Tuesday, May 7, 2013 (until 3:00 p.m. Japan Standard Time)

Proposal Procedures:

To submit a grant proposal via the Internet, please visit the “Apply for Grants” page on the Toyota Foundation website (<http://www.toyotafound.or.jp/english>) and register your basic information. After completing the registration a project proposal form can be downloaded (you can edit the basic information registered on the “Webpage for Applicants” prior to submitting the project proposal form). The project proposal procedures are diagramed in the next page (detailed instructions can be found on the attached “Guide for Web-based Grant Applications”).

(Project Proposal Procedures)



◆ Submission Confirmation

After the project proposal form has been submitted (uploaded) on the “Webpage for Applicants”, a notification of completion will be sent to the registered email address.

◆ Selection Process

Formal decisions on the selection of projects to be awarded grants will be made at the Toyota Foundation Board of Directors meetings scheduled to be held in September or October 2013, based on the deliberations of the Toyota Foundation Research Grant Program Selection Committee, which is composed of outside experts (and chaired by Professor Toshio Kuwako of Graduate School of Decision Science and Technology, Tokyo Institute of Technology). Please be aware that when necessary the committee may ask to interview you about your project proposal.

◆ Selection Results

The contact person for the project will be informed of the selection results by email by the end of October 2013*. If the email notification has not arrived by that time, please contact the Toyota Foundation.

* Please inform the Toyota Foundation promptly if your email address or phone number has changed since you submitted your project proposal.

◆ Other

The Toyota Foundation seeks projects that are non-profit and open in their outlook, without any political, religious, or ideological bias. No restrictions are placed on the representatives or members of the projects in terms of nationality, place of residence, academic background, organizational affiliation, etc.

The personal information you provide on the Toyota Foundation website and the project proposal form will be used for project selection, statistical analysis, and administrative purposes, such as contacting those who submitted a proposal. The information will not be used for any other purpose without your consent, except in cases provided for by law.

Grants may be cancelled if any statement in your project proposal is found to be untrue, even after a grant has been approved.

<p>Project Proposal Format</p> <p>Requirements</p>
--

◆ **Special Points of Consideration**

- Submit either the 12-page project proposal form for a joint research grant or the 10-page project proposal form for an individual research grant. No additional documents should be included with your project proposal other than the prescribed forms (If the space on page 3 of the project proposal form for the joint research grant is insufficient, please copy that page to insert the additional information).
- Please fill in the project proposal form using black text. For the parts of the project proposal listed below, we ask that those submitting a proposal use a 12-point font, with 18-point line spacing.

Joint Research Grant	p.1 (“Abstract”), pp.4–8
Individual Research Grant	p.1 (“Abstract”), pp.3–6

- Input your log-in ID (“Receipt No.”) at the top right of each page of the project proposal form.
- Please do not alter the size of the text boxes on the project proposal form, with the exception of the text box on page 3 of the joint research grant project proposal form.
- Photographs and charts can be submitted as part of the project proposal (but please note that the project proposal form file should not exceed 500 KB).
- Please only submit the project proposal form itself; no additional related documents are necessary.
- Do not personally deliver the project proposal form to the Toyota Foundation or send it by fax, postal mail, or email.

- Traffic on the Toyota Foundation website may intensify in the hours prior to the final deadline, making it impossible in some cases to submit a project proposal, so we recommend that you submit a project proposal as early as possible.
- Project proposals cannot be replaced or updated after they have been submitted.
- Please be sure to keep a copy of the project proposal data submitted until the selection results are made known.

◆ **Basic Information**

For each item, please fill in exactly the same information registered from the “Apply for Grants” page.

Representative	Input the person who will be primarily in charge of running the project.
Contact Person	<ul style="list-style-type: none"> - The same person may be the representative and contact person in the case of a joint research grant. For an individual research grant, in principle, the representative is also the contact person and handles the project proposal procedures. - Please include <u>contact information where you can be easily reached by the Toyota Foundation in the time between the submission of the project proposal and the announcement of the results</u>. Inform the Toyota Foundation if any change is made to your email address or phone number.
Abstract	Please describe the issues dealt with by the project and how they are addressed (maximum length: 180 words). Please be aware that if your project is selected for a grant, this description will be made available to outside parties.

◆ **Project Outline**

Please summarize the information listed in the “Issues”, “Project Implementation”, and “Results and Effects” sections of the project proposal form (bullet-point format is acceptable).

◆ **Participants (Joint Research Grant only)**

Please include information on the project participants. It is not necessary to include the names of specialists relied on just for advice or to provide lectures, or to include the names of people hired to provide temporary assistance.

◆ **Career History and Achievements**

Information regarding the career histories, past achievements for research and other activities, and previous grants and subsidies received should be listed for the project representatives and main project members. In the case of a joint research grant, if there are cases of jointly conducted research or other activities involving all or some of the member of the project team, this information should also be included.

◆ **Information about Project Team (Joint Research Grant only)**

Please include information about the project team by explaining the reason it was formed by its very members and the actions and results that can be expected through your collaboration. Also explain, as project representative, what consideration and efforts you will show to ensure that the diverse members of the team share the same goal and generate positive results.

◆ **Issues**

Explain in concrete terms the issues addressed by the project. Include information on the background leading up to the project by mentioning the previous research and achievements of the project representative and main project members, and by explaining the state of research in the field as a whole.

◆ **Project Implementation**

Please describe the content of research methods to address the issues of the project. The explanation should include specific details, such as what research will be conducted, how it will be carried out, and why it can be expected to bring positive results.

◆ **Results and Effects**

Please describe in detail the specific output and the content of research results and the ripple effects expected from the project, touching on the points mentioned below.

Joint Research Grant A1	What are the characteristics of the “new social values” that your project aims to clarify?
Joint Research Grant A2	In what ways can the project results be directed toward resolving social issues?
Individual Research Grant B	Please address one of the two questions listed above.

◆ **Schedule**

Please explain the schedule for the project.

◆ **Planned Project Budget (see the “List of Expenses”, p.17)**

(1) **First-year Planned Budget**

Please provide the budget plan for the first year of the project.

(2) **Second-year Planned Budget (only for two-year grants)**

Please provide the budget plan for the second year of the project (also include the total expenditures for both years in the column on the right).

◆ **Other Grants / Subsidies**

If you expect to utilize other grants or subsidies for your research project, or carry out related research with other grants or subsidies, please list the relevant information by following the example below .

Example		Other Grants / Subsidies		
Project	Source of Grant / Subsidy	Period	Amount	
	XX University Technology Advancement Foundation	October 2013 to March 2014	¥500,000 (application under consideration; announcement in June)	
Related Research	Research Title and Source of Grant / Subsidy	Period	Amount	
	“Comprehensive Research on XX” XX Foundation Research Grant	April 2013 to March 2014	¥1 million (confirmed)	

List of Expenses

- 1** Honoraria
Payments (including transportation and accommodation) made to experts as compensation for advice or lectures provided or to others providing assistance. Grant does not cover the personnel expenses of the project representative and participants.
- 2** Fees for Commissioned Work
Expenses paid to businesses and organizations handling specialized work (e.g., surveys, calculations, and system construction) that the project representative and participants cannot easily accomplish on their own.
- 3** Travel Expenses
Domestic and overseas travel expenses of the project representative and participants (transportation and accommodation).
- 4** Communication and Delivery
Bills for phone and Internet services, postage, delivery services, etc.
- 5** Equipment and Machinery
Purchases of machinery, equipment, and other items with a tax-included value of ¥200,000 or more.
- 6** Documents and Copying
Expenses related to the purchase or copying of documents and other materials.
- 7** Miscellaneous Items
Expenses for supplies and other miscellaneous items with a tax-included value of less than ¥200,000.
- 8** Printing and Binding
Printing, binding, and other expenses for pamphlets, flyers, booklets, etc.
- 9** Rental of Property and Effects
Rent and utilities for properties (e.g., offices, conference rooms, and laboratories) and expenses for leasing movables (e.g., equipment for experiments, vehicles used for surveys).
- 10** Other Expenses
Insurance, payment processing charges, etc.

Contact Details*

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

Phone: +81-(0)3-3344-1701 Fax: +81-(0)3-3342-6911

URL: <http://www.toyotafound.or.jp/english/>

* Please do not contact us to ask whether we have received your project proposal form.

* We are unable to respond to inquiries related to why a project was not approved.