

Eligibility: No limitations are placed on proposals with regard to the nationality or place of residence of the project representative or participants; nor is there any restriction with regard to the candidate's affiliation (or lack thereof) with a university, research institute, NPO/NGO, or other organization.

Grant uses: Grants received may not be used to pay the personnel or living expenses of the project representative or participants. (It is possible for grants to be used for remuneration of specialists providing advice or lectures and for those engaged in assisting project work.)

The Toyota Foundation Research Grant Program 2014

“Exploring New Values for Society”

Project Proposal Guidelines

(A) Joint Research Grants (B) Individual Research Grants

Public Notification Period:

Tuesday, April 1 to Friday, September 5, 2014

Proposal Submission Period:

Monday, August 25 to Friday, September 5, 2014 (until 3:00 p.m. Japan Standard Time)*

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

About the Toyota Foundation

The Toyota Foundation is a grant-making foundation whose goal is to contribute toward the realization of a more people-oriented society and a resulting increase in human happiness. We provide grants in support of research and operations in order to respond to a diverse array of social issues, with a focus on areas of human and natural environment, social welfare, and education and culture. From the outset, the Toyota Foundation has provided grants with an eye to supporting projects based on foresight, a participatory orientation, and an international perspective.

I. Program Objectives

The world in which we live today is undergoing dramatic changes amid social and economic development, the surge of globalization, and rapid advances in science and technology. While these changes have broadened horizons and enhanced affluence, at the same time they have 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 these problems and search for solutions as we pave the way for the future.

The various issues that need to be addressed include those that are on a global scale and those 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 clues and solutions that help to bring about a new society on the basis of the existing framework of values or compartmentalized expertise. Rather, in seeking to create new values for society, it is necessary to fundamentally reevaluate the state of society, the way we live, and the underlying framework of values from a wider perspective that adopts a panoramic view of the world and looks decades into the future. We need to take into consideration existing frameworks, while standing outside them to build new viewpoints that can be shared with others. In this way, we can erect the signposts that will guide us to perspectives on a broader world and the future we have yet to perceive.

Based on this way of thinking, in this program the Toyota Foundation has established two grant frameworks respectively for joint research projects and individual research projects that can be expected to lead to the creation of new values for society. For both frameworks, we solicit ambitious projects that are founded on creative concepts that reflect a youthful perspective and whose results can help change people's way of thinking – regardless of their country or region of origin or their social position and circumstances – and can lead to actions that bring about solutions to the issues faced.

II. Targeted Projects

In line with the program objectives outlined above, we provide grants to projects that can be expected to lead to the creation of new values for society under two frameworks: Joint Research Grants (Category A) involving project teams and Individual Research Grants (Category B) for research projects carried out by individuals.

* Please be aware that there is a difference in the project proposal form between the Category A framework and the Category B framework.

Neither framework is subject to any restrictions with regard to age, affiliation, or position. Although Category B targets individual research, we recommend that the projects involve collaboration with various other people in the course of the research.

We particularly welcome proposals for projects that involve research spanning different disciplines and fields of activity, especially those that involve the participation or cooperation of researchers affiliated with universities or research institutes in the grant recipient's country and elsewhere, as well as those involved with NPOs and NGOs. Our expectation is that members of the projects we fund will strive to arrive at research results that can be broadly shared with the world.

No restrictions are placed on the areas of research or the methods employed, but the following are some examples of project aims that might be pursued in either framework.

- Establishing a cross-generational ethics to consider how natural resources, energy sources, and a rich natural environment can be passed down to future generations; anticipating the environmental problems of the future, as well as proposing solutions; 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 those systems

- Elucidating the principles of distributive justice to address the expansion of social disparities and inequality, as well as the increasing disequilibrium between localities; building perspectives on how to revive the functioning of communities and alleviate social isolation
- Disclosing ideas of how to appropriately share the burdens resulting from natural and manmade disasters; assembling a methodology on how to minimize and disperse the risks associated with future disasters
- Seeking an overarching conceptual framework regarding human rights, equality, and justice that encompasses people of different standpoints and cultures; formulating a concept for the formation of new communities in which a diverse range of people can live in harmony; disclosing new ideas on conflict resolution and prevention and peace building
- Proposing new ideas on how to preserve native cultures and histories and pass them on to future generations; alternatively, reevaluating cultures and histories to enhance consideration of issues society is likely to face in the future

The Toyota Foundation Research Grant Program supports research on project formats. Projects targeted are those that pursue their research 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 be expected to have positive ripple effects.

III. Grant Periods and Grant Amounts

◆ Grant Periods

- Grant period 1 year: May 1, 2015, to April 30, 2016
- Grant period 2 years: May 1, 2015, to April 30, 2017

◆ Grant Amounts

Total amount of grants: 100 million yen

Category A: Joint Research Grants

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

- Grant period 1 year: Up to around 4 million yen
- Grant period 2 years: Up to around 8 million yen

Category B: Individual Research Grants

(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, even for projects that do receive grants, as a result of the selection process, the actual grant amount will be reduced compared to the proposed amount and the submitted budget plan will have to be revised.

◆ Grant Payment

In principle, the grant process is as follows. 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 content of the planned project budget.) From the second payment onward, the project representative is required to submit the prescribed report prior to each payment; 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 Uses

Please confirm the range of expenditures for the project, referring to the “List of Expenses” at the end of these guidelines. Please note that the grant funds cannot be used for the purposes listed below.

- Personnel or living expenses of the project representative or participants*
- Operational overhead of the organization to which the project representative or participants belong or are related (indirect expenses)

* It is possible for grants to be used for remuneration of specialists providing advice or lectures and for those engaged in assisting project work.

In a case where grant money is used to purchase equipment, machinery, documents, etc. with a tax-inclusive price of ¥200,000 and more, the purchased item(s), at the end of the grant period, 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 to which 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, never to the organization entrusted with the accounting.)

IV. Communication with the Toyota Foundation

◆ Grant Initiation (Concluding Memorandum)

For both the Joint Research Grants (Category A) and the Individual Research Grants (Category B), each project representative for which a grant is awarded will conclude 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, a 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 as attachments. (If accounting of the grant funds 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.)

◆ Meeting with Program Officers

If necessary, the Toyota Foundation program officers will visit the project representative or main participants to gather information on the project's progress and its results.

◆ Presentations, Symposiums, etc.

Events such as presentations or symposiums may be held by the Toyota Foundation at which the project representative or participants will be asked to report on the progress and results of their projects.

◆ Continued Funding

The project representative or participants 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 and in the above-mentioned presentations and symposiums.

V. Proposal Procedures and Screening

◆ Public Notification and Proposal Periods and Procedures

Public Notification Period:

Tuesday, April 1 to Friday, September 5, 2014

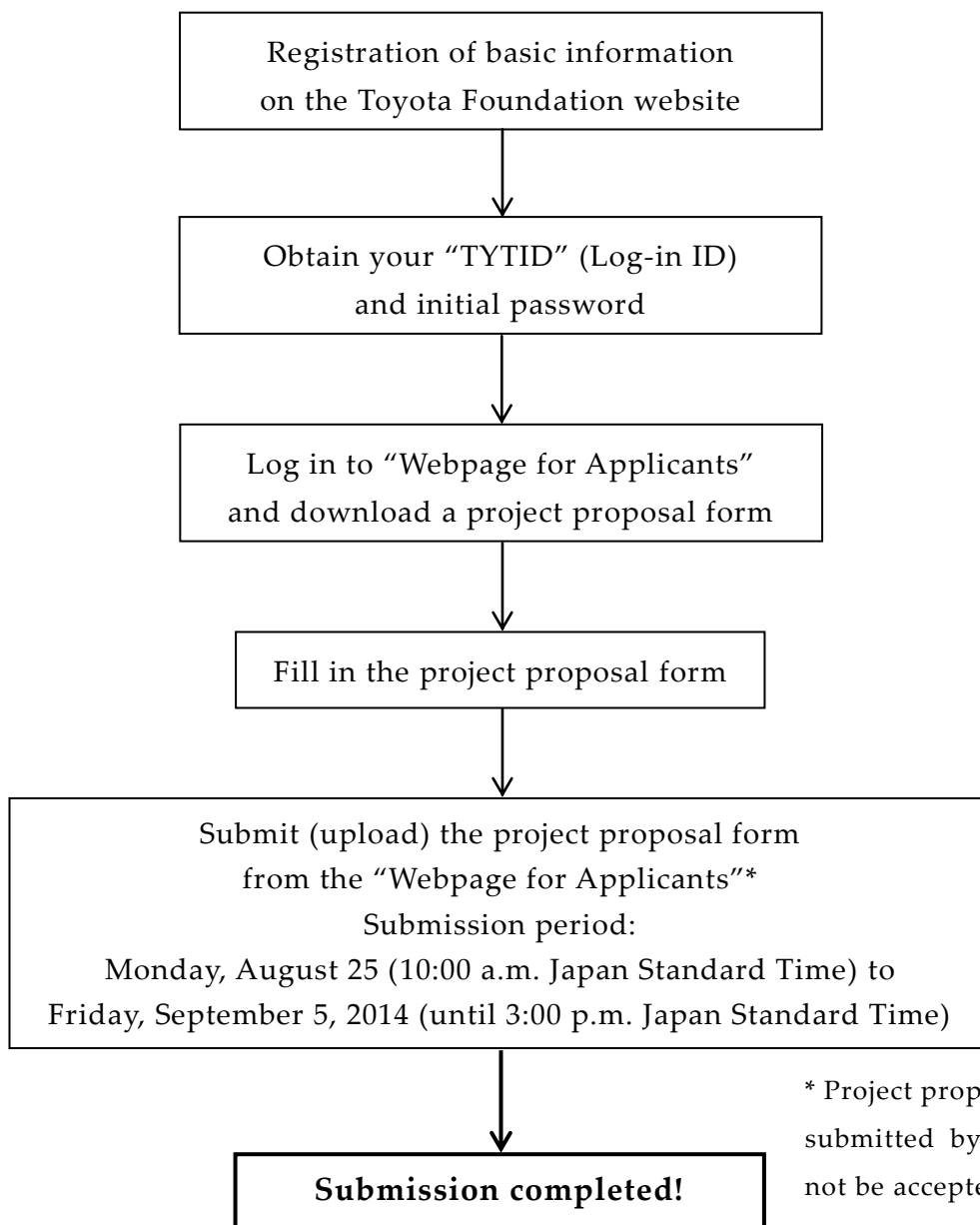
Proposal Submission Period:

Monday, August 25 (10:00 a.m. Japan Standard Time) to Friday, September 5, 2014 (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 the completion of 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 diagrammed below. (Detailed instructions can be found in the attached “Guide for Web-based Grant Applications”.)

(Project Proposal Procedures)



* Project proposal forms submitted by post will not be accepted.

◆ Submission Confirmation

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

◆ 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 March 2015, based on the deliberations of the Toyota Foundation Research Grant Program Selection Committee, which is composed of outside experts (chaired by Professor Toshio Kuwako of the 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 April 2015.* If the email notification sent to the contact person has not arrived by that time, please contact the Toyota Foundation.

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

◆ Other

The Toyota Foundation seeks projects that are nonprofit and open in their outlook, without any political, religious, ideological, or other bias. No restrictions are placed on the project representative or participants 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 the Joint Research Grants (Category A) or the 10-page project proposal form for the Individual Research Grants (Category B). 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 Grants 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 Grants (Category A)	p.1 “Abstract”, pp.4-8
Individual Research Grants (Category B)	p.1 “Abstract”, pp.3-6

- Input your “TYTID” (Log-in ID) 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 Grants (Category A) project proposal form.
- Photographs and charts can be inserted into the project proposal form (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. 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 on 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"> - Correspondence from the Toyota Foundation will be sent to the contact person. In principle, the contact person and the representative should be the same person. - 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 clearly describe the project (maximum length: 200 words). Please be aware that if your project is selected for a grant, this description will be made available to outside parties together with the name, affiliation, and position of the representative and the project title.

◆ **Project Outline**

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

◆ **Participants (Joint Research Grants 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 the names of people hired to provide temporary assistance.

◆ **Career History and Achievements**

Information regarding career histories, past achievements in research and other activities, and previous grants and subsidies received should be included for the project representative and main project participants. In the case of the Joint Research Grants (Category A), if there are cases of jointly conducted research or other activities involving all or some of the project members, this information should also be included.

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

Please include information about the project team by explaining the reason the participants came together and the actions and results that can be expected through their collaboration. Also explain, as project representative, what consideration and efforts you will show to ensure that the diverse participants share the same goal and generate positive results.

◆ Targeted Social Issues and Project Objectives

Explain in concrete terms the social issues addressed by the project. Include information on the background leading up to the project by mentioning the results of your previous research and other activities, as well as the trends of other related preceding research. Based on this, explain what sort of “new values” you are trying to clarify as the objective of your research project.

◆ Project Implementation and Methods

Please describe the content and methods of the research your project will implement in order to attain the above-specified research goals. 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 enhance the project’s positive results.

◆ Results and Effects

Please describe in detail the content of research results and the form in which they will be presented, the methods and targets for diffusing information on the project’s results, and the ripple effects that can be expected from the project.

◆ Schedule

Please explain the schedule for implementing the research for the project.

◆ Planned Project Budget (See the “List of Expenses” below.)

(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 far right.)

◆ **Other Grants/Subsidies**

If you expect to utilize other grants or subsidies for your research project, or to 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 2014 to September 2015	1 million yen (application under consideration; announcement in September)
Related Research	Research Title and Source of Grant/Subsidy	Period	Amount
	“Comprehensive Research on XX” XX Foundation Research Grant	April 2014 to March 2016	2 million yen (confirmed)

List of Expenses

- 1** Honoraria
Payments (including transportation and accommodation) made to experts as remuneration for advice or lectures provided or to others providing assistance (The 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, materials, and other items with a tax-inclusive price of ¥200,000 or more
- 6** Miscellaneous Items
Expenses for purchasing supplies and other miscellaneous items with a tax-inclusive price of less than ¥200,000
- 7** Documents and Copying
Expenses related to the purchase or copying of documents and other materials
- 8** Printing and Binding
Printing, binding, and other expenses for pamphlets, flyers, booklets, etc.
- 9** Rent and Utilities
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 Program, 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/](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.