

Eligibility: Project representatives for whom grants are awarded must be 45 years old or under on the day of the beginning of the grant. No limitations are placed 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 outside specialists providing advice or lectures and for those engaged in assisting project work.)

The Toyota Foundation Research Grant Program 2018 (Main Topic)

“Exploring New Values for Society”

Project Proposal Guidelines

Public Notification Period:

Monday, June 4 to Friday, August 3, 2018

Proposal Submission Period:

Monday, July 23 to Friday, August 3, 2018 (until 3:00 p.m. Japan Standard Time)*

* Submission via uploading application forms on “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 identify 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 Objective

The Toyota Foundation Research Grant Program supports research projects in accordance with its program title, “**Exploring New Values for Society**”. The objective of the program is to encourage ambitious researchers who seek new values for society by fundamentally exploring basic ways of thinking and methodologies on what approach we should take to address difficult issues to be faced in the future.

Living as we do in an era of historical change, we are facing a complex array of social problems. 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 existing values or compartmentalized expertise. Rather, in seeking to clarify what values we should pursue and how such values can be created, it is necessary to fundamentally reevaluate our way of thinking and the state of society from a wider perspective that adopts a panoramic view of the world and looks decades into the future. Taking into consideration the existing values, we need to stand 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.

The program provides grants to research projects run by ambitious researchers who seek new values for society based on the above understandings. It places no restrictions on the areas of research or the methods employed. We expect the projects we fund to be founded on creative concepts that reflect a youthful perspective and draw closer to new values for society, disseminating their findings effectively in many directions and springing up a range of lively discussions.

II. Targeted Projects

In line with the objective outlined above, the program provides grants to projects that are expected to make contributions to the creation of new values for society.

- In principle, joint research projects conducted by project teams of three persons or more are eligible for the grant. Proposals by teams of two persons or less shall be accepted in cases where it is difficult to organize a team of three persons or more due to reasons such as the novelty of the social issues targeted by the project. (In cases where it is difficult to submit a proposal by a team of three persons or more, the proposal form should present clear explanation for its reasons in the prescribed entry section.)
- Representatives of the project teams must be 45 years old or under on the day of the beginning of the grant. Neither the representatives or participants of the projects are subject to any restrictions with regard to institutional affiliation or position. (Graduate or undergraduate students may submit proposals as project representatives.)

Those submitting a proposal should be aware that proposals which do not meet the above requirements will not be accepted.

We welcome proposals for interdisciplinary and cross-sectional projects that involve the participation or cooperation of those with diverse backgrounds not only of university academics but also of those active in civil society movements. We also recommend proposals for projects that involve international collaboration.

The following are some examples of research that might be carried out by projects funded by the program.

- + **Apart from the examples below, the program also welcomes proposals for projects targeting other ambitious goals, with no restrictions on the areas of research or the methods they will pursue, determined to challenge exploring new values for society.**

- 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; establishing a cross-generational ethics to consider how natural resources, energy sources, and a rich natural environment can be passed down to future generations
- 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
- Establishing a model of distributive justice to address the expansion of social disparities and inequality, as well as the increasing disequilibrium between areas/localities; building basic perspective on how to revive the functioning of communities to protect the rights and to support the lives of vulnerable groups in society
- Formulating a concept for the formation of new communities in which people of different cultures and backgrounds can live in harmony, and seeking an overarching conceptual framework regarding human rights, equality, and justice that encompasses a diverse range of people; establishing new methodology for consensus building to promote conflict resolution and prevention and peace building
- Proposing new ideas and methodologies on how to preserve 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

+ More specific examples can be found in the lists of past grants available on the foundation website.

(2017) <http://www.toyotafound.or.jp/english/research/2017/#results01/>

(2016) <http://www.toyotafound.or.jp/english/research/2016/#results01/>

(2015) <http://www.toyotafound.or.jp/english/research/2015/#results01/>

(2014) <http://www.toyotafound.or.jp/english/research/2014/#results01/>

The 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 high 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 Period and Grant Amount

- **Grant Period**

Grant period: May 1, 2019, to April 30, 2021 (2 years)

- **Grant Amount**

Grant amount: Maximum 8 million yen*

* Up to 1.5 million yen for project teams of two persons or less

(Total allocated grant amount: 60 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 personal bank account of project representative. (The bank account should be exclusive to the grant from the Toyota Foundation.) The initial payment is made soon after the grant period begins. Four payments are made during the two-years grant period, 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 of the 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 outside 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 yen or 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.

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 commissioning accounting services after the grant is approved. Even when accounting is outsourced in this way, the project representative is required to take full notice of all grant incomes and expenses, and assure that the expenditures are made in line with the planned project budget regardless of requirements of the accounting organization. (Grants are paid to the representative, never to the organization entrusted with the accounting.)

IV. Communication with the Toyota Foundation

- **Grant Initiation (Concluding Memorandum)**

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 project, the representative should remain in close contact with program officers from the Toyota Foundation. If a major change in the original project plan becomes necessary due to circumstances, please first contact the 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 notification if you plan to hold a symposium, workshop, etc., on the project or publish its findings.

● **Submission of Reports**

Each project representative will be obliged to prepare and submit documentation, including a written interim progress report, a final report, and a financial statement, prior to the stipulated deadlines.

- An interim progress report in a prescribed format will be required at the halfway point of the grant period. A final report (free format, in around 10,000 words/20 pages) should be submitted until the end of the month following the final month of the grant period.
- For grant expenditures with a tax-inclusive amount of more than 10,000 yen, original copies of the relevant receipts should be attached to the financial statement. If accounting of the grant funds is outsourced as in pages 6-7, receipts need not be included, but the Toyota Foundation may ask for such records to be disclosed for the sake of confirmation after 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.

● **Open Workshops**

Workshops for grant recipients are held by the foundation usually twice a year. Project representatives should participate in all the workshops that will be held in the time between the grant decision and the end of the final year of the grant period. (Travel expenses will be paid separately from the grant.) Project representatives or participants may be asked to report on the progress and results of their projects. For each workshop, details regarding program and venue will be informed to the project representatives as soon as possible.

- **Project Outputs**

For any outputs based on the project, e.g. books/booklets, monographs/articles, films/DVDs, etc., please submit 2 copies to the Toyota Foundation attached with an introductory summary for each output (in around 200 words).

V. Proposal Procedures and Screening

- **Public Notification and Proposal Periods and Procedures**

Public Notification Period:

Monday, June 4 to Friday, August 3, 2018

Proposal Submission Period:

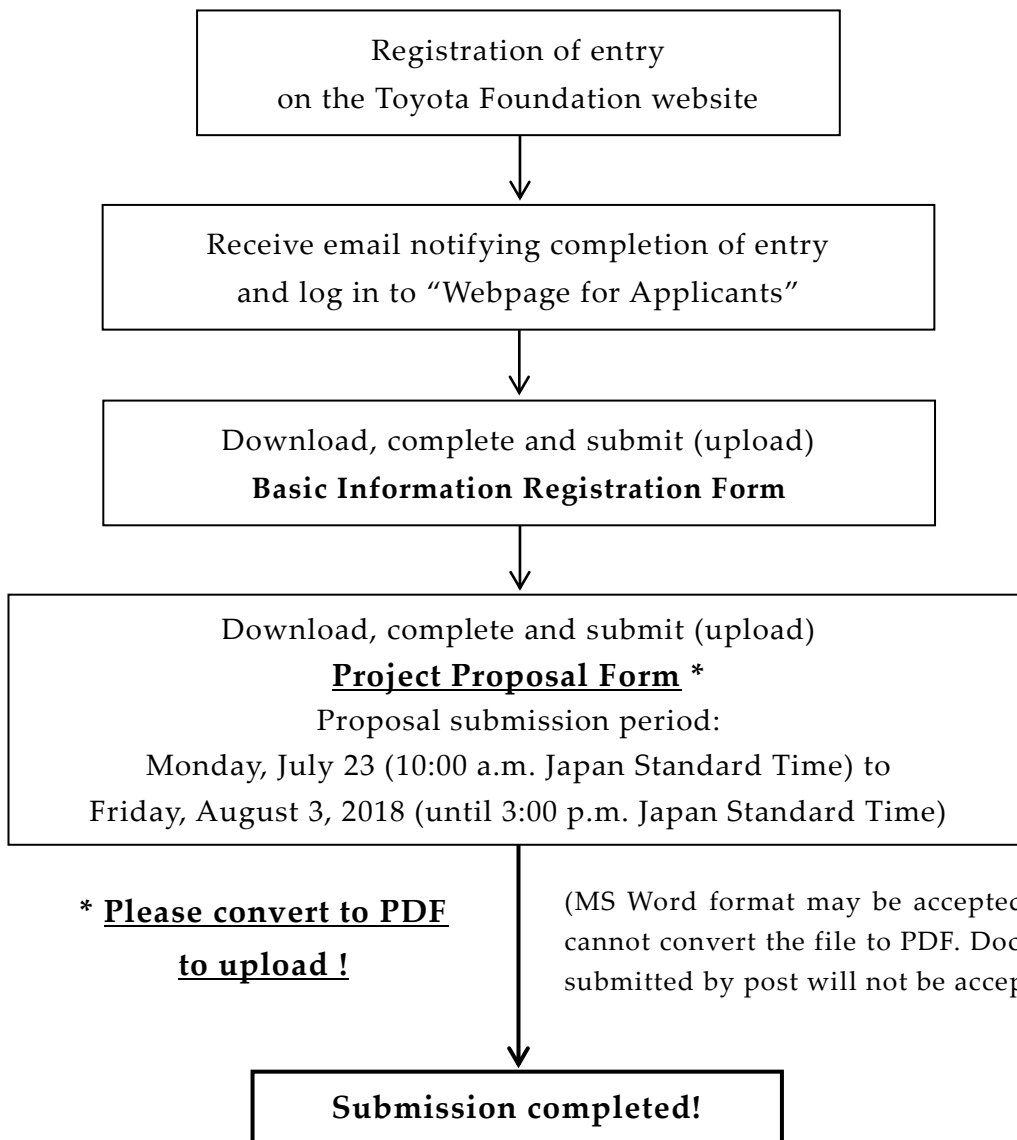
Monday, July 23 (10:00 a.m. Japan Standard Time) to Friday, August 3, 2018 (until 3:00 p.m. Japan Standard Time)

Proposal Procedures:

To submit a grant proposal, please visit the page for Research Grant Program 2018 on the Toyota Foundation website* and register your entry. After the completion of registration, application forms can be downloaded. The project proposal procedures are diagramed in the next page.

* <http://www.toyotafound.or.jp/english/research/2018/>

(Project Proposal Procedures)



- **Submission Confirmation**

After the project proposal form has been submitted from the "Webpage for Applicants", an email notifying a registration ID 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 2019, based on the deliberations of the Toyota Foundation Research Grant Program Selection Committee, which is composed of outside experts (chaired by Professor Hideaki Shiroyama, the University of Tokyo). 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 around early April 2019.* 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 has changed since you submitted your project proposal.

- **Others**

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 application forms 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>Basic Information Registration & Project Proposal Format Requirements</p>

Special Points of Consideration

- Please use the prescribed basic information registration form (1-page format) and project proposal form (12-page format). No additional documents should be included with your project proposal.
- For the sections listed below, we ask that those submitting an application set font size and line spacing as specified.

Form	Section	Font Size	Line Spacing
Project Proposal Form	"1. Abstract" "3-2. Explanations of Participants" "4. Career History and Achievements" "5. Information about Project Team" "6. Targeted Social Issues and Project Objectives" "7. Project Implementation and Methods" "8. Results and Effects"	12 points or larger	18 points or larger

- Photographs and charts can be inserted into the project proposal form (but please note that the project proposal form file should not exceed 1 MB).
- Please upload first the basic information registration form, then the project proposal form.
- The basic registration form should be uploaded as it is, in MS Excel format. The project proposal form should be converted to PDF for submission. (MS Word format may be accepted if you cannot convert the file to PDF.)
- Please only submit the basic information registration form and the project proposal form; 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 Registration Form

Representative	The representative should be 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. - <u>Please include information where the contact person 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> - Please inform the Toyota Foundation if any change is made to the contact person's email address.

Project Proposal Form

1. Abstract

Please describe the project clearly within 200 words. (Enter the number of words in the bracket below the bottom-right corner of the entry box.) 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.

2. Overall Structure

Please summarize the information listed in sections “6. Targeted Social Issues and Project Objectives”, “7. Project Implementation and Methods”, and “8. Results and Effects” of the project proposal form. (Bullet-point format is acceptable.)

3-1. Participants

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.

3-2. Explanations of Participants (only for those applicable)

In principle, joint research projects conducted by project teams of three persons or more are eligible for the grant. In cases where the number of project participants including the representative is two persons or less, please provide clear explanation for reasons why it is difficult to submit a proposal by a team of three persons or more.

4. 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. 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.

5. Information about Project Team

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.

6. 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 clearly what sort of “new values for society” will be pursued and what specific objectives are going to be achieved by the project.**

7. Project Implementation and Methods

Please describe the content and methods of the research your project will implement in order to attain the above-specified objectives. 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 make contributions to introduce “new values for society”.

8. Results and Effects

Please describe in detail the content of research results and the form in which they will be presented, e.g. books/booklets, monographs/articles, films/DVDs, etc., the methods and targets for diffusing information on the project’s results, and the ripple effects that can be expected from the project.

9. Schedule

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

10. 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

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.

* Fractions less than 10,000 yen should be rounded down to the nearest 10,000 yen.

◆ **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	April 2019 to March 2020	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	October 2018 to September 2020	2 million yen (confirmed)

List of Expenses

- 1** Honoraria
Payments made to outside 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 or of the 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
- 3-1** Travel Expenses (1)
Domestic and overseas travel expenses (transportation and accommodation) of outside experts providing advice or lectures or of others providing assistance (The grant does not cover per diem allowances nor food expenses.)
- 3-2** Travel Expenses (2)
Domestic and overseas travel expenses (transportation and accommodation) of the project representative and of the participants (The grant does not cover per diem allowances nor food expenses.)
- 4** Communication and Delivery
Bills for phone and Internet services, postage, delivery services, etc.
- 5** Equipment and Machinery
Purchases of machinery, equipment, documents/materials, and other items with a tax-inclusive price of ¥200,000 or more per item
- 6** Miscellaneous Items
Expenses for purchasing supplies and other miscellaneous items with a tax-inclusive price of less than ¥200,000 per item
- 7** Documents and Copying
Expenses related to the purchase of documents/materials with a tax-inclusive price of less than ¥200,000 per item, or copying of documents/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
Payments for light refreshments at meetings; 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/>

- * Please do not contact us to ask whether we have confirmed your registration of entry or received your application forms.
- * We are unable to respond to inquiries related to why a project was not approved.