

The 50th Anniversary Grant Program Project Proposal Form for Joint Research Project

(Fill out information inside the boxes using a font size larger than 10. Do not add a new page.)

1. Research Background and Objectives

Please discuss how you view human society so far and what kind of a new vision you would like to present as a research project focused on “human society 50 years ahead,” and describe the issues to be dealt with by citing previous research and cases.

Sample

1. Research Background and Objectives (continued)

Sample

*** Relevant Previous Research, Cases, and Thesis**

Please write down the sources of the literature and previous cases mentioned above.

Sample

2. Project Implementation and Methods

Explain in concrete terms the content of and methods of your research project during the course of the grant period in achieving the research objectives you have laid out.

Sample

2. Project Implementation and Methods (continued)

Sample

3. Research Outputs and Expected Impacts

Describe what outputs you expect to obtain from this project and how you plan to disseminate such outputs to society (a target audience, a timeline, methods, etc.). Explain briefly what kind of impacts will be expected from the implementation of the project.

Sample

4. Schedule

(Year/Month)	(Notes)	Schedule
2025/5	Start of Grant Period 1st disbursal	
6		
7		
8		
9		
10		
11	2nd disbursal	
12		
2026/1		
2		
3		
4		
5	3rd disbursal	
6		
7		
8		
9		
10		
11	4th disbursal	
12		
2027/ 1		
2		
3		
4	End of grant period	

5. Project Team Structure

List up principal members including the representative.

Name	Age	Affiliated organization/positions	Specialization	Role in the project
				Representative

* Age range is acceptable as in 30s.

6. Project Team

Describe the process leading up to the project team's formation and expected effects of working on the project as a team.

7. Career History and Achievements

Describe briefly the career history and achievements in research and other activities for the project representative and principal project team members.

Sample

8. Project Budget Plans

Describe expense details that show the basis of estimation (unit: 10,000 yen).

Item	Expense details	Amount (yen)
1 Personnel expenses		
2 Honoraria		
3 Fees for commissioned work Payments to outside firms		
4 Travel expense		
5 Communication & delivery		
6 Devices, equipment, & machinery ¥200,000 or more per item		
7 Miscellaneous items Less than ¥200,000 per item		
8 Documents & copying		
9 Printing & binding		
10 Rent & utilities		
11 Other expenses		
Total		

9. Other grants/subsidies

Be sure to specify below if you plan to use other grants or subsidies alongside this Toyota Foundation grant or if you plan to conduct related research by using other grants or subsidies.

Other grants/subsidies			
Confirmed grants/subsidies	Research title & source of grant/subsidy	Period	Amount
Applications submitted or planned	Research title & source of grant/subsidy	Period	Amount

Example

Other grants/subsidies			
Confirmed grants/subsidy	Research title & source of grant/subsidy	Period	Amount
	"Research on XX" XX University Science Promotion Fund	October 2024 to September 2025	2 million yen (confirmed)
Application submitted or planned	Research title & source of grant/subsidy	Period	Amount
	"Comprehensive Research on XX" (XX Foundation Research Grant)	October 2025 to September 2026	1 million yen (application submitted, to be announced in XX)

List of expenses

1 Personnel expenses

Personnel costs for the grant recipient as well as those engaged in tasks needed for implementing the project. However, personnel costs for those professional researchers, such as full-time university faculty members or institutional researchers, cannot be reported as an expense.

2 Honoraria

Payments made to those who provided assistance for the project (honorarium to research subjects, lecturers and outside experts), including travel and accommodation expenses. Other expenses for administrative work done by non-project team members, such as accounting and assistance, and for event management.

3 Fees for commissioned work

Expenses for commissioning highly specialized operations, which cannot be easily performed by the grant recipient, to outside organizations or institutions when conducting surveys, data calculations, or system building.

4 Travel expenses

Domestic and overseas travel expenses (transportation and accommodation). The grant does not cover miscellaneous expenses such as per diem allowances or food expenses.

5 Communication and delivery expenses

Bills for phone and internet services, postage, delivery services, etc.

6 Devices, equipment, & machinery

Purchases of devices, equipment, machinery, documents/materials and other items with a tax-inclusive price of ¥200,000 or more per item.

* Devices, equipment, machinery, documents/materials and other items with a tax-inclusive price of ¥200,000 or more per item shall not remain the property of an individual and be donated to an institution or organization affiliated with or involved in the project after the end of the grant period.

7 Miscellaneous items

Expenses for purchasing supplies and other miscellaneous items with a tax-inclusive price of less than ¥200,000 per item.

8 Documents and copying

Expenses for purchasing documents/materials (with a tax-inclusive price of less than ¥200,000 per item) or copying documents/materials.

9 Printing and binding

Printing, binding, and other expenses for pamphlets, flyers, booklets, etc.

10 Rent and utilities

Rent and utilities for properties (offices, conference rooms, and laboratories) as well as expenses for leasing moveable properties (equipment for experiments, vehicles used for conducting surveys)

11 Other expenses

Expenses not covered in 1 to 10.

* Annual membership fees paid regularly to academic associations are not categorized as direct expenses and are basically not approved as such.