研究開発提案書の記載例

目次

１．研究開発提案書の各様式 ……………………………………………………… 2

２．研究開発提案書の記載要領 …………………………………………………… 2

３．研究開発提案書の記載例 ……………………………………………………… 3

　　　　　　　　　　　　　　　　　　　　　　　（１）提出前チェック項目 …………………………………………… 3

　　　　　　　　　　　　　　　　（２）留意事項…………………………………………………………… 3

　　　　　　　　　　　　　　　　（３）研究開発提案書の記載例………………………………………… 4

 様式 1 ……………………………………………………… 4

 様式 2 ………………………………………………………14

 様式 3 ………………………………………………………16

様式 4 ………………………………………………………19

 様式 5 ………………………………………………………20

 様式 6 ………………………………………………………21

様式 7 ………………………………………………………24

 様式 8 ………………………………………………………25

 様式 9 ………………………………………………………28

 様式 10 ………………………………………………………29

 様式 11 ………………………………………………………30

### １．研究開発提案書の各様式

申請書類（研究開発提案書）の各様式は以下の通りです。以下の「２. 研究開発提案書の記載要領」に従って研究開発提案書を作成してください。尚、本年度公募から、相手国への情報共有の観点から提案書が英語記載となっていますので、記入内容に間違いのないよう注意して記載してください。

|  |  |
| --- | --- |
| 様式1 | Research proposal（研究開発提案書）（和文フォーマット、英文フォーマットの両方に記載ください。） |
| 様式2 | Research theme concept（基本構想） |
| 様式3 | Research plans and implementation of plans (Technical cooperation project activity plan)（研究開発計画の内容（技術協力プロジェクトの活動計画）） |
| 様式4 | Implementation structure concept diagram（実施体制図） |
| 様式5 | Research plan in each fiscal year（研究開発項目別年次計画） |
| 様式6 | Research expense plan（経費） |
| 様式7 | Basis for research and state of preparations（論文・特許・倫理面への配慮等） |
| 様式8 | Grants received through other programs（Japanese institution only）（他制度での助成等の有無（国内参画機関のみ）） |
| 様式9 | Written approval from institution director（承諾書） |
| 様式10 | Plans by private-sector corporations, etc.（企業等の構想） |
| 様式11 | Proposal coordination status（提案に当たっての調整状況の確認） |

２．研究開発提案書の記載要領

* 用紙サイズは全てA4版、文字サイズは10.5ポイントとし、正確を期すため、ワープロ等判読しやすいフォントで記述してください。
* 研究開発提案書には、下中央に通しページ（-1-）を付与してください。
* ページ数に制限のないものについても、できるだけ簡潔かつ明瞭に記載してください。
* カラーで作成いただいても可としますが、審査等の際には白黒コピーで対応することがありますので予め了承ください。
* ファイルの容量は10 Mb以内を目途に作成してください。
* 応募に当たっては、下記ウェブサイトにある「研究開発提案書フォーム」を活用ください。

http://www.amed.go.jp/program/list/03/01/035.html

* There is no overall restriction on the number of pages in the research proposal documents. However, a clearly legible font size should be selected (about 10.5 points on Windows) to ensure legibility when printed, and the content should be clear and simple, but cover all essential points.
* Please add a running page number (-1-) at the bottom of each page.
* The comments, explanations, and examples in the forms are not needed when the forms are submitted. Please delete them before submission.
* The research proposal forms are available from the following website.

http://www.amed.go.jp/program/list/03/01/035.html

## ３．研究開発提案書の記載例

（１）提出前チェック項目

* 申請（研究開発提案書の提出）の際は、漏れがないかチェックの上、提出してください。

|  |  |  |  |
| --- | --- | --- | --- |
|  | 項目 | 主な確認ポイント | チェック欄 |
|  | e-Radへのデータ入力 | 記載漏れがないか。 | □ |
| 様式1 | 研究開発提案書 | 記載漏れがないか。e-Rad入力データと不整合はないか。 | □ |
| 様式2 | 基本構想 | PDFに変換した状態でA4・6ページ以内か。 | □ |
| 様式3 | 研究開発計画の内容 | PDFに変換した状態でA4・4ページ以内か。 | □ |
| 様式4 | 実施体制図 | PDFに変換した状態でA4・1ページ以内か。 | □ |
| 様式5 | 研究開発項目別年次計画 | PDFに変換した状態でA4・3ページ以内か。 | □ |
| 様式6 | 経費 |  | □ |
| 様式7 | 論文・特許・倫理面への配慮等 | PDFに変換した状態でA4・3ページ以内か。 | □ |
| 様式8 | 他制度での助成等の有無 |  | □ |
| 様式9 | 承諾書 | PDFに変換した状態でA4・1ページ以内か。 | □ |
| 様式10 | 企業等の構想 | PDFに変換した状態でA4・1ページ以内か。 | □ |
| 様式11 | 提案に当たっての調整状況の確認 |  | □ |

（２）留意事項

* 公募期間内に申請されなかった場合は、いかなる理由があろうとも受理しません。また、申請書類に不備がある場合は、審査対象となりません。
* 研究開発提案書に不備がある場合は不受理となる可能性がありますので注意ください。
* 申請書類を受領した後の修正（差し替え等を含む）は、一切受け付けません。
* 申請書類は返却しません。

## （３）研究開発提案書の記載例

提案書の作成に際しては、以下のフォーマットを用いて、記載指針を参照のうえ記載ください。

**Form 1. Research proposal（様式１．研究開発提案書）**

1-1．Japanese format（和文フォーマット）

**平成30年度「医療分野国際科学技術共同研究開発推進事業**

**地球規模課題対応国際科学技術協力プログラム」　研究開発提案書**

|  |  |
| --- | --- |
| 研究開発課題名 | *提案課題名にサブタイトルは付けないでください。* |
| 研究開発代表者氏名（フリガナ） |  |
| 所属機関 部署 役職 |  |
| 連絡先 | 住所：〒E-mail：TEL：　　　　　　　　　　　　　FAX： |
| 研究者番号 | *府省共通研究開発管理システム(e-Rad)に研究者情報を登録した際に付与される 8 桁の研究者番号を記載ください。* |
| 生年月日 | 西暦　　　　年　　月　　日 |
| 学歴(大学卒業以降) | *(記載例)**昭和◯◯年 ◯◯大学◯◯学部卒業**昭和◯◯年 ◯◯大学大学院◯◯研究科修士課程◯◯専攻修了**(指導教官：◯◯教授)【記載必須】**昭和◯◯年 ◯◯大学大学院◯◯研究科博士課程◯◯専攻修了**(指導教官：◯◯教授)【記載必須】**昭和◯◯年 博士(◯◯学)(◯◯大学)取得**指導教官名、所属研究室の室長名は必ず記載ください。* |
| 研究歴(主な職歴と研究開発内容) | *(記載例)**昭和◯◯年～◯◯年 ◯◯大学◯◯学部 助手**◯◯教授研究室で◯◯◯◯◯について研究**昭和◯◯年～◯◯年 ◯◯研究所 研究員**◯◯博士研究室で◯◯◯に関する研究に従事**平成◯◯年～◯◯年 ◯◯大学◯◯学部 教授**◯◯◯について研究**指導教官名、所属研究室の室長名は必ず記載ください。* |
| 現職位における定年年齢（予定） | 　　　　才　　　　　　　　　　　　　　　　　　　　　　　　　 |
| 研究開発期間 | 　　　　　　年間*相手国研究機関と調整した共同研究期間を記載ください。尚、この期間には、暫定期間【R/D署名までの期間（半年～初年度末）】は含めません。* |
| 希望する研究開発費（AMED委託研究開発費） | 年度 | 研究開発費（円） | 　 |
| H30年度 | X,XXX,XXX　円 |  |
| H31年度 | XX,XXX,XXX　円 |  |
| H32年度 | XX,XXX,XXX　円 |  |
| H33年度 | XX,XXX,XXX　円 |  |
| H34年度 | XX,XXX,XXX　円 |  |
| H35年度 | XX,XXX,XXX　円 |  |
| 総　額 | XXX,XXX,XXX　円 |  |
| 国内参画機関名 | *参画する研究者全ての所属機関名、専攻/研究室を記載ください。* |
| 相手国名 | *国名を日本語で記載ください。（相手国が複数ある場合、実際にR/D締結をすることになる全ての国を記載ください。）* |
| 相手国研究機関名 | *相手国研究機関名を日本語で記載ください。（日本語の対訳がない場合は、英語名で記載ください（英語限定）。相手国研究機関が複数の場合は、代表機関、協力機関の順に記載ください。）* |
| 研究開発目的 | *250文字以内（改行、スペース含む）で入力ください。* |
| 研究開発概要 | *250文字以内（改行、スペース含む）で入力ください。* |
| 実施体制（参加者リスト） | 氏名 | 所属役職 | 年齢※2018年4月1日現在の年齢 | 本研究提案において担当する研究の概要 | エフォート（%） | SATREPSﾌﾟﾛｼﾞｪｸﾄ参加状況（すでに参加経験がある場合は、該当課題名を明記のこと） |
|  |  |  |  |  |  |
| *本提案研究に参加する全ての研究参加者について、研究開発代表者から順に、研究開発分担者、研究開発協力者等として記載ください。**参加者が多数の場合は、適宜、行を追加して記載ください。**※日本側の研究参加者の要件は、（１）国内の研究機関に所属していること、及び（２）相手国機関のメンバーでないことです。**※応募時に参加の可否が不確定な研究参加者については、「研究者A」等として記載することが可能です。その場合、その方の研究者番号、所属機関や現役職等は空欄のままで結構ですが、その他の内容（年齢、エフォート、担当する研究の概要）については、そのポストに想定される条件を勘案して記入ください。* |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 研究開発代表者が所属する機関の事務担当者 | 住所：〒機関名：役職　氏名：E-mail：TEL：　　　　　　　　　　　　　FAX： |
| キーワード | *AMED内の動向調査等に活用するため、本研究提案に関するキーワードを列挙ください。* |

相手国研究機関データ

* + 相手国研究機関名、研究実施場所、相手側研究開発代表者名及び役職名、相手側研究開発代表者の略歴、研究内容と共同研究での役割等について記載ください。
	+ 相手国1カ国の中で複数の研究機関と共同研究を行う場合は、相手国内で共同研究の主体となる研究機関が特定されることが必要です。主体となる研究機関を『代表機関』、それ以外を『協力機関』として、それぞれ研究機関ごとに記載ください。原則、相手国研究機関1機関ごとに1名の研究者の情報を記載ください。
	+ 複数国と共同研究を行う場合は、それぞれの国の『代表機関』と『協力機関』ごとに情報を記載ください。
	+ 相手国の研究機関組織図等がありましたら、本文中に添付ください。
1. 相手国の代表機関の研究開発代表者（複数国と共同研究を行う場合は、対応する国ごとに記載）

|  |  |  |  |
| --- | --- | --- | --- |
| 氏名 | *※アルファベットで必ず記載ください。* | 国籍 |  |
| 所属機関名 | （日本語）*※日本語名がある場合のみ記載ください。* |
| （英語）*※英語表記で必ず記載ください。* |
| 国名 |  | 役職 |  |
| 職歴等 | 最終学歴 | *◯◯年　◯◯大学◯◯学部卒業　西暦で記載ください。* |
| 学位 | *◯◯年　PhD（◯◯学）取得（◯◯大学）西暦で記載ください。* |
| 主な職歴と研究内容等 | *（記述例）　西暦で記載ください。* *19◯◯年～◯◯年　◯◯大学◯◯学部 助手* *◯◯◯◯について研究* *20◯◯年～◯◯年　◯◯大学◯◯学部 研究員* *◯◯◯◯に関する研究に従事* |
| 【参考】機関内のその他の研究参加者 | *・氏名、役職、役割を記載ください（複数可）。* |
| 【参考】相手国研究機関からの協力要請内容 | *・相手国研究機関より提出されるODA協力の要請の内容について、可能な範囲で記載ください。（複数の国と共同研究を実施する場合は、それぞれの相手国の研究機関より提出されるODA協力の要請の内容について、可能な範囲で記載ください。）* |

（２）相手国の協力機関の主たる共同研究者（協力機関の数に応じて記載）

|  |  |  |  |
| --- | --- | --- | --- |
| 氏名 | *※アルファベットで必ず記載ください。* | 国籍 |  |
| 所属機関名 | （日本語）*※日本語名がある場合のみ記載ください。* |
| （英語）*※英語表記で必ず記載ください。* |
| 国名 |  | 役職 |  |
| 職歴等 | 最終学歴 | *◯◯年　◯◯大学◯◯学部卒業　西暦で記載ください。* |
| 学位 | *◯◯年　PhD（◯◯学）取得（◯◯大学）西暦で記載ください。* |
| 主な職歴と研究内容等 | *（記述例）　西暦で記載ください。* *19◯◯年～◯◯年　◯◯大学◯◯学部 助手* *◯◯◯◯について研究* *20◯◯年～◯◯年　◯◯大学◯◯学部 研究員* *◯◯◯◯に関する研究に従事* |
| 共同研究における役割 | *・共同研究の役割を具体的に記述ください。* |
| 【参考】機関内のその他の研究参加者 | *・氏名、役職、役割を記載ください（複数可）。* |

1-2. English format（英文フォーマット）

|  |
| --- |
| - The information given in Form 1 will be published if the project is selected. - If the proposal includes the participation of multiple collaborating institutions in Japan and/or counterpart institutions, the names and roles of all the institutions involved must be included in the ”implementation structure concept diagram (From 4)”. |

Research proposal of FY2018 international collaborative research program on “Science and Technology Research Partnership for Sustainable Development (SATREPS)”

|  |  |
| --- | --- |
| (a) Title of proposed research project | Do not include a subtitle in the proposed research project’s title.Liaise carefully and agree English title of research project with the counterpart institution. **Make sure to use the same title as the counterpart’s ODA technical cooperation project application.** |
| (b) Research period | \_\_\_\_ yearsGive the period of joint research agreed with the counterpart institution. It does not include the time leading up to the signing of the R/D (about six months to the end of the first fiscal year). |
| (c) Total research expenses(Japan: AMED contract research expenses) | Give in thousand yen units (round to the nearest 1,000).Total \_\_\_\_,000 yen (including indirect expenses) |
| (ODA project expenses) | Total \_\_\_\_,000 yen (no indirect expenses) |
| (d) Principal investigator’s name and title | Give the principal investigator’s name and title. |
| (e) Principal investigator’s affiliation | Give full title of affiliated institution for principal investigator, including the name of institute, department/laboratory. |
| (f) Collaborating institutions in Japan | Give full titles of affiliated institutions for all researchers, including the name of institute, department/laboratory. |
| (g) Counterpart country | (If there is more than one partner country, list all countries with which an actual R/D will be signed.) |
| (h) Counterpart institution(s) | (If there are multiple counterpart institutions, list the principal institution first before the collaborating institutions.) |
| (i) Project objective | (Approx. 120 words) |
| (j) Outline of project | (Approx. 120 words) |

**Japanese institution implementation structure（日本側の研究実施体制）**

|  |
| --- |
| List the researchers expected to participate in the Japan-side research team, giving name, researcher ID No., affiliation, position, effort, and a brief outline of research responsibility. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name(ResearcherID No.\*1) | Affiliated institution | Current position, title, etc. | Age(Age as of April 1, 2018) | Effort \*2(Proportion of time allocated) (%) | Research responsibilityin project | Experience of working on SATREPS project (specify project) |
| \_\_\_\_\_(XXXXX) | XX UniversityXX FacultyX Department | Professor |  | \_\_% | Overall management of the research, \_\_\_\_\_ |  |
| \_\_\_\_\_(XXXXX) | YY University | Associate Professor  |  | \_\_% | \_\_\_\_\_ |  |
| \_\_\_\_\_(XXXXX) | ZZ Research Center  | Research fellow  |  | \_\_% | \_\_\_\_\_ |  |
| Researcher A(XXXXX) \*3 | WW UniversityWW FacultyW Department | Post-doc | \*3 | \_\_% | \_\_\_\_\_ |  |

(Japan-side participants must be (1) affiliated with a Japanese research institute, and (2) not included in the list of members of the partner country’s institution.)

\*1 For the Researcher ID No., give the ID No. registered with e-Rad. Each lead joint researcher intending to conclude a Contract Research Agreement with AMED must acquire a Researcher ID No. in advance of the Contract Research Agreement.

\*2 This is based on the Council for Science and Technology Policy’s definition of ‘effort’, which is “the percentage of working hours required for conducting the relevant research when the researcher’s total annual working hours are 100%”. Note that “total working hours” does not refer only to the number of hours spent in research activities but to the substantive total working hours, including educational and medical activities.

\*3 If the appointment of a researcher has not been finalized at the application stage, “Researcher A” etc. can be used instead of the researcher’s name. In such cases, the Researcher ID No., affiliated institution, and current position etc. can be left blank for that researcher, but other items (age, effort, research responsibility in project) should be completed as conditions envisaged for the post.

1. **Principal investigator of Japan-side principal research institution（日本側の研究代表機関の研究開発代表者）**

Give the following details for the Japan-side principal investigator.

|  |  |
| --- | --- |
| Name |  |
| Affiliated institution |  |
| Department/Title |  |
| Academic Background(University onwards) | (Example)20XX: Graduated from \_\_\_ University, Faculty of \_\_\_20XX: Completed Masters course in \_\_\_\_, \_\_\_ University \_\_\_ Graduate School(Advisor: \_\_\_\_Professor)20XX: Completed Doctoral course in \_\_\_\_, \_\_\_ University \_\_\_ Graduate School(Advisor: \_\_\_\_Professor) |
| Research background(Main professional appointmentsand research)  | (Example)19XX – 20XX: Research Associate, \_\_ University, Faculty of \_\_ Researched \_\_\_\_\_\_ under Professor \_\_Since 20XX: Researcher at \_\_\_ Research CenterConducting research into \_\_ under Dr. \_\_ |
| Age at which retirement from current position is scheduled | \_\_\_\_\_ years of age |

**Counterpart institution implementation structure（相手国の研究実施体制）**

|  |
| --- |
| - Give the joint research partner country, counterpart institution, research location, partner country principal investigator’s name and title, partner country principal investigator’s profile, research activities and role in joint research, etc.- Describe the collaborative relationship etc. with counterpart institutions, including particulars for which the counterpart institution is considering making an application for technical cooperation.- If conducting joint research with multiple research institutions in one partner country, it is necessary to specify the research institution that will be the main joint research entity in the partner country. For that reason, the main research institution in the partner country should be listed as the principal institution, and the other research institutions in the partner country should be listed as collaborating institutions. Normally, only information concerning a single researcher should be given for each counterpart institution.- If conducting joint research with multiple partner countries, the information for the principal institution (and collaborating institutions) should be given for each country.- If organization charts etc. for the counterpart institutions are available, include them in the text. |

**1. 　Principal investigator of principal research institution in partner country (provide this information for each of the partner countries)（相手国の研究代表機関の研究開発代表者）**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | (Give in alphabetic characters) | Nationality |  |
| Affiliated institution | Japanese name: (omit if Japanese name does not exist) |
| English name: (English name is essential) |
| Country |  | Position/title |  |
| Background | Highest level of education attended | 20XX (year): Graduated from \_\_ University Faculty of \_\_\_\_ |
| Highest degree earned | 20XX (year): PhD (\_\_), \_\_ University) |
| Main professional appointments and research, etc. | Example:19XX – 20XX: Research Associate, \_\_\_ University, Faculty of \_\_\_ Research into \_\_\_\_\_20XX – 20XX: Researcher, \_\_\_ University, Faculty of \_\_\_ Pursued research into \_\_\_\_\_ |
| (For reference) Other participating researcher(s) at same institution | - For each researcher, give name, position/title, and role |
| (For reference) Request for ODA technical cooperation submitted by counterpart institution | - Describe as far as possible the particulars of the request for ODA technical cooperation to be submitted by the counterpart institution. When implementing joint research with a number of countries, describe as far as possible the particulars of the requests for ODA technical cooperation to be submitted by the counterpart institution in each country. |

**2. 　Main joint researcher of collaborating institution in partner country (provide this information for each of the collaborating institutions)（相手国の研究分担機関の主たる共同研究者）**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | (Give in alphabetic characters) | Nationality |  |
| Affiliated institution | Japanese name: (omit if Japanese name does not exist) |
| English name: (English name is essential) |
| Country |  | Position/title |  |
| Background | Highest level of education attended | 20XX (year): Graduated from \_\_ University Faculty of \_\_\_\_ |
| Highest degree earned | 20XX (year): PhD (\_\_), \_\_ University) |
| Main professional appointments and research, etc. | Example:19XX – 20XX: Research Associate, \_\_\_ University, Faculty of \_\_\_ Research into \_\_\_\_\_20XX – 20XX: Researcher, \_\_\_ University, Faculty of \_\_\_ Pursued research into \_\_\_\_\_ |
| Role in joint research | - Describe the researcher’s specific role in the joint research |
| (For reference) Other participating researcher(s) at same institution | - For each researcher, give name, position/title, and role |

**From 2. Research theme concept（様式２．基本構想）**

|  |
| --- |
| - Include figures or tables if necessary. Black-and-white copies are used for assessment, so make sure that any figures or tables are comprehensible without color.- Form 2 must not exceed 6 pages of A4 paper. To ensure impartiality, forms exceeding 6 pages will be considered non-compliant, and excluded from assessment. Use of small print or small figures/tables to fit within the 6 page limit, or use of reduced-size (2-in-1) copies to fit two pages of information onto one page is not acceptable.- Include a description from the perspectives of relevance, effectiveness, efficiency, impact, and sustainability as an ODA project. |

**1. 　Background to research**

(1) Background to research theme that contributes to resolving global issue(s)

Specify the global issue (unresolved science and technology issue, and the socioeconomic disadvantages and international trends attributable to it) addressed by this research initiative. Also specify the role of the research initiative in contributing to the resolution of the issue, including the following perspectives.

- Significance of contribution to resolving the global issue

- Science and technology/academic creativity and novelty

(2) Partner country needs

Specify how the research initiative can contribute to meeting the needs of the partner country, including a description of current status and issues associated with the partner country’s socioeconomic and science and technology background. Give a description of the structure and capacity etc. of the counterpart institution, and a description of the need for assistance and effectiveness of assistance. If Ministry of Foreign Affairs (MOFA) has published a Country Assistance Policy or Rolling Plan\* for the partner country, describe how the research initiative is related to that policy or plan, taking into account consistency with the partner country’s development strategy. If the project is also likely to make a contribution outside the partner country, describe that too.

\*For details see the MOFA website, including the following pages:

Country Assistance Policies:

http://www.mofa.go.jp/mofaj/gaiko/oda/region/index.html (Japanese)

http://www.mofa.go.jp/policy/oda/assistance/index2.html (English)

ODA policies (Rolling Plans):

http://www.mofa.go.jp/mofaj/gaiko/oda/seisaku/kuni\_enjyo.html (Japanese)

http://www.mofa.go.jp/policy/oda/policy.html (English)

**2. 　Research objectives**

Specify the objectives of the research initiative.

- Specify how application of outcomes of this research initiative is envisaged—including anticipated scientific and technical development, creation of new industries, and contributions to society attributable to the project within 5-10 years of the project termination.

- Describe contributions to achieving Japan’s major science and technology policies, such as policies set out in the 5th Science and Technology Basic Plan, etc.

\* When making a research proposal that involves collaboration between industry, academia, and government, specify on Form 10 how the businesses involved envisage the project leading to application of outcomes. Submit Form 10 together with the other forms.

**Form 3.** **Research plans and implementation of plans (Technical cooperation project activity plan)（様式３．研究開発計画の内容（技術協力プロジェクトの活動計画））**

* Indicate the outline framework of a time schedule for achieving the research outcome targets, giving research items and milestones (timing and judgment criteria for assessing the level of achievement of the research partway through the research period).
* Include plans for application of outcomes and for capacity development (developing organizational and individual capacity at Japanese and counterpart institutions; building external links).
* Describe currently-expected issues, together with solutions proposed for such issues in order to attain the research objectives.
1. Overall research activities and research plans (Use the form below)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Research item/activity | Provisional selection period | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| 1.Research item 1  (Outcome 1)* 1. Research activity1-1

 (Activity 1-1)1-2 Research activity 1-2 (Activity 1-2) |  |  | Realization of AAA\_\_\_\_\_\_\_\_\_ |  | Achievement of BBB |  |
| 2. Research item 2 (Outcome 2)2-1 Research activity 2-1 (Activity 2-1)2-2 Research activity 2-2 (Activity 2-2) |  |  |  | Realization of CCC \_\_\_\_\_\_\_\_\_ | Development of DDD\_\_\_\_\_\_\_\_\_ |  |
| 3. Research item 3 (Outcome 3)3-1 Research activity 3-1 (Activity 3-1)3-2 Research activity 3-2 (Activity 3-2)3-3 Research activity 3-3 (Activity 3-3) |  |  | EEE scheme submission\_\_\_\_\_\_\_\_\_ |  | Establishment of FFF\_\_\_\_\_\_\_\_\_ | Achievement of GGG |

(2) Collaboration and division of functions etc. with counterpart institution for each research item

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Research item/activity | Details of research to be conducted jointly | Roles of Japan-side institutions (Leader’s name) | Roles of partner country institutions (Leader’s name) | Plan for travel to partner country by Japan-side researchers \*1 | Plan for inviting researchers from partner country to Japan \*2 | Machinery and equipment provided to partner country \*3 |
| 1.Research item 1 | 　 | Research for AA（〇〇〇）　 | Survey for BB（〇〇〇）　 | 　 | 　 | 　 |
| 1-1 Research activity 1-1 | 　 | 　 | 　 |
| 1-2 Research activity 1-2 | 　 | 　 | 　 |
| 2.Research item 2 | 　 | 　 | 　 | 　 | 　 | 　 |
| 2-1 Research activity 2-1 | 　 | 　 | 　 |
| 2-2 Research activity 2-2 | 　 | 　 | 　 |
| 3. Research item3 | 　 | 　 | 　 | 　 | 　 | 　 |
| 3-1 Research activity 3-1 | 　 | 　 | 　 |
| 3-2 Research activity 3-2 | 　 | 　 | 　 |
| 3-3 Research activity 3-3 | 　 | 　 | 　 |

\*1. Give the plan for visits required by Japan-side researchers, in terms of the number of days per visit and the number of visits.

* Give the plan for visits by the principal investigator for the purpose of overseeing the project.(Give information in this format: Year 1: \_\_ days x \_ visits, Year 2: \_\_ days x \_ visits, etc.)
* Give details of researchers who can follow the principal investigator and be stationed in the partner country full-time or close to full-time. (Give information in this format: Name/affiliation/position/age/specialty, stationed for \_\_\_ days per year. If there are multiple researchers in this category, give the same information for each researcher. If there are none, write "N/A.)

\*2. Give plans for inviting people from the partner country to Japan (length of visit, number of people, etc.) In particular, describe any plans for long-term visits as government-sponsored foreign students, JICA long-term trainees, or using similar schemes.

\*3. List the main items of machinery and equipment provided to the partner country, including their main specifications (differentiate between general purpose machinery and equipment and machinery and equipment requiring customization/special order), estimated price, country of purchase (differentiate between local purchases and purchases in Japan). Machinery and equipment maintenance (consumables, spare parts, inspection, adjustment, repair, etc.) and running costs (electricity/gas/water, raw materials, operator labor costs, etc.) should in principle be covered by the partner country.

(3) Activity plan for application of outcomes

(3-a) Conditions necessary for application of research outcomes

Specify the methodology for application of outcomes, proposed schedule up to and including application of outcomes, and also the means and targets for application, and issues to be overcome in applying the research outcomes.

(3-b) Activities that can be conducted within the research period for meeting the conditions for application of outcomes set out above, functions required at the partner country institution, and activity plan for the activities

(4) Capacity development plan for the partner country

Describe policy and plan for capacity development at organizational, individual, and external link levels, including construction of links between the counterpart institution’s research implementation structure and administrative entities and the private sector, and training and capacity development of researchers.

**Form 4. Implementation structure concept diagram（様式４．実施体制図）**

* Provide a diagram of the implementation structure for the research theme.
* Make sure to clearly show the division of roles between the Japanese institution and the counterpart institution, together with the structure of links between institutions.

|  |
| --- |
|  XX Research Center (counterpart institution) Survey analysis for AA research YY University (counterpart institution)Construction of survey analysis system for BB research EE Research Center(Determines direction for investigations into underlying causes of FF survey results)CC University(PP data construction and analysis)DD University ( PI’s institution)(Coordinates data analysis and construction from JJ survey results) |

**From 5. Research plan in each fiscal year（様式５．研究開発項目別年次計画）**

 Indicate the certain strategy and/or methods, research outcome targets, and achievement for each research item on the research partway during the following years within 3 pages.

1. Research item 1

Leader (Affiliated institution, name)

Sub-leader (Affiliated institution, name)

Outline and achievement of the project: Approx. 200 words

Provisional selection period (2018):

Year 1 (2019):

Year 2 (2020):

Year 3 (2021):

Year 4 (2022):

Year 5 (2023):

1. Research item 2

Leader (Affiliated institution, name)

Sub-leader (Affiliated institution, name)

Outline and achievement of the project: Approx. 200 words

Provisional selection period (2018):

Year 1 (2019):

Year 2 (2020):

Year 3 (2021):

Year 4 (2022):

Year 5 (2023):

**From 6. Research expense plan（様式６．経費）**

|  |
| --- |
| * Submit the plan (budget) for contract research expenses from AMED, listing expenses by category.
* The start of the research period varies according to when the R/D is signed. Consequently, the specific FY is not required for this form.
* The uses for which AMED contract research expenses can be disbursed are explained.
* If separate research groups are to be formed in Japan, also provide the research expenses plan for each research group.
* When a project is selected, the actual budget available for research may not match the amount given in this research expenses plan. This is regarded as the plan at the application stage. After selection, the plan will be adjusted, including support for the counterpart institution, etc.
 |

**1. AMED contract research expenses plan for whole research group（国内参画機関の経費合計）**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provisional selection period \*1 | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total(thousand yen) |
| Equipment |  |  |  |  |  |  |  |
| Materials/Consumables |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |
| Personnel and services |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |
| Subtotal: Direct expenses(thousand yen) |  |  |  |  |  |  |  |
| Indirect expenses \*2(thousand yen) |  |  |  |  |  |  |  |
| Total(thousand yen) |  |  |  |  |  |  |  |

\*1. Expenses for the provisional selection period up to the point where the R/D and MOU are signed are limited to a maximum of 6.5 million yen (including indirect expenses). Expenses for each of the Years 1-5 should be about 35 million yen (including indirect expenses). Expenses for each fiscal year may be slightly adjusted according to the research plan, provided, however, that the total expenses, including expenses for the provisional selection period, must not exceed 175 million yen for a 5-year project, 140 million yen for a 4-year project, or 105million yen for a 3-year project (including indirect expenses).

\*2. Indirect expenses up to a maximum of 30% of the amount of direct expenses can be included in the contract research expenses.

When including indirect expenses, calculate as Indirect expenses = Direct expenses x 0.3.

Employment risks: When making employment decisions during the provisional selection period, be aware of the risk that the R/D may not be signed, and the project may not go ahead. Ensure that any employees appointed during that period are also aware of the risk.

Tax: Give expenses as amounts including Japanese consumption tax. The tax rate may be raised to 10% in October 2019.

**2. AMED contract research expenses plan by group（国内参画機関の個別経費）**

●Principal investigator’s group（代表機関）

Principal investigator name (Affiliation/position): \_\_\_\_\_\_ \_\_\_\_\_\_ (\_\_ University \_\_ Research Dept.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provisional selection period | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total(thousand yen) |
| Equipment |  |  |  |  |  |  |  |
| Materials/Consumables |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |
| Personnel and services |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |
| Subtotal: Direct expenses(thousand yen) |  |  |  |  |  |  |  |
| Indirect expenses(thousand yen) |  |  |  |  |  |  |  |
| Total(thousand yen) |  |  |  |  |  |  |  |

　●Joint research group（分担機関）

Name of lead joint researcher (Affiliation/position): \_\_\_\_\_\_ \_\_\_\_\_\_ (\_\_ University \_\_ Research Dept.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provisional selection period | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total(thousand yen) |
| Equipment |  |  |  |  |  |  |  |
| Materials/Consumables |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |
| Personnel and services |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |
| Subtotal: Direct expenses(thousand yen) |  |  |  |  |  |  |  |
| Indirect expenses(thousand yen) |  |  |  |  |  |  |  |
| Total(thousand yen) |  |  |  |  |  |  |  |

 \* During the provisional selection period, only the principal investigator’s group is counted.

**3. (For reference) Counterpart institution’s research expenses plan (including costs expected to be applied for. List each partner country separately)（相手国研究機関の研究費計画）**

Costs covered by partner country side

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total(Local currency and Yen equivalent) |
| Costs covered by partner country side (scheduled)  | Equipment |  |  |  |  |  |  |
| Materials/Consumables |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Personnel and services |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Subtotal |  |  |  |  |  |  |
| counterpart institution’s total budget |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Research expenses (scheduled) in technical cooperation requested by the partner country(= ODA project expenses budget) |  |  |  |  |  | Local currencyYen equivalent \_\_\_\_\_,000 yen (Maximum 300million yen in 5 years) |

* When conducting joint research with multiple countries, add extra rows to the table for the additional information.
* Actual budget for ODA project expenses is fixed after the Detailed Design (D/D) study by JICA after the selection of the project. The figures to be given here are “For reference” only.
* ODA cannot cover all the costs for the developing country side. In order to encourage self-reliant and sustainable economic growth, the developing country is expected to bear a portion of the costs. Consequently, costs such as the partner country side’s personnel costs, office rental in the partner country, consumables and the costs of operating and maintaining to be provided to machinery and equipment in the partner country, and the cost of travel by partner country researchers within the partner country are in principle borne by the partner country side. This point applies equally to the SATREPS program, so the whole of the amount set out above will not be provided by ODA. JICA’s D/D study will include discussion of an appropriate level of costs to be borne by the partner country side, including costs for securing research locations in the partner country, and personnel costs for the partner country side researchers. Please understand that the budget for ODA project expenses will be finalized after the D/D study.

**From 7. 　Basis for research and state of preparations（様式７．論文・特許・倫理面への配慮等）**

(1) Current basis for research

(1-a) Research and research outcomes to date

- Give an outline and results etc. for domestic and international research outcomes, and of research by the principal investigator (research proposer) in person (and if necessary, research participants), that will form the basis for the research initiative.

(1-b) List of academic papers and books (author, title, journal, volume/page/year of publication)

- Give details of recent books and papers published in academic journals etc. by researchers included in the implementation structure, focusing on important publications that are relevant to the proposal. Select up to 10 publications for the project as a whole, and list them in date order, with the most recent first.

(1-c) List of associated patents (application No./inventor/title/applicant/date of application)

- Give details of patents applied for recently by research participants, selecting important applications that are relevant to the proposal. Select up to 10 patents for the project as a whole.

(2) State of preparation in conjunction with counterpart institution

- Describe the construction of infrastructure at the counterpart institution, the basis of research by the counterpart institution that was the reason for choice of institution, the state of coordination with partner country’s government agencies, etc., and the state of preparation for international joint research. If an agreement has already been signed with the counterpart institution, give details of the agreement and current contact and interaction with the institution.

(3) Ethical considerations

- State any requirement for inspection of compliance with ethical standards of the country where the research is implemented (partner country or Japan), and the status of any such inspection.

(4) Status of examination into handling of bio-resources/intellectual property, etc.

- Give details of coordination with the counterpart institution regarding the ownership of rights to research outcomes, implementation of research outcomes, and incoming and outgoing material transfer, etc.

**Form 8. Grants received through other programs (Japanese institution only)（様式８．他制度での助成等の有無（国内参画機関のみ））**

|  |
| --- |
| - List any grants under national competitive funding schemes or other research grant schemes that the principal investigator and lead joint researchers are currently receiving, are currently applying for, or are planning to apply for. For each funding program, include details of the research project title, research period, amount of research expenses, role of researcher, and differences from/relation to the proposed research project. |

**Principal investigator（研究開発代表者）: Name \_\_\_\_\_\_ \_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Funding program1) | Research project title | (1)Research expenses3) (entire term)(2) " (FY2019)(3) " (FY2018)(thousand yen) | Research period | Role2)(Principal/Co-researcher) | Effort4)(Proportion of time allocated)% | Status | Differences from/relation to proposed research project |
| Grants-in-Aid for Scientific Research (S) (Kakenhi Kiban Kenkyu (S) ) | \_\_\_\_\_ | (1) 100,000 (thousand yen)(2) 20,000 (thousand yen)(3) 20,000 (thousand yen) | 2016-2022 | Principal  | 30% | In progress\* List any projects in progress or any other projects under application | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SATREPS | \_\_\_\_\_ | (1) 100,000 (thousand yen)(2) 25,000 (thousand yen)(3) 20,000 (thousand yen) | 2013-2018 | Co-researcher | 10% | In progress | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Funds for Integrated Promotion of Social System Reform and Research and Development | \_\_\_\_\_ | (1) 32,000 (thousand yen)(2) 8,000 (thousand yen)(3) 8,000 (thousand yen) | 2017-2020 | Co-researcher  | 5% | Under application | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1) Give details of grants etc. currently received, or already finalized, listing the grants in order of size of research expenses (entire term) with the largest first. Then give details of grants etc. already applied for or scheduled to be applied for (mark the project as “Applied for” etc. under Status.)

2) Under Role, specify the researcher’s role (principal researcher or co-researcher etc.) in each project.

3) Under Research expenses, give the amount received by the researcher in person (direct expenses).

4) Under Effort, give a figure based on the Council for Science and Technology Policy’s definition of ‘effort’, which is “the percentage of working hours required for conducting the relevant research when the researcher’s total annual working hours are 100%”. Note that “total working hours” does not refer only to the number of hours spent in research activities but to the substantive total working hours, including educational and medical activities. Give the figure envisaged after the project is selected for the SATREPS program.

\* If false information is provided here, the application may be rejected, or have the selection decision reversed or the project budget reduced.

**Main joint researcher（主たる共同研究者）: Name \_\_\_\_\_\_ \_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Funding program1) | Research project title | (1) Research expenses3) (entire term)(2) " (FY2019)(3) " (FY2018)(thousand yen) | Research period | Role2)(Principal/Co-researcher) | Effort4)(Proportion of time allocated)% | Status | Differences from/relation to proposed research project |
| SATREPS | \_\_\_\_\_ | (1) 35,000 (thousand yen)(2) 10,000 (thousand yen)(3) 10,000 (thousand yen) | 2013-2018 | Co-researcher | 15% | In progress\* List any projects in progress or any other projects under application | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Grants-in-Aid for Scientific Research (S) (Kakenhi Kiban Kenkyu (S) ) | \_\_\_\_\_ | (1) 70,000 (thousand yen)(2) 25,000 (thousand yen)(3) 20,000 (thousand yen) | 2016-2022 | Principal  | 10% | In progress | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Funds for Integrated Promotion of Social System Reform and Research and Development | \_\_\_\_\_ | (1) 32,000 (thousand yen)(2) 8,000 (thousand yen)(3) 8,000 (thousand yen) | 2017-2020 | Co-researcher  | 5% | In progress | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form 9. Written approval from institution director（様式９．承諾書）**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Written Approval**

To:

Japan Agency for Medical Research and Development

Japan International Cooperation Agency

I hereby declare that if the underwritten research project proposed for the SATREPS (Science and Technology Research Partnership for Sustainable Development) program is selected, this institution will carry out the international joint research as set out below.

(Principal investigator’s institution)

Director (name, title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Official Seal):

Research project

Research project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Support to be provided

- Support for the exchange of documents agreeing to the implementation of international joint research with the counterpart institution

- Commitment to sign and comply with the Agreement (Agreement Regarding the Implementation of Technical Cooperation under the Framework of SATREPS) and execute the Project Contract with JICA, and to administer expenses

- Compliance with the responsibilities of the principal investigator's institution in the case of a joint research framework being constructed

- Provision of systems for clarifying responsibility and safety management in relation to the international dispatch of students and graduate students as part of efforts to train young researchers

- Support for other procedures, etc., required in order to conduct international joint research

- Provision of a research structure led by the principal investigator for the duration of the research project (Also respond to the question etc. below)

|  |  |
| --- | --- |
| Is the principal investigator expected to reach retirement age (or similar) during the duration of the project? | If the answer to this question is YES, please describe how your institution will ensure the continuity of the research implementation structure. |
| ( YES / NO ) |

**Form 10. Plans by private-sector corporations, etc.（様式１０．企業等の構想）**

(To be completed by Japan-side businesses participating in the project)

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Corporate initiatives concerning application of outcomes**

To:

Japan Agency for Medical Research and Development

Japan International Cooperation Agency

I hereby declare that if the underwritten research project proposed for the SATREPS (Science and Technology Research Partnership for Sustainable Development) program is selected, \_\_\_\_\_\_\_\_\_\_ (company) will implement initiatives aiming at the application of research outcomes, following the principles set out below.

Company official of participating business (having authority concerning the content of this document):

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research project

Research project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principles for corporate initiatives concerning application of outcomes

(Give specific details concerning initiatives for the application of research outcomes.)

(1) Method for application of outcomes:

(2) Roadmap and schedule for application of outcomes:

(3) Effects for partner country and other countries (including Japan):

(4) Utilization and fields of application envisaged for the technology:

(5) Risks pertaining to commercialization/practical application:

**Form 11. Proposal coordination status（様式１１．提案に当たっての調整状況の確認）**

|  |
| --- |
| * In response to each of the following questions, circle either YES or NO (or alternatively, strike out the answer that does not apply).
* Note that selection of a project is not conditional on a YES response to all questions. Details of the proposal and the coordination status are considered together when making selection decisions.
 |

＜相手国との調整状況＞

Status of coordination with partner country

|  |  |  |
| --- | --- | --- |
| 1 | 案件名称、研究開発計画（日本国内、相手国内いずれにおける実施も含めた全体の計画）について、本プログラムの趣旨、応募しようとする研究領域の趣旨を踏まえて相手国研究者とともに検討し、計画内容について大枠で合意をしていますか？Regarding the project name and research plans (overall plans including implementation of research in either Japan or the partner country), have you jointly examined the content of the plans in accord with the intent of the SATREPS program and of the research area for which the project is proposed, and reached broad agreement with the partner country researchers? | YESNO |
| 2 | 相手国側からODA協力要請を、ODA担当省庁を通じて日本政府に提出する必要がありますが、相手国研究者が相手国内で定められた期限までにその手配を行うことを確認していますか？An ODA request needs to be submitted to the Japanese government by the partner country side via the government agency handling ODA. Have you confirmed that the partner country researchers will make those arrangements by the domestic deadline in the partner country? | YESNO |
| 3 | ①ODAによる支援は技術協力プロジェクトの枠組の中で行われること、②相手国研究機関への資金供与でないこと、③“相手国負担の原則”が適用される経費が存在することを理解した上で、研究提案・ODA要請内容を相手国研究者と共に確認していますか？Have you confirmed the details of the research proposal and ODA request together with the partner country researchers in the light of understanding that (1) ODA support is provided through the framework of a technical cooperation project, (2) no financing is provided to the counterpart institution, and (3) some expenses are subject to the principles of the recipient country’s responsibility to shoulder expenses? | YESNO |
| 4 | 本プログラムが単なる技術移転を実施するプロジェクトではなく、新たな知見・技術の獲得を目的とする共同研究を実施するプロジェクトであることを相手国研究者が理解していることを確認していますか？Have you confirmed the partner country researchers understand that the SATREPS program is not simply a technology transfer project; it is a joint research project with the aim of acquiring new knowledge and technology?  | YESNO |
| 5 | 将来の社会実装の道筋について、相手国側研究機関のみならず相手国行政機関や民間セクター方針や意向を踏まえて検討していますか？Are you considering the roadmap for future application of outcomes on the basis of policies and views of partner country government agencies and the private sector as well as the partner country research institution? | YESNO |
| 6 | 本プログラムにおいて相手国研究機関の組織的な対応が必要となることについて、相手国研究者は理解し、必要な行動を取っていることについて確認しましたか？Have you confirmed that the partner country researchers understand and have taken the necessary actions regarding the systematic response required from the counterpart institution under the SATREPS program? | YESNO |

＜日本国内共同研究者との調整状況＞

Status of coordination with joint researchers in Japan

|  |  |  |
| --- | --- | --- |
| 7 | 通常の競争的資金制度と異なり、ODAとの連携事業であることから、共同研究を通じた相手国機関のキャパシティ・ディベロップメントが本プログラムには含まれるものである点について、共同研究者が理解していることを確認しましたか？Have you confirmed that each joint researcher understands that unlike regular competitive funding schemes, capacity development of the partner country institution through joint research is included in the SATREPS program because the project is linked with ODA? | YESNO |
| 8 | 研究開発提案書類の様式2はA4用紙6ページを上限とし、公平性の観点から6ページを超えるものは要件不備として評価の対象としません。6ページに収まっていますか？Form 2 of the research proposal documents is limited to a maximum of 6 A4 pages. To ensure impartiality, forms exceeding 6 pages will be considered non-compliant. Is your Form 2 within the 6-page limit? | YESNO |

＜所属機関との調整状況＞

Status of coordination with affiliated institution

|  |  |  |
| --- | --- | --- |
| 9 | 本プログラムでは、相手国機関との共同研究の実施に関する合意文書の締結、JICAとの技術協力プロジェクトに関する取極め及び事業契約の締結、適正なODA経費経理事務等、通常の競争的資金制度にはない責務があります。この点を含め、提案に当たって所属機関と相談し機関長からの承諾書（様式9）を用意しましたか？The SATREPS program involves responsibilities not required for ordinary competitive funding schemes, such as requiring an agreement for the implementation of joint research to be signed with the partner country institution, an Agreement and project contract for the technical cooperation project to be signed with JICA, and the use of appropriate ODA cost accounting. Have you held discussions with the institution you are affiliated with, including discussion of this point, and obtained a Written Approval from Institution Director (Form 9)? | YESNO |

＜研究開発代表者本人の他業務との調整状況＞

Status of coordination with principal investigator’s other work

|  |  |  |
| --- | --- | --- |
| 10 | 本プログラムでは、通常の競争的資金制度以上に研究開発代表者のマネジメントとそれに要するエフォートが求められます。特にR/D署名までは、日本国内及び相手国との調整に時間を要します。採択となった場合にはその点を踏まえて対応すべくエフォートを検討しましたか？Under the SATREPS program, the principal investigator is required to provide more management than ordinary competitive funding schemes, and to commit to the necessary effort. In particular, the principal investigator needs to spend time liaising between Japan and the partner country in the period leading up to the signing of the R/D. Based on that point, have you investigated whether you can arrange to devote the necessary effort when the project is selected? | YESNO |

＜在外公館等との情報交換＞

Status of coordination with overseas diplomatic missions

|  |  |  |
| --- | --- | --- |
| 11 | 本プログラム応募に当たって、在外公館やJICA現地事務所との十分な情報交換を行い、提案内容の検討を行いましたか？In applying for the SATREPS program, have you exchanged information sufficiently with overseas diplomatic missions and JICA local offices as part of the process of examining the details of your proposal? | YESNO |

＜安全対策＞

Security measures

|  |  |  |
| --- | --- | --- |
| 12 | 相手国及び国内の活動地域について、治安状況や渡航情報を確認していますか？　【説明】プロジェクト関係者の安全確保が困難と判断される地域を対象としたプロジェクトの実施はできません。海外の渡航・安全情報等を、予め外務省ウェブサイト（<http://www.anzen.mofa.go.jp/>）等で、ご確認ください。Are you checking the security situation and travel information for the partner country and domestic locations where research will be conducted? Explanation: Projects cannot be implemented in areas where it is judged difficult to ensure the security of people involved in the project. Access the MOFA website (http://www.anzen.mofa.go.jp/) and other sources of information to check foreign travel and security information etc. | YESNO |

＜相手国研究機関実施体制等＞

Counterpart institution implementation structure, etc.

|  |  |  |
| --- | --- | --- |
| 13 | 研究内容や具体的な進め方について相手国研究代表機関と合意できていますか？また、SATREPSの制度について、相手側は十分理解していますか？　【説明】予め十分な合意形成ができていないとその後の進捗に大きな影響を及ぼし、場合によっては双方の思惑が異なり研究の実施そのものが困難になるケースがあります。Have you reached agreement with the partner country principal research institution concerning the research activities and how the research will actually progress? Does the institute have a sufficient understanding of the SATREPS system?(Explanation) Lack of sufficient agreement in advance has a substantial influence on subsequent progress. In some cases, a difference of expectations between the parties can make it difficult to proceed with the research. | YESNO |
| 14 | 相手側の研究開発代表者は、関係機関も含めた相手国実施体制を統括できる能力を備えた代表者であるとともに、研究機関の支援体制も十分整っていますか？　【説明】日本と開発途上国の研究機関による共同研究であるSATREPSにおいて、相手国の研究開発代表者が個人の研究能力のみならず相手側実施体制全体の統括力を備えた人物であり、所属機関からも十分な支援が得られることが、プロジェクトを円滑に実施していくうえで重要です。Is the counterpart’s principal investigator a principal researcher with the ability to unify the partner country implementation structure, including the various institutions involved in the project? Also, does the research institution have an adequate support structure?(Explanation) Under SATREPS, which is a program for joint research between institutions in Japan and in developing countries, the partner country’s principal investigator, in addition to personally having research abilities, must have the ability to unify the whole of the counterpart’s implementation structure, and must also receive sufficient support from affiliated institutions. This is a key factor in the smooth implementation of the project. | YESNO |
| 15 | 共同研究を行うために（能力面及び人数面で）十分な研究スタッフが確保されていますか？　【説明】効果的な共同研究を行うためには、相手国研究機関において十分な人数の有能な研究スタッフが配置されていることが重要です。不十分な場合、プロジェクトの進捗に影響するばかりか、日本側に偏った研究となってしまうことが懸念され、相手国研究機関の人材育成も促進されません。Is the research staff sufficient (in terms of both abilities and numbers) for conducting joint research?(Explanation) To conduct joint research effectively, it is important that the counterpart institution allocates a sufficient number of capable research staff members. Having an inadequate staff may adversely affect the progress of the project, or may result in the research being over-reliant on the Japan side, making it difficult to promote capacity development at the counterpart institution. | YESNO |
| 16 | 共同研究を行うため十分な予算措置が確保されていますか？（相手国研究代表機関や関係機関は、SATREPSが日本からの資金供与ではないことを理解していますか？）　【説明】SATREPSは、ODA事業として相手国の自立発展性の観点から応分の経費負担を求める制度となっているため、相手側必要経費に係る予算措置が必要です。このため、予算確保に関係する上位官庁の理解が得られているかが重要となります。特に、これまでに相手国との共同研究経験がない場合は、実際の予算が確保されるのかどうか注意が必要です。Has sufficient budget been acquired for the joint research? (Do the partner country principal research institution and other institutions involved understand that SATREPS does not provide funding from Japan?)(Explanation) Under the SATREPS system, as an ODA project, the partner country is required to bear an appropriate amount of expenses to encourage self-reliant development. For this reason, the counterpart side must acquire a budget to cover its expenses. To ensure this, it is important to obtain the understanding of the overseeing agency involved in budgeting. If you do not already have experience of joint research with the partner country, particular attention must be paid to whether a budget has been acquired. | YESNO |
| 17 | 共同研究を実施するために必要なインフラ（施設・機材）が相手国研究代表機関において整備されていますか？　【説明】共同研究に必要な施設・スペースは、相手国負担を原則としています。SATREPSは相手国研究機関の施設や機材の整備を目的とした事業ではありません。現状のインフラ整備状況に問題がある場合、プロジェクト終了後の維持管理体制が整備可能かどうか、十分な確認が必要です。Has the infrastructure (facilities/machinery and equipment) needed for implementing joint research been put in place at the partner country principal research institution?(Explanation) Provision of the required facilities and space for the joint research is in principle the responsibility of the partner country. Providing the counterpart institution with facilities and machinery and equipment is not one of the aims of the SATREPS project. If there are problems with the current infrastructure, it is necessary to check whether sufficient maintenance will be possible after the project finishes. | YESNO |
| 18 | 相手国研究機関の上位官庁や関係省庁との調整・役割分担の確認はできていますか？　【説明】SATREPSを円滑に実施するための予算確保や成果の社会実装において上位官庁や関係省庁等関係機関の関与は極めて重要であり、さらにそれぞれの役割を予め明確にしておく必要があります。また、上位官庁等は相手国政府からのSATREPS要請手続きにも関係するため、共同研究の提案内容とともに相手国負担経費について十分に説明し理解を得ておくことが重要です。Have you confirmed coordination with and allocation of functions between the counterpart institution’s overseeing agency and the other government agencies involved?(Explanation) The participation of the supervising agency and the other government agencies involved is important for ensuring the acquisition of a budget for the smooth implementation of the SATREPS project and in ensuring the application of research outcomes. Furthermore, it is necessary to ensure a clear definition of functions in advance. The supervising agency and other agencies are also involved in the SATREPS application procedure handled by the partner country, so, in addition to the details of the joint research proposal, it is important to explain and obtain sufficient understanding of the costs that need to be borne by the partner country. | YESNO |

＜機材供与＞

Provision of machinery and equipment

|  |  |  |
| --- | --- | --- |
| 19 | 安全保障貿易管理の方針に則し、供与機材を購入から輸送、据付まで責任をもって実施する体制が研究開発代表者機関に整っていますか？【説明】機材供与では、研究開発代表者所属機関が購入から輸送、据付までの業務を一貫して適法に実施することが求められますので、機材の輸出体制を予めご確認ください。Do you have an internal system providing and monitoring administrative duties and responsibilities sufficient to proceed international transfer of machinery and equipment, according to the policy of security export control?(Explanation) Japanese principal research institution is expected to legally perform consistent supply of machinery and equipment from procurement to transportation and installation. It is necessary to check the institution’s system and its procedures for foreign exportation of machinery and equipment. | YESNO |
| 20 | 供与予定の機材に特殊機材や特注のプラント等が含まれている場合の対応について検討していますか？　【説明】特殊機材や特注のプラント等についても、供与機材と同様に、日本側研究開発代表機関にて調達手続き、施工管理等を行っていただくため、その実施が可能であることを予め確認願います。Are you taking account of points requiring special attention when the machinery and equipment to be supplied includes specialist machinery and equipment and plant constructed to order?(Explanation) It is envisioned that general procurement of machinery and equipment via JICA will be unable to handle specialist machinery and equipment and plant constructed to order. Consequently it is necessary to check in advance that the Japan-side principal investigator’s institution has the ability to handle the procurement procedures and the necessary construction and maintenance. | YESNON/A |
| 21 | プロジェクト終了後の取扱い・維持管理体制を考慮した機材供与計画となっていますか？【説明】SATREPSプロジェクト終了後は、相手国の経費負担により日本より供与された機材を維持管理し、その後の研究活動等に活用していくことになります。したがって、研究上必要な機材であっても、相手国の維持管理能力を超える機材の導入は適切なものとはみなされません。また、ODAによって供与される機材は、プロジェクト終了後も耐用年数に応じて継続使用されることを想定して供与されるものであるため、研究用データ収集のみを目的とするなど相手国での継続使用を想定していない機材は対象となりません。Does the plan for provision of machinery and equipment take account of the setup for handling and maintenance of the machinery and equipment after the project finishes?(Explanation) After the SATREPS project finishes, the machinery and equipment provided by Japan are to be used for further research activities, etc., with the partner country becoming responsible for the costs of maintaining the machinery and equipment provided by Japan. Consequently, the introduction of machinery and equipment that exceed the partner country’s maintenance capabilities is considered inappropriate, even if the machinery and equipment are essential for the research. Also, machinery and equipment provided by ODA is provided on the assumption that the machinery and equipment will continue to be used after the project finishes for the lifetime of the machinery and equipment, so the system does not cover machinery and equipment that will not be used on an ongoing basis in the partner country, or will only be used for purposes such as gathering data for research. | YESNO |

＜施設整備＞

Development or improvement of facilities

|  |  |  |
| --- | --- | --- |
| 22 | 施設整備が含まれている場合の対応について検討していますか？　【説明】施設整備に当たっては建設用地の確保、設計や建設にかかる法令や契約上の手続き、危険物を取扱う際の安全管理、維持管理体制や予算の確保などが必要になってきます。これらについて相手側実施機関とも十分検討のうえ、プロジェクトの実施に不可欠であり、かつ期間内に完了可能で、案件終了後も維持管理に問題がないもののみを計画に入れるようにしてください。これらの条件が満たされない施設の整備は認められません。また、プロジェクト実施中に、施設整備が期間内に完了する見込みがないことが判明した場合は、施設整備の計画を見直していただく必要があります。Are you taking account of points requiring special attention when the development or improvement of facilities is included?(Explanation) The development or improvement of facilities will require, for example, securing land for building the facilities, legal and contractual procedures pertaining to design and construction, safety management for handling hazardous materials, maintenance and management systems, and securing of funding. Please give adequate consideration to these points with the implementing agency of the counterpart country, and include in the plan only those that are essential for project implementation, can be completed within the project period, and can be maintained and managed without any problems following the termination of the project. The development or improvement of facilities that do not meet these requirements will not be permitted. In addition, if during project implementation it becomes clear that the development or improvement of facilities is unlikely to be completed within the project period, you will need to review your plan for the development or improvement of facilities.　 | YESNON/A |

＜社会実装＞

Application of outcomes

|  |  |  |
| --- | --- | --- |
| 23 | 現実的な計画として社会実装の道筋が明確に立てられていますか？　【説明】共同研究の成果を研究だけに留めず社会実装として還元していくことはSATREPSの最大の特徴であり、ODAの観点からも、社会実装が単なる構想ではなく具体性・実現性のある内容であることが重要です。Has a clear roadmap been produced as a practical plan for application of outcomes? (Explanation) One of the major characteristics of SATREPS is that the outcomes of joint research are not only used for research. The outcomes are applied to benefit society. Even from an ODA perspective, it is important to have a practical and realistic plan for application of outcomes, not just a hypothetical plan. | YESNO |
| 24 | 社会実装に向けた取組みを行うため、民間企業など関係機関の参画を含めた実施体制が整備されていますか？　【説明】最長5年間のSATREPS共同研究期間において、一定程度の社会実装を行うためには、民間企業など社会実装部分を担う機関がアイデア段階から参画し、計画的に実施に向けた準備を進めていくことが重要です。In order to prepare for application of outcomes, does the implementation structure include the participation of related institutions or entities such as private sector businesses?(Explanation) The SATREPS joint research period lasts a maximum of 5 years. In order to achieve the application of outcomes to a certain extent, it is important to have private sector businesses and other entities that will handle the application of outcomes section of the project actually participate from the idea stage, and prepare for implementation in a planned manner. | YESNO |

＜同分野における日本の協力＞

Other Japanese projects in the same field

|  |  |  |
| --- | --- | --- |
| 25 | 同分野において実施済あるいは実施中の日本の協力（JICAプロジェクトなど）について確認していますか？　【説明】過去において、今回の相手国研究代表機関をカウンターパートとした関連分野の協力実績がある場合は、ODAの有効活用の観点からも、可能な範囲において同実績を活用した研究計画をご検討ください。現在、関連分野においてJICAプロジェクト等ODAによる協力を実施している（あるいは近く実施予定である）場合は、同協力とSATREPSの提案内容に重複等がないかご確認ください。特に、相手国研究機関が同一機関となる場合は、先行するプロジェクトの実施体制や進捗に影響を及ぼす可能性がありますので留意いただき、状況に応じ提案時期や内容の変更をご検討ください。Have you confirmed whether any other Japanese aid projects (JICA projects, etc.) have been implemented or are being implemented in the same field?(Explanation) If the partner country principal research institution for the current project has acted as the counterpart (C/P) for other aid projects in a related field in the past, then from the perspective of making effective use of ODA, consider research plans that build on that past experience as far as possible. If there are related ODA aid projects such as JICA technical cooperation projects currently in progress (or scheduled to be implemented soon), confirm that there is no duplication of content between such projects and the proposed SATREPS project. In particular, if the counterpart institution is the same institution, there is a risk of the new project impacting the implementation structure of the existing project. Take this into account, and if circumstances warrant, consider adjusting the timing or content of the proposal. | YESNO |

＜同分野における他ドナーの協力＞

Projects backed by other donors in the same field

|  |  |  |
| --- | --- | --- |
| 26 | 同分野において実施済あるいは実施中の他ドナーの協力について確認していますか？　【説明】重複の有無や今後の予定等を確認願います。特に相手国研究機関が同一の場合は、当該ドナー関係者や相手国研究機関より十分なヒアリングを行ったうえで、提案予定の共同研究を行う上でどの程度の影響があるか確認願います。Have you confirmed whether any other aid projects have been implemented or are being implemented in the same field but backed by other donors?(Explanation) Confirm whether there is any duplication, and how the project is scheduled to proceed. In particular, if the counterpart institution is the same institution, make sure to question the donor’s representatives and the counterpart institution sufficiently to confirm the likely extent of the resulting impact if the proposed joint research is implemented. | YESNO |

＜SDGsへの貢献について＞

Contribution to SDGs

|  |  |  |
| --- | --- | --- |
| 27 | 提案内容は、国連の持続可能な開発目標（SDGs）の17の目標のうち、どの目標に最も貢献する取組だと考えますか？右の欄に目標番号を一つ記入ください。（参考：<http://www.mofa.go.jp/mofaj/files/000101402.pdf>）Which of the 17 United Nations Sustainable Development Goals (SDGs) does your proposal contribute to the most in your opinion? Please write the goal number in the right column (one number only).　(Reference: <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>) |  |