

Request for Proposals (RFP)

**Infectious Diseases and Immunology Research:**

**U.S.-Japan Cooperative Medical Sciences Program Collaborative Awards, 2025**

**Proposal Deadline: Monday, June 2, 2025 (23:59) U.S. Eastern Time (ET)**

**Tuesday, June 3, 2025 (12:59) Japan Time**

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# **I. COMPETITION SNAPSHOT**

|  |  |
| --- | --- |
| **Eligible Applicant(s)** | Joint teams of U.S., Japan, and other regional Asian-Pacific (APac, based outside of Japan) researchers |
| **Competition Opens** | Thursday, March 10, 2025 (23:59) Eastern Time (ET) | Friday, March 11, 2025 (13:59) Japan Time |
| **Submission Deadline** | Monday, June 2, 2025 (23:59) Eastern Standard Time (ET), UTC-4  (Tuesday, June 3, 2025 (12:59) Japan Standard Time, UTC+9) |
| **Announcement of Results** | End of August |
| **Eligible Research Scope** | Infectious Diseases and Immunology |
| **Project Duration** | Up to two years |
| **Award Amounts** | Each up to $60,000 USD total for two years of support |
| **Complete Competition RFP and Proposal Forms** | A Word version of proposal forms and templates is available for download:  <https://www.amed.go.jp/en/news/program/0301B_00035.html> (English) <https://www.amed.go.jp/koubo/20/01/2001B_00103.html> (Japanese) |
| **Eligible Asian-Pacific (APac) countries/areas for application[[1]](#footnote-2)** | Bangladesh, Bhutan, Brunei Darussalam, Cambodia, Fiji, Indonesia, Kiribati, Lao PDR, Malaysia, Marshall Islands, Micronesia (Federated States of Micronesia), Mongolia, Myanmar (Burma), Nauru, Nepal, Pakistan, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Sri Lanka, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam |
| **How to Apply** | Proposal Document should be submitted via e-Rad**[[2]](#footnote-3)** by the Japan-based PI on behalf of the collaborative team to AMED by Monday, June 2, 2025 (23:59) ET/Tuesday, June 3, 2025 (12:59) JST.  https://www.e-rad.go.jp/  Hard copies will **NOT** be accepted. For more information and instructions, please refer to [Section VI. A.](#AVII) |
| **Condition for Application** | Individuals who serve as Principal Investigators (PIs) on currently active USJCMSP collaborative awards cannot apply as PIs in this competition. |
| **Program Point of Contact** | Aiymgul Frith, ISTC, [a\_frith@istc.int](mailto:a_frith@istc.int)Please note responses may be delayed prior to April 30, 2025  USJCMSP Secretariat, AMED: [nichibei@amed.go.jp](mailto:nichibei@amed.go.jp)  USJCMSP Secretariat, NIAID: [NIAIDOGRACAP@mail.nih.gov](mailto:NIAIDOGRACAP@mail.nih.gov) |

# **II. BACKGROUND**

International Science and Technology Center (ISTC) is accepting proposals from joint U.S., Japan, and other regional Asia-Pacific (APac) based investigators working in the field of infectious disease and immunology research for the *U.S.-Japan Cooperative Medical Sciences Program (USJCMSP) Collaborative Awards, 2025.* This initiative is jointly funded by ISTC utilizing funds provided by the U.S. National Institute of Allergy and Infectious Diseases (NIAID) of the National Institutes of Health (NIH) and the Japan Agency for Medical Research and Development (AMED). *USJCMSP Collaborative Awards, 2025* is the ninth round of a collaborative award program that was initiated in 2016 following the 50th anniversary celebration of the USJCMSP. The awards program aims to encourage the inclusion of early-stage investigators in collaborative research.

The **USJCMSP**, one of the oldest bilateral programs in the history of NIH, was established in 1965 (under a U.S. Presidential-Japan Prime Ministerial level agreement) to strengthen Japanese research capacity and address issues of public health importance in the APac region. The program continues to maintain its value as a unique tool to foster U.S., Japan, and APac region research collaboration. The program has nine Joint Panels: AIDS; Acute Respiratory Infections; Cholera and other Bacterial Enteric Diseases; Hepatitis; Parasitic Diseases; Cancer (previously the Genes, Environment, and Diseases Panel); Nutrition and Metabolism (inactive on the U.S. side); Mycobacterial Diseases; Viral Diseases and one cross-cutting Joint Immunology Board.

For more information visit

<https://www.niaid.nih.gov/research/us-japan-cooperative-medical-science-program-organization-and-history>

<https://www.amed.go.jp/en/program/list/20/01/007.html>

**NIAID** conducts and supports basic and applied research to better understand, treat, and ultimately prevent infectious, immunologic, and allergic diseases. For more than 60 years, NIAID research has led to new therapies, vaccines, diagnostic tests, and other technologies that have improved the health of millions of people in the United States and around the world. For more information visit <http://www.niaid.nih.gov/>.

**AMED** engages in research and development (R&D) in the field of medicine, establishing and maintaining an environment for this R&D, and provides funding to promote integrated medical R&D from basic research to practical applications, to smoothly achieve application of outcomes, and to achieve comprehensive and effective establishment/maintenance of an environment for medical R&D. Visit <https://www.amed.go.jp/en/aboutus/index.html> for more information.

**ISTC** is an intergovernmental organization connecting scientists and research organizations globally. ISTC facilitates impactful multilateral science and technology collaborations by supporting basic and applied research as a top priority. ISTC engages with the global scientific community by managing science research and development projects, coordinating proposals, and providing programmatic support. For more information, visit <https://www.istc.int/>

# **III. SCOPE AND PURPOSE**

The purpose of the USJCMSP collaborative awards is to foster new or expanded infectious disease and immunology focused biomedical research collaborations between researchers in Japan, the APac region, and U.S. investigators and institutions. It is expected that proposals will focus on questions of direct relevance to the APac region that will add to global knowledge about infectious diseases. The USJCMSP continues to promote collaborations, especially to include early-stage[[3]](#footnote-4) investigators from around the region.

Investigators from the United States, Japan, and other APac countries are invited to jointly apply for funding for collaborative research projects focused on the areas of research listed below and other related topics. Basic and clinical immunology and endemic and emerging infectious diseases relevant to the APac region eligible for this competition are the following:

Acute Respiratory Infections

* Cholera and other Bacterial Enteric Diseases

Hepatitis

Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS)

Immunology related to Infectious Diseases

Nutrition and Metabolism (related to Infectious Diseases and/or Immunology)

Parasitic Diseases

Resistance against Anti-Microbial/Viral Agents

* Tuberculosis, Leprosy, and other Mycobacteria

Other Viral Diseases

Other Emerging and Re-emerging Infectious Diseases

While clinical trials will not be supported through this call, clinical and population-science research proposals are encouraged, and applications that include the planning and establishment of the infrastructure for clinical trials and longitudinal cohort studies are welcome. Such applications should include descriptions of the aims of the planned trial or cohort, source population, strategies for the recruitment of human subjects, management of ethical review and monitoring, statistical considerations, plans for research staff training and strengthening research infrastructure, and potential sources for supporting the trial.

U.S. and APac PIs should apply to their institutional review boards (IRBs) for necessary bioethics approvals, as soon as feasible, since they will be required to submit proof of their institution’s IRB approval **within 6 weeks** of award selection notice.

Japan-based PIs must undertake the necessary procedures for obtaining the approval of both internal and external ethics committees in the case that implementation of the proposed R&D concept involves research requiring procedures based on laws/ordinances and/or ethical guidelines (such as R&D requiring the consent/cooperation of another party; R&D requiring care in handling personal information; and R&D requiring measures regarding bioethics/safety measures).

The primary goals and objectives of the initiative are to:

* Foster new or expanded infectious disease and immunology focused biomedical research collaborations between researchers in Japan, the APac region, and U.S. investigators and institutions. It is expected that proposals will focus on questions of direct relevance to the APac region that will add to global knowledge about infectious diseases.
* Provide start-up or supplemental funding to facilitate the early development or expansion of collaborative research programs and the collection of key preliminary data that could be used to prepare more substantive grant proposals.
* Encourage mentoring and training of **early-stage investigators3** through collaborations with mid-career and senior investigators in the areas of infectious diseases and immunology.

Four to six awards, each up to **$60,000 USD**, will be made in support of up to two-year projects, with the possibility of up to two years no-cost extension, if justified. Collaborative research teams consisting of investigators from the United States, Japan, and other APac countries listed below are eligible to apply. Each collaborative team that applies for funding under this program must utilize one of the following two compositional and budget allocation structures.

|  |  |
| --- | --- |
| **Team Composition and Budget Allocation Options** | |
| **Japan-based sub-Team**   * At least 50%; $30,000   **U.S. sub-Team**   * Up to 50%; $30,000 | **Japan-based sub-Team**   * Up to 35%; $21,000   **U.S.** **sub-Team**   * Up to 25%; $15,000   **APac sub-Team**   * At least 40%; $24,000 |

Funding identified in approved proposal budgets will be awarded directly by AMED for Japan-based sub-team expenses, and by ISTC for U.S. sub-team and APac sub-team expenses.

**Eligible APac countries/areas for application**[[4]](#footnote-5) include Bangladesh, Bhutan, Brunei Darussalam, Cambodia, Fiji, Indonesia, Kiribati, Lao PDR, Malaysia, Marshall Islands, Micronesia (Federated States of Micronesia), Mongolia, Myanmar (Burma), Nauru, Nepal, Pakistan, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Sri Lanka, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam.

**Duration and start date of the project**

* **Each awarded project is to be carried out jointly between the collaborative sub-teams.** The start date of the project per sub team shall be the date an award agreement is fully executed (i.e., signed with ISTC or AMED).
* Awards for the U.S. and APac sub-teams are anticipated to start in October 2025, Awards for Japan-based sub-teams are anticipated to start in October 2025. ISTC and AMED will coordinate respective sub-team award execution dates as close as possible. **Sub-team** **finalists may not begin any project activities or incur any project expenses associated with the awards** until an award agreement has been signed with their respective awarding agencies. A ISTC award start date is subject to change, pending timely submission by PIs of all documentation as required by U.S. government (USG) grant regulations.
* **Research timeline** is recommended to be prepared in terms of semi-annual segments, per the Milestone Plan. See sample plan included in [Appendix A](#_APPENDIX_A:_PROPOSAL_1).
* **The duration of the project** shall be up to 24 months from the date an award agreement is fully executed. ISTC may grant up to two years no cost extension of the project with strong justification with NIAID approval for U.S. and APac sub-teams. The Japanese sub-team’s project must be completed by September 30, 2027[[5]](#footnote-6). No extensions can be approved.

AMED and ISTC will address all program-related inquiries, serve as the point of contact for the RFP and communicate all results to applicants. AMED will receive full proposals from applicants and ISTC will coordinate a technical peer review of proposals. Following these reviews, the program sponsors will collectively determine meritorious proposals to receive awards administered through ISTC and, for Japan-based PIs, AMED.

**IV. ELIGIBILITY**

**Individuals who serve as PIs on currently active USJCMSP collaborative awards cannot apply as PIs in this competition.**

All proposals **must** meet each of the following eligibility criteria:

1. Each proposal must include **one PI** **from each sub-team (U.S., Japan-based, and, if applicable, APac)** who will serve together as Co-PIs of the collaborative team. Co-PIs will share overall responsibility for the project and coordinating all project participants and institutions. The institution at which each PI is employed will serve as the individual team’s Principal Institution[[6]](#footnote-7) designated on the proposal. **Additional Investigators and institutions may be included as secondary collaborators to each individual team at the discretion of the co-PIs.**
2. Each PI must:
   * Possess the degree of Ph.D., M.D., or the equivalent research experience.
   * Demonstrate scientific capacity and research experience.
   * Be employed at an institution that can serve as the Principal Institution on the award.
3. On each application, **both the Japan-based sub-team and the U.S. sub-team** must include as a PI an **early-stage[[7]](#footnote-8) investigator**. In applications that include a collaborating APac sub-team, the APac sub-team must include at least ONE early-stage investigator, preferably as the APac sub-team PI.  If senior investigators (i.e., non-early-stage) are included as members of the proposed Japan-based, U.S. or APac sub-teams, at least one senior investigator involved in each project must be identified as a mentor and trainer who will work with the early-stage investigator(s) involved in each project.
4. Sub-team budget allocation percentages must total 100% for the collaborative team and may not exceed $60,000 USD.
5. All projects must focus on basic, clinical or translational research targeting one or more of the following fields of topical areas listed in [Section III.](#III)
6. Each proposal is evaluated independently and therefore should not be part of, nor depend on the success of other proposals submitted to this program.
7. Each collaborative team can submit only one proposal for this competition. Individuals serving as PIs are NOT permitted to serve as team members on other submitted proposals. Interested applicants are advised to submit the strongest application they can for this program. For research ideas that require resources not provided by this program or in areas outside the scope of this program, interested applicants are encouraged to review other NIAID/NIH, AMED, and ISTC funding opportunities. Specific funding opportunities are available at:
   * NIAID: <https://www.niaid.nih.gov/grants-contracts/opportunities>
   * AMED: <https://www.amed.go.jp/koubo/koubo_index.html> (Japanese)

<https://www.amed.go.jp/en/news/proposals.html> (English)

* + ISTC: <https://www.istc.int/projects>

1. U.S. SUB-TEAM ONLY: The U.S. PI and participants on the U.S. team may be foreign nationals (U.S. permanent residents or visa holders) but must reside in the U.S. for at least 50% of the award period. This residency requirement does not apply to U.S. government employees. U.S. government employees must apply as the U.S. PI. Graduate students on the U.S. team may be foreign nationals, but they must be enrolled in an accredited degree program at a U.S. institution during the period of their participation in the project.

Scientists, and other personnel working in U.S. federal government facilities, whose salaries are paid using direct U.S. federal funding, or personnel working under a contract supported by the U.S. federal government, may apply for this program; however, the U.S. PI, affiliated U.S. federal agency, and affiliated contract recipient are **not permitted** to receive funding or other support (e.g., travel, supplies, equipment) under this Program. The participation of the federally funded U.S. PI, affiliated U.S. federal agency, and affiliated contract recipient must be in-kind. Instead, all award funds are to support the APac sub-team and/or Japanese sub-team or collaborating non-federal U.S. institutions and investigators. U.S. teams from for-profit companies are not permitted to receive funding under this program. U.S. for-profit companies must cover all U.S. team expenses and are encouraged to contribute 10% towards the APac team’s expenses by committing cash, materials, or in-kind contributions. See [Section VII.B](#_U.S._Sub-Team_Expenses) Allowable Costs for more information. U.S. PIs providing in-kind participation will be required to submit semi-annual progress and final reports.

APac SUB-TEAM ONLY (based outside of Japan): The PI and participants on the APac sub-team may be foreign nationals (permanent residents or visa holders) but must reside in a country in the APac region listed in [Section III](#_III._SCOPE_AND) for at least 50% of the award period. Graduate students on the APac team may be foreign nationals, but they must be enrolled in an accredited degree program at an Asian-Pacific institution during the period of their participation in the project. See [Section VII.A](#_APac_Sub-Team_Expenses) for more information on Allowable Costs.

Japan-BASED SUB-Team Only: The Japan-based PI and participants on the Japan team may be foreign nationals (Japanese permanent residents or visa holders) but must reside in Japan for the entirety of the award period. Graduate students on the Japanese team may be foreign nationals, but they must be enrolled in an accredited degree program at a Japanese institution during the period of their participation in the project. See [Section VII.C](#_Japanese_Sub-Team_Expenses) Allowable Costs for more information.

In addition, the applicants for the Japan-based sub-team must satisfy the following AMED eligibility requirements:

Eligible Applicants for this program shall be researchers (R&D Principal Investigators (PIs)) affiliated with a research institution in Japan that fulfills the requirements shown in (1)–(5) below and that is their main place of research, and who take responsibility for formulating an R&D implementation plan and compiling the research for the R&D project for which the application is being submitted.

1. (1) Eligible applicants shall be affiliated with a research institution or other organization shown in (a)–(h) below.
2. National facility or other organization[[8]](#footnote-9) (limited to institutions/facilities where the PI is employed in an educational position, research position, medical care position[[9]](#footnote-10), welfare service position8, or designated position8, or as a fixed-term contract researcher).
3. Public test and research institution run by local government[[10]](#footnote-11).
4. University as prescribed under the School Education Act (Law No. 26 of 1947) or university affiliated research institute, etc. (including inter-university research institute corporations).
5. R&D division or research laboratory, etc. of a private enterprise.
6. A general incorporated association, general incorporated foundation, public interest incorporated association, or public interest incorporated foundation whose main activity purpose is research.
7. An independent administrative corporation as prescribed under Article 2 of the Act on General Rules for Incorporated Administrative Agencies (Act No. 103 of 1999) or local incorporated administrative agency as prescribed under Article 2 of the Local Incorporated Administrative Agency Act (Act No. 118 of 2003) or a corporation established by special laws, whose main operational purpose is research.
8. Collaborative Innovation Partnership (CIP)[[11]](#footnote-12)
9. Other institution deemed appropriate by the President of AMED.
10. In the case that the project is selected, the research institution’s facilities and equipment can be used for carrying out the project.
11. In the case that the project is selected, the research institution is able to carry out administrative procedures such as contract procedures.
12. In the case that the project is selected, the research institution is capable of responsibly handling any intellectual property (IP) rights (including patents and copyright, etc.) and R&D data generated through implementation of this program.
13. The research institution shall continue to promote R&D even after this program has concluded, and cooperate in AMED requests for follow-up surveys, etc.

In the case that a researcher who is not affiliated with a designated research institution, etc. or is affiliated with a research institution outside of Japan is selected as the PI, the researcher may apply for this program if they are able to become affiliated with a research institution in Japan and create a system for conducting research by the date the contracted R&D agreement is concluded. However, in the case that the above conditions are not met by the date the contracted R&D agreement is concluded, as a general rule the decision to adopt the R&D project shall be cancelled.

ISTC **reserves the right to restrict the participation of any individual or institution in its programs**.ISTC complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of ISTC not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. Government.

**Any applicants as Japan-based sub-team must read and understand the conditions of AMED for this program**.

Please refer to the information on the following websites:

<https://www.amed.go.jp/en/news/program/0301B_00035.html> (English)

<https://www.amed.go.jp/koubo/20/01/2001B_00103.html> (Japanese)

# **V. REVIEW OF PROPOSALS**

All proposals and information contained therein will remain confidential prior to the award and will be screened for eligibility and completeness upon receipt by ISTC. Peer-based panel review will take place through a scientific panel of experts appointed by ISTC and approved by NIAID and AMED. The panel will use the evaluation criteria described below in reaching its decisions. The panel will rank proposals by the evaluation criteria and assign an overall rating to each proposal, as well as a funding recommendation. ISTC will share these recommendations with NIAID and AMED, and they will jointly decide with ISTC on the selection of finalists.

ISTC will announce awards starting by the end of August 2025 via e-mail. All awards are subject to the availability of funding from program sponsors. All decisions by ISTC, NIAID, and AMED are final.

## **Evaluation Criteria**

ISTC panels of external reviewers will use the following criteria in the evaluation of proposals for this program:

1. **Research Plan:** How well the individual elements of the project plan fit with the overall project goals.
2. **Technical Merit:** The technical soundness of the proposed work, the project’s management plan, and adequacy of the resources available, both technical and financial.
3. **Research Impact:** The probability that the project will result in new knowledge in one or more research fields or have a positive impact on health of the population in the APac region or/and all over the world.
4. **Personnel Capacity and Collaborative Benefits:** The expertise of the investigators and other participants, including the strengths and weaknesses of each partner, as well as the balance of the collaboration and distribution of partnership benefits.
5. **Benefit to Education and Infrastructure:** Appraisal of the project’s **training and mentoring plan**, including the degree to which the proposal demonstrates the ability to develop the capacity of the **early-stage investigators**. Proposed activities should include the provision of career enhancing opportunities for personnel, the sharing of equipment and resources among all institutions involved, technology transfer, and the project’s long-term positive impact on the research environment and capacity, particularly in the lesser-developed countries involved.

# **VI. PROPOSAL PREPARATION AND SUBMISSION**

**Only proposals submitted according to the instructions and follow the formatting and include all of the required elements listed below will be reviewed.**

## **Proposal Submission**

**Full proposal submissions must be completed no later than**:

**Monday, June 2, 2025 (23:59) U.S. Eastern Time (ET)**

**Tuesday, June 3, 2025 (12:59) Japan Time**

All proposals must be submitted no later than Monday, June 2, 2025 (23:59) U.S. Eastern Time (ET) Tuesday, June 3, 2025 (12:59) Japan Time.

Proposal Document, as one pdf document, should be submitted through e-Rad[[12]](#footnote-13) to AMED.

The Japan-based, U.S., and, if applicable, APac PIs should jointly develop the proposal and provide written evidence of the concurrence of the Japanese, U.S., and, if applicable, APac Institute Leadership Representative. Once the entire proposal has been finalized, it should only be submitted ONE time by the JAPAN-BASED PI.

AMED will respond to the ONE PI and PI’s Institute Leadership Representative that submits the Proposal Document package to confirm that Proposal Document was received.

Proposal Document materials submitted to AMED must be prepared in English and compiled in the following document files for submission. Acceptable file format is Adobe Acrobat (.pdf).

Required proposal documents should be submitted through via e-Rad as ONE pdf file:

**Required:**

* 1. Completed proposal (all applicable elements under Proposal Elements [Section VI.D](#_Proposal_Elements_(required_1))
  2. Japan-based, U.S., and, if applicable, APac PI and Team Participant Curricula Vitae (CV) documents

**As Applicable:**

1. Supporting documents for proposals Involving Human and/or Animal Subject Research.
2. Cost-sharing and Participation of For-Profit Companies, Letter of Commitment.

For questions about the submission process, please contact the USJCMSP Secretariat, AMED: nichibei@amed.go.jp

## **ISTC Policies and Applicant Resources**

Before writing the proposal applicants should review all documents and policies. If there are any additional questions, please contact Aiymgul Frith ([a\_frith@istc.int](mailto:a_frith@istc.int)). Please note responses may be delayed prior to April 30, 2025.

## **Proposal Formatting**

|  |  |
| --- | --- |
| * Typed | * One-inch margins on ALL sides |
| * Single-spaced * A4 paper style | * Font size of no less than Arial 10pt (Times New Roman 10pt font is not acceptable) \* |

*\*A font size of less than 10 points may be used for mathematical formulas or equations, figure, table, or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable*.

## **Proposal Elements (required unless otherwise noted)**

Detailed information for all necessary elements of a proposal is listed below. Any proposal submitted without ALL required information, including signatures and forms, may be disqualified, and removed from the competition. Applicants are encouraged to carefully review proposals prior to submission to ensure accuracy and completeness. Decisions by ISTC on behalf of the program sponsors are final and cannot be appealed.

**The following sections must be compiled into and submitted as a single Proposal Document with pages numbered consecutively.**

### **PROPOSAL DOCUMENT (APPENDIX A)**

#### **A.1.Cover Sheet**

One per proposal including

* Project title and basic information about the project
* Information about the Japan-based, U.S., and if applicable, APac PIs
* Information about the Japan-based, U.S., and if applicable, APac Primary Signatory (individual who would be responsible for negotiating contractual and financial terms in the case of an award.)

**Note:** ISTC requires that Form A be signed by the Japan-based, U.S., and, if applicable, APac PI and Japanese, U.S., and, if applicable, APac Institution Leadership Representative. Please include a scanned copy of the signed document in the Proposal Document.

#### **A.2: Project Abstract**

One concise paragraph summarizing all relevant aspects of the project, with special attention to its objectives, methods, and potential results (No more than 350 words).

#### **A.3: Project Narrative**

Five pages maximum including any graphs, diagrams, and photos. **PIs are cautioned that the Project Narrative must be self-contained, and that URLs providing information related to the proposal should not be used.**

ISTC expects strict adherence to the rules of proper scholarship and attribution. The responsibility for proper scholarship and attribution rests with the authors of a proposal; all parts of the proposal should be prepared with equal care for this concern. **All contributing authors, including any PIs and sub-team participants, should be named, and acknowledged at the bottom of the Project Narrative section.** Example: Contributing Authors: NAME (Japan-based PI), NAME (U.S. PI), NAME (APac PI, if applicable), NAME (Japan-based team-researcher), NAME (U.S. team-researcher), NAME (APac team-researcher, if applicable)

**The following must be described in the Project Narrative:**

* The approach, objectives, milestones, and measurements of success that will be used.
* A well-formulated research hypothesis that will be investigated.
* A clearly defined project timeline, noting all project tasks and goals to be accomplished, including how to address potential pitfalls/delays with alternatives or contingency plans.
* A description of the planned mentoring and training opportunities, including professional development goals as pertaining to this research proposal for early-stage investigators for the U.S. and APac sub-teams. Proposed activity may include the provision of career enhancing opportunities for personnel, mobility to establish research techniques or collaboration, the sharing of equipment and resources among all institutions involved, technology transfer, and the project’s long-term positive impact on the research environment and capacity, particularly in the less developed countries involved. The Japan-based sub-teams are to be advised by the panel members on pursuing their research. In addition, any mentors from any sub-team may mentor early-stage investigators from the other sub-teams.
* A brief monitoring and evaluation plan.
* How the individual and combined competencies of the sub-team participants will enable the project to be carried out, and what relevant prior work has been carried out by member’s sub-teams.
* The anticipated results of the project and how they address the ISTC evaluation criteria listed in [Section V](#_Evaluation_Criteria).
* How the project compares to current research conducted in the topic area
* Facilities, equipment, and other resources available at the U.S., Japanese, and, if applicable, APac institutes directly applicable to the project including those from secondary collaborators. This should address the adequacy of the resources available to perform the effort proposed. The description should be written narratively and not include any financial information
* Requested equipment to be utilized in the project
* How the Japan-based, U.S., and, if applicable, APac PIs will coordinate project implementation and assess progress at regular intervals. Each project must involve significant and substantive cooperation between the Japan-based sub-team, U.S. sub-team, and, if applicable, APac sub-team. All proposed international travel to be funded under the project must be described in terms of its purpose and duration.

**Note**: Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the proposer, should be included in the proposals only when such information is necessary to convey an understanding of the proposed project. Such information must be clearly marked in the proposal and appropriately labeled as:

*"The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside of ISTC, except for purposes of review and evaluation."*

#### **A.4: References Cited**

Reference information for the Project Narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Identify the website address if the document is available electronically. While there is no page limitation for the References Cited, this section must only include bibliographic citations and not be used to provide parenthetical information outside of the Project Narrative.

#### **A.5: Project Milestone Plan**

One Project Milestone Plan per proposal, describing specific milestones to be accomplished by the sub-teams during project implementation. ISTC staff and external peer reviewers will evaluate the plan to ensure that milestones are directly relevant to the overall research project; can be delivered in accordance with the timeline; and can be supported by appropriate documentation. A sample Milestone Plan is included in [Appendix A](#_APPENDIX_A:_PROPOSAL_1).

**Note:** the following when preparing the Milestone Plan:

* Milestones are discrete activities that allow the grantee to achieve the overall objectives described in the project narrative. Milestones should reflect realistic accomplishments that can be verified by ISTC and AMED staff. Examples of such milestones include, but are not limited to: sample collection, data analysis, trainings, or travel for a specific task under the proposed project.
* Milestones must be verifiable through submission of documentation or other deliverables (e.g., photos, purchase orders, training materials, reports, or other tangible proof that the activities occurred). Payment may be predicated on completion of deliverables in the milestone plan.
* Each milestone should be clearly described and include a corresponding deliverable.
* The amount of funding requested (on a semi-annual basis) should be included in the Milestone Plan.

#### **A.6: Sub-Team Key Participant Data Form**

One form for each additional participant on the Japan-based, U.S., and, as applicable, APac, sub-team, including researchers/engineers, technical/scientific support staff, graduate and undergraduate students, administrative/clerical support staff (Japan-based sub-team and applicable APac team only), and secondary collaborators.

**Note:**

* Form A.6 is for additional team participants only; the sub-team PIs do not need to complete this form with their own information.
* For planned graduate students not yet identified, complete the form as “Planned Graduate Student” indicating, at a minimum, the anticipated institution and level of education.
* Each form should be accompanied by the Curricula Vitae (CV) for the sub-team participant. All CVs are to be compiled and submitted as a separate section of the Proposal Document. See section on [CVs on page 13.](#cv)

#### **A.7: Project Sub-Team Budget**

**One for each** sub-team involved. The budget should cover the entire award period. PIs should refer to “Allowed Costs” in [Section VII](#VIII) for information to be listed in the budget.

* U.S. and APac sub-teams use Form A.7.i
* Japan-based sub-team use Form A.7.ii

#### **A.8: Budget Narrative**

**One for each** sub-team involved explaining all budget items in the corresponding Project Sub-Team Budget.

* U.S. and APac sub-teams use Form A.8.i.
* Japan-based sub-team use Form A.8.ii

#### **A.9: Project Budget Overview**

One for each team. Convert all amounts to U.S. Dollars (USD). PIs should refer to “Allowed Costs” in Section VII.

#### **A.10: Statement of Other Sources of Support of Key Personnel**

**One for each PI** listing current and pending sources of support for all their research projects, **excluding** those that are already included under the “COST-SHARING FROM NON-ISTC SOURCES” section in the Budget. PIs with grants from U.S. Government sources, such as NIH or NSF, should indicate the grant number, duration of the award, and level of effort. If this proposal has also been submitted to another organization, please indicate this information clearly on the form. **Should a PI have no other sources of support, check the box marked “None” at the top of Form D, and include this page with the proposal**.

#### **A.11: PI Partnership and Terms Agreement Statement**

Each PI must provide a signed statement on institutional letterhead certifying her or his agreement to the collaboration. One for each U.S., Japan-based, and, as applicable, APac PI participating on a proposal certifying his or her agreement to the collaboration. The statement must be on institutional letterhead and submitted as a signed scanned copy. PIs should use the Partnership Statement template that is included herein.

ISTC and AMED will not provide funding to an application in which falsification, fabrication, and/or plagiarism exists.

#### **A.12 Institutional Data Form:**

This document is an ISTC requirement for U.S. and APac institutions only.

### **ADDITIONAL SUPPORTING DOCUMENTATION**

The following documents should be prepared and uploaded separately from the main proposal file:

#### **Curricula Vitae (CV) - Required**

One for each U.S. sub-team PI, Japan-based sub-team PI, and, as applicable, APac sub-team PI and Team Participants compiled in one section of the Proposal Document.

Each CV should include the individual’s name, title, educational background, current and previous institutional affiliations with dates, area of expertise, and his or her scientific publications of relevance to the project. Please visit the following sites for writing a Curriculum Vitae (CV):

* <https://grants.nih.gov/grants/funding/2590/biosketchsample.pdf>
* <https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/writing_the_cv.html>

Please ensure you have provided a full CV for each team member listed in the *Sub-Team Key Participant Data form* in the main proposal file.

* PI CVs should be no more than five (5) pages
* Team member CVs should be no more than two (2) pages

#### **Special Documentation for U.S. and APac Sub-Teams ONLY (as applicable)**

* **Human/Animal Subjects Research**:ISTC is committed to ensuring that projects involving human or animal subjects are protected from research risks in conformance with NIH policies. All projects recommended for award that involve human or animal subjects will undergo review by the ISTC Bioethics Review Committee (BRC) prior to award request. Grant recipients will not be authorized to begin work until IRB approval is provided to ISTC. Activation of a grant Agreement is contingent on submission of complete IRB documentation and approval to ISTC. For more information about NIH policies, please reference the following pages for [human subjects](https://grants.nih.gov/policy-and-compliance/policy-topics/human-subjects/policies-and-regulations/research-guide-notice) and [animal subjects](https://olaw.nih.gov/guidance/vertebrate-animal-section.htm).
* **Cost-sharing and Participation of For-Profit Companies**: ISTC highly encourages cost-sharing from U.S. and APac for-profit companies applying to the program. For-profit companies must provide specific details about their cost-share through a letter of commitment written on organizational letterhead and signed by an authorized representative of the company. This should be uploaded during the electronic submission of the proposal.

**Please see** [**Appendix B**](#_APPENDIX_B:_CHECKLIST) **for a checklist of proposal submission requirements.**

ISTC **reserves the right to require greater detail if necessary to proceed with award selection.**

# **VII. ALLOWABLE COSTS**

The maximum total award is up to **$60,000** USD disbursed over two years. Sub-team budget allocation percentages must total 100%.

***In the case of an award, a project budget may be subject to revision by ISTC and AMED staff.***

ISTC will support the U.S. sub- teams and APac (outside of Japan) sub-teams using NIAID funds, and AMED will support the Japan-based sub-teams according to the following team compositions.

|  |  |
| --- | --- |
| **Team Composition and Budget Allocation Options** | |
| **Japan-based sub-Team**   * At least 50%; $30,000   **U.S. sub-Team**   * Up to 50%; $30,000 | **Japan-based sub-Team**   * Up to 35%; $21,000   **U.S.** **sub-Team**   * Up to 25%; $15,000   **APac sub-Team**   * At least 40%; $24,000 |

Applicants must budget for travel to participate in the Emerging Infectious Diseases (EID) international conference, which is usually held annually under the U.S.-Japan Cooperative Medical Sciences Program (location to vary in Asian countries/areas) in order to make a presentation and develop research network. Attendance at an EID conference is mandatory for investigators of awarded projects at least once during the two-year period of their research project, in the EID conference of relevant overall theme (Viral diseases or Bacteria & Parasitic diseases). In the event a relevant EID conference will not be held during the two-year term of the award, sub-teams could request to re-budget (budget carryover to the next Fiscal Year for the Japan-based sub-team) their expenses for travel, with the approval of AMED, NIAID, and ISTC.

## **APac Sub-Team Expenses (ISTC Funded)**

Total grant support for the APac sub-team expenses of the total amount requested **must** be:

1. At least 40% of the total award funds requested when collaborating with U.S. AND Japan sub-teams.

ISTC award funds are dispensed on a cost-reimbursable basis for actual expenses incurred. No advanced funding will be provided for Individual Financial Support, Equipment, Supplies and Services, Travel or Indirect Costs (IDC) as described below. ISTC will work with individual grant recipients/institutional for any financial resource issues that may arise from the cost-reimbursable policy.

APac for-profit companies may request the full amount of funding, but are encouraged to provide a contribution, material or in kind, equal to 5-10% of the total APac team’s expenses. These expenses and their amounts should be described in the Budget and in the Budget Narrative forms provided in [Appendix A](#_APPENDIX_A:_PROPOSAL_1).

No taxes may be included in any budget proposal submitted to ISTC.

* Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted.
* Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
* Justification/support for labor, travel, and indirect/administrative costs should be provided in the budget narrative.

The following costs are permitted under ISTC guidelines for this program:

1. **Individual Financial Support/Stipend Costs (IFS):** ISTC will reimburse the APac participants for costs associated with the time they work on the project as permitted by the participants’ institutions and based on the current stipends. Stipends will be reimbursed based on actual hours worked on the project as documented to ISTC through financial reporting. Stipends must be justifiable and align with country appropriate wages. Include all benefits and fringe costs within the stipend. Any fringe rate included must be certifiable by the institute.

Graduate student stipends are permissible and may include fringe benefits or tuition remission. For planned graduate students not yet identified, clearly indicate their participation and request for support in the Budget Narrative. Applicants should indicate such graduate students as “Planned Graduate Student” in the budget. Please ensure you have provided a full CV for each team member listed in the *Sub-Team Key Participant Data form* in the main proposal file.

1. **Equipment, Supplies and Services (ESS):** This includes support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other supplies/materials to be used in the research. In general, materials and supplies are defined as tangible personal property, other than equipment, costing less than $1,000 USD with a useful life of less than one year, or other lower threshold consistent with the policy established by the proposing organization. Any requested equipment valued at more than $1,000 USD with a use life of more than one year must be specifically described and justified in the Budget Narrative. All orders for goods and services that exceed $10,000.00 are subject to competitive selection requirements and require documentation of at least 3 bids prior to procurement.

Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted. Each line item should be calculated based on actual costs. Include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the Budget Narrative for all proposed line items indicated on the Budget (forms included in [Appendix A](#_APPENDIX_A:_PROPOSAL_1)).

Funds may also be requested for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the grant.

1. **Travel:** Transportation and per diem support for travel of APac team participants in connection with the project should be requested and described in the Budget Narrative. Travel funds may be used to travel to the collaborating institutions as well as for domestic travel, if applicable.

If part of the research/mentoring plan, ISTC allows members of the APac sub-team to visit the U.S. sub-team’s laboratory and members of the U.S. sub-team to visit the APac laboratory/research site to advance training and research objectives.

The following cost guidelines should be used in preparing the travel portion of the budget:

* 1. International Transportation. ISTC -supported travelers must purchase the lowest-cost applicable economy-class round-trip airfare from their home country. Travelers must comply with the provisions of the Fly America Act. For more information, please refer to

[**Fly American Act Guidelines**](https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act)**.**

* 1. Travel Allowances. Applicants should refer to the following travel allowance guidelines when preparing their travel budget:
* For travel in the U.S., visit: <http://www.gsa.gov/portal/category/21287>.
* For non-U.S. travel, refer to <https://aoprals.state.gov/content.asp?content_id=184&menu_id=78>.

These allowances cover lodging, meals, and incidental expenses. Health insurance is mandatory for all travel under ISTC awards and should be included in the budget within the travel allowance. Visa fees are allowable expenses and may be included in the budget. It is also important to provide a justification and a description of the travel plans within the Budget Narrative.

1. **Secondary Collaborators:** Secondary collaborators are institutions on the APac sub-team other than the APac Principal Institution that will participate in the proposed project and receive support under a ISTC award. Secondary collaborators may participate in the form of sub-contracted work and may include any allowable costs described in this section. All secondary collaborator personnel and facilities must be specifically listed and described in the proposal. A separate budget justification for each secondary collaborator must be included in the Budget Narrative. Secondary collaborators must follow the residency eligibility requirements of their respective teams (see [Section IV](#V).).
2. **Indirect Costs (IDC)**. Institutions with a Negotiated Indirect Cost Rate Agreement (NICRA) may request up to their approved NICRA rate. Documentation for these rates should be provided in the budget narrative if the institution requires this payment. Institutions without a NICRA may only request a maximum indirect cost rate of 8% of the APac team’s modified total direct costs.
3. Funding may be requested for the following expenses:
   * + 1. Personnel Stipend
       2. Equipment, Supplies and Services
       3. Travel
       4. Secondary Collaborators
       5. Indirect Costs. Applicants (Primary and Secondary collaborators) may request indirect costs/ overhead expenses on all direct costs except for equipment (over $5,000), capital expenditures, rent, student tuition, participant support costs[[13]](#footnote-14)[1] and sub-awardees expenses (after the first $25,000). Total direct costs minus these items is considered the modified total direct cost (MTDC) amount for which the IDC rate should be applied. IDCs combined with the total direct costs cannot exceed the funding total allowed to request. Below are helpful calculations:

* **IDC $** = IDC% x MTDC = $
* **Maximum Total Sub-Team budget** = total direct costs $ (including MTDC) + IDCs $

**Cost Shares**

Recognizing the limited funding available for these small projects and the goal to achieve maximum scientific outcomes, ISTC encourages applicants to provide cost shares. Eligible cost shares must be verifiable through appropriate documentation provided by the awardee and should be described within the budget narrative.Cost shares should be:

* Verifiable through appropriate documentation provided by the awardee
* Necessary and reasonable for the accomplishment of project objectives
* Allowable costs under this program
* Not paid by the U.S. government under another award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such a program can be applied to matching or cost sharing requirements of other U.S. government-funded programs

Examples of cost shares that may be included in the proposal:

1. Salary (including fringe benefits) of any team member essential to the project. Salary and fringe rates should be listed separately for each team member in the cost share budget.
2. Consultant services: Labor and fringe rates for third parties providing volunteer services towards the project may be counted as cost sharing or matching if the service is an integral and necessary part of the project. Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those instances, where the required skills are not found with the awardee, rates must be consistent with those paid for similar work in the labor market.
3. Equipment/Supplies: Donated equipment, office supplies, or laboratory supplies. Value for these items must be assessed at fair market value of the property at the time of donation
4. Travel: For travel deemed necessary and reasonable to the project, the awardee may cost share appropriate travel expenses, including:
   1. Airfare – Lowest cost economy airfare and compliant with the [Fly American Act Guidelines](https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act).
   2. Lodging – Not to exceed applicable [domestic](https://www.gsa.gov/portal/category/100120) or [international](https://aoprals.state.gov/content.asp?content_id=184&menu_id=81) U.S. government per diem rates
   3. Meals and Incidentals - Not to exceed applicable [domestic](https://www.gsa.gov/portal/category/100120) or [international](https://aoprals.state.gov/content.asp?content_id=184&menu_id=81) U.S. government per diem rates
   4. Ground Transportation – Necessary local travel, such as taxis, rental cars, or mileage reimbursement on use of personal vehicles in accordance with the U.S. government allowance for [Privately Owned Vehicles](https://www.gsa.gov/portal/content/100715) (POV)

## **U.S. Sub-Team Expenses (ISTC funded)**

Total grant support for the U.S. sub-team expenses of the total amount requested **must** be:

1. Up to 50% of the total award funds requested when collaborating with a Japanese sub-team
2. Up to 25% of the total award funds requested when collaborating with both an APac AND Japanese sub-team.

ISTC will support expenses for U.S. sub-teams from universities and non-profits with the exception of large-scale equipment purchases. U.S. federal government agencies, including their employees, and U.S. teams from for-profit companies are not permitted to receive funding under this program. U.S. for-profit companies must cover all U.S. team expenses and are encouraged to contribute 10% towards the APac team’s expenses by committing cash, materials, or in-kind contributions. These expenses and their amounts should be described in the Budget and in the Budget Narrative (see forms provided in [Appendix A](#_APPENDIX_A:_PROPOSAL_1)).

ISTC award funds are dispensed on a cost-reimbursable basis for actual expenses incurred. No advanced funding will be provided for Individual Financial Support, Equipment, Supplies and Services, Travel or Indirect Costs (IDC) as described below. ISTC will work with individual grant recipients/institutional for any financial resource issues that may arise from the cost-reimbursable policy.

No taxes may be included in any budget proposal submitted to ISTC.

* Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted.
* Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
* Justification/support for labor, travel, and indirect/administrative costs should be provided in the budget narrative.

The following costs are permitted under ISTC guidelines for this program:

1. **Individual Financial Support/Stipend Costs (IFS):** ISTC will reimburse the APac participants for costs associated with the time they work on the project as permitted by the participants’ institutions and based on the current stipends. Stipends will be reimbursed based on actual hours worked on the project as documented to ISTC through financial reporting. Stipends must be justifiable and align with country appropriate wages. Include all benefits and fringe costs within the stipend. Any fringe rate included must be certifiable by the institute.

Graduate student stipends are permissible and may include fringe benefits or tuition remission. For planned graduate students not yet identified, clearly indicate their participation and request for support in the Budget Narrative. Applicants should indicate such graduate students as “Planned Graduate Student” in the budget. Please ensure you have provided a full CV for each team member listed in the *Sub-Team Key Participant Data form* in the main proposal file.

1. **Equipment, Supplies and Services (ESS):** This includes support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other supplies/materials to be used in the research. In general, materials and supplies are defined as tangible personal property, other than equipment, costing less than $1,000 USD with a useful life of less than one year, or other lower threshold consistent with the policy established by the proposing organization. Any requested equipment valued at more than $1,000 USD with a use life of more than one year must be specifically described and justified in the Budget Narrative. All orders for goods and services that exceed $10,000.00 are subject to competitive selection requirements and require documentation of at least 3 bids prior to procurement.

Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted. Each line item should be calculated based on actual costs. Include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the Budget Narrative for all proposed line items indicated on the Budget (forms included in [Appendix A](#_APPENDIX_A:_PROPOSAL_1)).

Funds may also be requested for the costs of documenting, preparing, publishing or otherwise making available to others the findings and products of the work conducted under the grant.

1. **Travel:** Transportation and per diem support for travel of APac team participants in connection with the project should be requested and described in the Budget Narrative. Travel funds may be used to travel to the collaborating institutions as well as for domestic travel, if applicable.

If part of the research/mentoring plan, ISTC allows members of the APac sub-team to visit the U.S. sub-team’s laboratory and members of the U.S. sub-team to visit the APac laboratory/research site to advance training and research objectives.

The following cost guidelines should be used in preparing the travel portion of the budget:

* 1. International Transportation. ISTC -supported travelers must purchase the lowest-cost applicable economy-class round-trip airfare from their home country. Travelers must comply with the provisions of the Fly America Act. For more information, please refer to

[**Fly American Act Guidelines**](https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act)**.**

* 1. Travel Allowances. Applicants should refer to the following travel allowance guidelines when preparing their travel budget:
* For travel in the U.S., visit: <http://www.gsa.gov/portal/category/21287> .
* For non-U.S. travel, refer to <https://aoprals.state.gov/content.asp?content_id=184&menu_id=78>.

These allowances cover lodging, meals, and incidental expenses. Visa fees are allowable expenses and may be included in the budget. It is also important to provide a justification and a description of the travel plans within the Budget Narrative.

1. **Secondary Collaborators:** Secondary collaborators are institutions on the APac sub-team other than the APac Principal Institution that will participate in the proposed project and receive support under a ISTC award. Secondary collaborators may participate in the form of sub-contracted work and may include any allowable costs described in this section. All secondary collaborator personnel and facilities must be specifically listed and described in the proposal. A separate budget justification for each secondary collaborator must be included in the Budget Narrative. Secondary collaborators must follow the residency eligibility requirements of their respective teams (see [Section IV](#V).).
2. **Indirect Costs (IDC)**. Institutions with a Negotiated Indirect Cost Rate Agreement (NICRA) may request up to their approved NICRA rate. Documentation for these rates should be provided in the budget narrative if the institution requires this payment. U.S. institutions without a NICRA may only request a maximum indirect cost rate of 10% of the U.S. team’s modified total direct costs.
3. Funding may be requested for the following expenses:
   * + 1. Personnel Stipend
       2. Equipment, Supplies and Services
       3. Travel
       4. Secondary Collaborators
       5. Indirect Costs. Applicants (Primary and Secondary collaborators) may request indirect costs/ overhead expenses on all direct costs except for equipment (over $5,000), capital expenditures, rent, student tuition, participant support costs[[14]](#footnote-15)[1] and sub-awardees expenses (after the first $25,000). Total direct costs minus these items is considered the modified total direct cost (MTDC) amount for which the IDC rate should be applied. IDCs combined with the total direct costs cannot exceed the funding total allowed to request. Below are helpful calculations:

* **IDC $** = IDC% x MTDC = $
* **Maximum Total Sub-Team budget** = total direct costs $ (including MTDC) + IDCs $

**Cost Shares**

Recognizing the limited funding available for these small projects and the goal to achieve maximum scientific outcomes, ISTC encourages applicants to provide cost shares. Awardees with a Negotiated Indirect Cost Rate Agreement (NICRA) from a U.S. federal cognizant agency may claim their NICRA, however, they are encouraged to provide a cost share to cover the difference in cost rate, so that the applied Indirect Cost rate does not exceed 8% of the award’s modified total direct costs. Eligible cost shares must be verifiable through appropriate documentation provided by the awardee and should be described within the budget narrative.Cost shares should be:

* Verifiable through appropriate documentation provided by the awardee
* Necessary and reasonable for the accomplishment of project objectives
* Allowable costs under this program
* Not paid by the U.S. government under another award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such a program can be applied to matching or cost sharing requirements of other U.S. government-funded programs

Examples of cost shares that may be included in the proposal:

1. Salary (including fringe benefits) of any team member essential to the project. Salary and fringe rates should be listed separately for each team member in the cost share budget.
2. Consultant services: Labor and fringe rates for third parties providing volunteer services towards the project may be counted as cost sharing or matching if the service is an integral and necessary part of the project. Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those instances, where the required skills are not found with the awardee, rates must be consistent with those paid for similar work in the labor market.
3. Equipment/Supplies: Donated equipment, office supplies, or laboratory supplies. Value for these items must be assessed at fair market value of the property at the time of donation
4. Travel: For travel deemed necessary and reasonable to the project, the awardee may cost share appropriate travel expenses, including:
   1. Airfare – Lowest cost economy airfare and compliant with the [Fly American Act Guidelines](https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act).
   2. Lodging – Not to exceed applicable [domestic](https://www.gsa.gov/portal/category/100120) or [international](https://aoprals.state.gov/content.asp?content_id=184&menu_id=81) U.S. government per diem rates
   3. Meals and Incidentals - Not to exceed applicable [domestic](https://www.gsa.gov/portal/category/100120) or [international](https://aoprals.state.gov/content.asp?content_id=184&menu_id=81) U.S. government per diem rates
   4. Ground Transportation – Necessary local travel, such as taxis, rental cars, or mileage reimbursement on use of personal vehicles in accordance with the U.S. government allowance for [Privately Owned Vehicles](https://www.gsa.gov/portal/content/100715) (POV)
5. Unrecovered Indirect Costs: the difference between the amount charged to the award and the amount which could have been charged to award under the awardees federally-approved negotiated indirect cost rate (NICRA). Unrecovered indirect costs are only eligible as cost sharing for entities that currently have a NICRA with a cognizant U.S. government agency.

## **Japan-based Sub-Team Expenses (AMED Funded)**

Total grant support for the Japan-based sub-team expenses of the total amount requested must be:

1. At least 50% of the total award funds requested when collaborating with a U.S. sub-team
2. Up to 35% of the total award funds requested when collaborating with both an APac AND U.S sub-team.

AMED will support expenses for Japan-based sub-teams from universities, non-profits, for-profit companies and government institutions in Japan with the exception of large-scale equipment purchases.

AMED will support the Japan-based sub-team by providing grants. Japan-based sub-teams should refer to the instructions below for submitting all documentation necessary to execute grants:

**Milestone Plan.** The Team Project Milestone Plan should identify and describe specific milestones to be accomplished by the Japan sub-team during project implementation. AMED will evaluate the plan to ensure that milestones are directly relevant to the overall research project; can be delivered in accordance with the timeline; and can be supported by appropriate documentation.

**Budget.** Japan-based sub-teams must also submit a line-item project Budget and Budget Narrative (see [Appendix A](#_APPENDIX_A:_PROPOSAL_1) for the required forms). If selected for an award, AMED staff may request additional information or supporting documentation before finalizing an award agreement. Japan project budgets should be calculated in accordance with the following guidelines:

* + 1. Funding may be requested for the following expenses:

(Direct costs + Indirect costs = Total Maximum Requested.)

|  |  |  |
| --- | --- | --- |
|  | Main item | Definition |
| Direct Costs | Costs of goods | Research facilities/equipment/prototypes, software (ready-made goods), book purchasing costs, purchasing costs for reagents/materials/consumables for use in research |
| Travel costs | Travel costs of research participants, travel costs for invited participants such as external experts, travel costs for clinical research subjects and caregivers |
| Personnel costs / Services costs | Personnel costs: personnel costs for researchers, etc., employed to conduct the relevant R&D (including the System for Improving Research Capability (PI Personnel Costs)\*3, 4). Service costs: expenditure for services such as lecture requests, guidance/advice, test subjects, interpretation/translation, and unskilled labor. |
| Other | Costs for implementing the relevant contracted R&D other than the above.  Examples: R&D results publication costs (academic paper contribution costs, academic paper offprint costs, website production costs, etc.), conference costs, equipment leasing costs, transportation costs, equipment leasing costs, Equipment repair costs, printing costs, subcontract costs (costs involved in the work implemented on an outsourced basis for tests and inspections, and rearing animals, etc.), licensing fee, expenses for entrusting other persons with PIs’ work other than research and development ordinarily performed by PIs at their affiliated institutions (buyout expenses) 4, amount equivalent to consumption tax related to untaxed transactions, etc. |
| Indirect Costs \*1,2 | Expenditure used by research institutes as necessary costs for managing the research institutes during implementation of the relevant R&D, paid at a fixed percentage of direct costs (with a 30% maximum) as an allowance. | |

\*¹ Indirect costs are allocated when AMED concludes a contracted R&D agreement with a national university corporation, inter-university research institute corporation, incorporated administrative agencies, special corporation, general incorporated association, general incorporated foundation, public interest incorporated association, public interest incorporated foundation, private enterprise, or private university, etc. The fixed percentage will not exceed 30%. With regard to Subsidiary Research Institutions (excluding researchers affiliated with national facilities or other institutions) also, indirect costs are allocated in accordance with direct costs.

\*2 In cases in which the indirect subsidies payment method is used with regard to researchers affiliated to a national facility or other institution (excluding the National Institute for Educational Policy Research) they become ineligible for allocation of indirect costs.

\*3 If you wish to use the System for Improving Research Capability (PI Personnel Costs), be sure to state so on the R&D Proposal. The appropriated amount under the system cannot be increased midway through a fiscal year.

\*4 With regard to the requisite requirements and details of procedures in the event of using the System for Improving Research Capability (PI Personnel Costs) and the Buyout System, please refer to the Administration Manuals and Forms in the Administrative Procedures section1 of the AMED website.

* + 1. AMED needs to contract with the Japan-based sub teams in every fiscal year. The total budget can be allocated flexibly across different fiscal years. Please see the latest “Administration Manual for Contract Research Agreement in Japan Agency for Medical Research and Development” (Only in Japanese) on the following website: <https://www.amed.go.jp/keiri/youshiki_itaku.html>
    2. Budget items should be listed individually – items listed generally as “supplies” or “services” will NOT be accepted.
    3. Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative.
    4. Justification/support for personnel and services, travel, and other costs should be provided in the budget narrative.

# **VIII. ISTC and AMED EXPECTATIONS OF GRANTEES**

Awardees from this competition will be expected to:

* Submit three (3) semi-annual progress report and one (1) final project report to ISTC, all jointly prepared by the Japan-based, U.S., an applicable APac sub-teams, including a summary of major achievements.
* Adhere to respective ISTC (for U.S. and APac sub-teams) or AMED (for Japan-based sub-team) award agreement terms.
* Submit invoices and applicable financial back-up for all project expenses to ISTC or AMED, as applicable.
* All Japan-based sub-team projects funded by AMED shall undergo Ex-Post Evaluations at an appropriate time subsequent to the project’s completion.

# **IX. ADDITIONAL INFORMATION AND SUPPORT**

For information on sponsor organization award administration policies, please review the following contacts and websites:

ISTC Policies for U.S. and APac sub-teams:

Please contact Aiymgul Frith ([a\_frith@istc.int](mailto:a_frith@istc.int)) for more information. Please note responses may be delayed prior to April 30, 2025.

AMED Policies for Japanese sub-teams:

* **AMED Grant Programs:** <https://www.amed.go.jp/koubo/koubo_index.html> (Japanese)

<https://www.amed.go.jp/en/news/proposals.html> (English)

* **AMED Contract Information:** <https://www.amed.go.jp/keiri/youshiki_itaku.html> (Japanese)

# **X. PROGRAM SUPPORT INFORMATION**

For further information about this program, please contact the program manager or the USJCMSP Secretariat, AMED listed below with the subject line “U.S.-Japan Cooperative Medical Sciences Program Collaborative Awards 2025 Question”. **Inquiries by e-mail are strongly encouraged and will result in prompt response**. Please note responses may be delayed prior to April 30, 2025.

Aiymgul Frith

Senior Program Manager

46/1 Turan Ave

ZOSTOT9 Astana, Kazakhstan

E-mail: [a\_frith@istc.int](mailto:a_frith@istc.int)

USJCMSP Secretariat, AMED

E-mail: [nichibei@amed.go.jp](mailto:nichibei@amed.go.jp)

## **APPENDIX A: PROPOSAL DOCUMENT FORMS AND TEMPLATES**

**A.1. COVER SHEET**

*Complete for* ***each*** *applicable U.S.* sub-team, *Japan-based* sub-team, *and/or APac sub-team*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GENERAL PROJECT INFORMATION** | | | | | |
| Project Title  (not to exceed 25 words) |  | | Projected Length of Project (Months) | |  |
| Team Composition | U.S./Japan  US/Japan/APac | | | | |
| Amount Requested | Total | US Team | Japan Team | APac Team | |
|  |  |  |  | |
| Research Categorization | Research Area | Sub-Research Area | Research Focus | | |
|  |  |  | | |
| Research involves use of Human/Animal subjects | Human  Animal  None | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Japan-based Principal Investigator (PI)** | | | | | | | | | |
| Last Name  (surname) |  | | First Name (Given) | |  | Middle | | |  |
| Position/Title |  | | | | | | | | |
| Institute Name |  | | | | | Country Based | | |  |
| Complete Mailing Address  (building #, street, city,  postal code) |  | | | | | | | | |
| Institution type | University/Academic  Research Institution  Government  For-profit  Non-profit/non-governmental  Other\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| PI E-Mail |  | | | Alternative E-mail *(optional)* | |  | | | |
| Telephone # |  | | | | | | | | |
| Highest Degree Earned/  Field of Degree |  | | | Year Awarded | |  | | | |
| (Must Check One):  Japanese Citizen  Permanent Resident  Non-citizen with legal visa status | | | | | | | | | |
| Name of Institution Director |  | | | E-mail | |  | | | |
| Institutional Director Address |  | | | Telephone # | |  | | | |
| Total number of Japan-based team members, including Japan-based PI and graduate students | | | | | | | |  | |
| SIGNATURES *Scanned, signed copies of this cover sheet are required for applicants* | | | | | | | | | |
| Japan-based Principal Investigator Signature | |  | | | | Date |  | | |
| Japanese Institution Leadership Representative (Primary Signatory) Signature | |  | | | | Date |  | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **U.S. Principal Investigator (PI)** | | | | | | | | | | |
| Last Name  (Surname) |  | First Name (Given) | |  | | | Middle | |  | |
| Position/Title |  | | | | | | | | | |
| Institute Name |  | | | | Country Based | | |  | | |
| Complete Mailing Address  (building #, street, city,  postal code) |  | | | | | | | | | |
| Institution type | University/Academic  Research Institution  Government  For-profit  Non-profit/non-governmental Other\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| PI E-mail |  | | Alternative E-mail *(optional)* | | |  | | | | |
| Telephone # |  | | | | | | | | | |
| Highest Degree Earned/  Field of Degree |  | | Year Awarded | | |  | | | | |
| (Must Check One):  U.S. Citizen  Permanent Resident  Non-citizen with legal visa status | | | | | | | | | | |
| Name of Institution Director |  | | E-mail | | |  | | | | |
| Institutional Director Address |  | | Telephone # | | |  | | | | |
| Total Number of U.S. team members, including U.S. PI & graduate students | | | | | | | | | |  |
| **SIGNATURES** *Scanned, signed copies of this cover sheet are required for applicants* | | | | | | | | | | |
| U.S. Principal Investigator Signature |  | | Date | | |  | | | | |
| U.S. Institutional Representative Name (Primary Signatory) Signature |  | | Date | | |  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APac Principal Investigator (PI) – if applicable** | | | | | | | | | | |
| Last Name  (Surname) |  | First Name (Given) | |  | | | Middle | |  | |
| Position/Title |  | | | | | | | | | |
| Institute Name |  | | | | Country Based | | |  | | |
| Complete Mailing Address  (building #, street, city,  postal code) |  | | | | | | | | | |
| Institution type | University/Academic  Research Institution  Government  For-profit  Non-profit/non-governmental Other\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| PI E-mail |  | | Alternative E-mail *(optional)* | | |  | | | | |
| Telephone # |  | | | | | | | | | |
| Highest Degree Earned/  Field of Degree |  | | Year Awarded | | |  | | | | |
| (Must Check One):  U.S. Citizen  Permanent Resident  Non-citizen with legal visa status | | | | | | | | | | |
| Name of Institution Director |  | | E-mail | | |  | | | | |
| Institutional Director Address |  | | Telephone # | | |  | | | | |
| Total Number of U.S. team members, including APac PI & graduate students | | | | | | | | | |  |
| **SIGNATURES** *Scanned, signed copies of this cover sheet are required for applicants* | | | | | | | | | | |
| APac Principal Investigator Signature |  | | Date | | |  | | | | |
| APac Institutional Representative Name (Primary Signatory) Signature |  | | Date | | |  | | | | |

**A.2. PROJECT ABSTRACT**

***Abstract should not exceed 350 words***

**A.3. PROJECT NARRATIVE**

***Narrative should not exceed 5 pages. Text should be Arial font size 10 within 1-inch margins***

**A.4. REFERENCES CITED**

*This section must only include bibliographic citations and not be used to provide parenthetical information outside of the Project Narrative.*

**A.5. Project Milestone Plan (Sample)**

*Copy template to complete. Text in red is an example. Information should match the proposal Project Narrative and Project Budget*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Semi-Annual Reporting Period | | | | Responsible Team  *Mark all that apply* | | |
| Milestone: | Description: | Associated Deliverable(s): | | U.S. | JAPAN | APac |
| *Training for five participants* | *The project team will receive training in GIS technologies/methods used for disease surveillance.* | *Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training* | | *NO* | *N/A* | *YES* |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| Total Amount Requested for this Reporting Period: | | | $30,000 | $10,000 | $20,000 |  |
| Second Semi-Annual Reporting Period | | | |  | |  |
| Milestone: | Description: | Associated Deliverable(s) | | U.S. | JAPAN | APac |
| *Completion of data analysis* | *Team X will conduct analysis on data collected at filed site* | *Final Report* | | *YES* | *N/A* | *YES* |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| Total Amount Requested for this Reporting Period: | | | $10,000 | $5,000 | $5,000 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Third Semi-Annual Reporting Period | | | | Responsible Team  *Mark all that apply* | | |
| Milestone: | Description: | Associated Deliverable(s): | | U.S. | JAPAN | APac |
| *Training for five participants* | *The project team will receive training in GIS technologies/methods used for disease surveillance.* | *Copies of all training materials, including power point slides, hand-outs; photographs, and video footage of the training* | | *NO* | *N/A* | *YES* |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| Total Amount Requested for this Reporting Period: | | | $30,000 | $10,000 | $20,000 |  |
| Final Semi-Annual Reporting Period | | | |  | |  |
| Milestone: | Description: | Associated Deliverable(s) | | U.S. | JAPAN | APac |
| *Completion of data analysis* | *Team X will conduct analysis on data collected at filed site* | *Final Report* | | *YES* | *N/A* | *YES* |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| Total Amount Requested for this Reporting Period: | | | $10,000 | $5,000 | $5,000 |  |

**A.6. SUB-TEAM KEY PARTICIPANT DATA**

*Complete ONE for each U.S. sub-team, Japan-based sub-team, and applicable APac sub-team participant involved. Please copy this page as necessary.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM MEMBER INFORMATION** | | | | | Japan-based Sub-Team Participant  APac Sub-Team Participant  U.S. Sub-Team Participant | | |
| Last Name  (surname) |  | First Name (Given) |  | | Middle | |  |
| Current Position |  | | | | | | |
| Institution Name  Complete Mailing Address |  | | | | | | |
| E-mail Address |  | | | Telephone # | |  | |
| Highest Degree |  | | | Year Awarded | |  | |
| Classification on Project (please check one): | Researcher/Engineer  Technical/Scientific Support  Student  Administrative (Japan-based or APac Team ONLY) | | | | | | |
| **Description of project role** (responsibilities, expertise, level of effort on project): | | | | | | | |
|  | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM MEMBER INFORMATION** | | | | | Japan-based Sub-Team Participant  APac Sub-Team Participant  U.S. Sub-Team Participant | | |
| Last Name  (surname) |  | First Name (Given) |  | | Middle | |  |
| Current Position |  | | | | | | |
| Institution Name  Complete Mailing Address |  | | | | | | |
| E-mail Address |  | | | Telephone # | |  | |
| Highest Degree |  | | | Year Awarded | |  | |
| Classification on Project (please check one): | Researcher/Engineer  Technical/Scientific Support  Student  Administrative (Japan-based or APac Team ONLY) | | | | | | |
| **Description of project role** (responsibilities, expertise, level of effort on project): | | | | | | | |
|  | | | | | | | |

**A.7.i. PROJECT SUB-TEAM BUDGET (U.S./APac)**

*Complete ONE for each U.S.* sub-*team and APac* sub-*team involved*

*Please refer to* [*Section VII*](#_VII._ALLOWABLE_COSTS) *“Allowable Costs.” Convert all amounts to USD*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team:**  U.S. Team  APac Team | | **Total Project Cost: $60,000 USD Maximum** | | | |
| **Primary Participants** | | | | | |
| **Individual Financial Support (IFS)**  Participant Name (Add rows if necessary.) | **Hourly Rate** | | **Total person hours[[15]](#footnote-16)** | **# of Days** | **$ USD** |
| 1 |  | |  |  |  |
| 2 |  | |  |  |  |
| 3 |  | |  |  |  |
| **TOTAL IFS** | | | | |  |
| **Equipment, Supplies, & Services (ESS)**  Item (Add rows if necessary.) | **Units** | | **Unit Cost** | | **$ USD** |
| 1 |  | |  | |  |
| 2 |  | |  | |  |
| 3 |  | |  | |  |
| **TOTAL ESS** | | | | |  |
| **Travel** (Totals only, describe purpose and per person costs in detail in Budget Narrative.) | | | | | **$ USD** |
| Domestic Transportation | | | | |  |
| Domestic Per Diem | | | | |  |
| International Transportation | | | | |  |
| International Living Allowance/Per Diem | | | | |  |
| Other Travel Expenses (e.g. visa fees, conference registration fees, etc.) | | | | |  |
| **TOTAL TRAVEL** | | | | |  |
| **TOTAL PRIMARY PARTICIPANT DIRECT EXPENSES** | | | | |  |
| **Indirect Cost (IDC) of Primary Participant** | | | | |  |
| (No more than 8% of the modified total direct costs for foreign grantees. NICRA or 10% for U.S. institutions) | | | | |  |
| **Indirect Costs (IDC) of Secondary Collaborators** | | | | |  |
| (No more than 8% of the modified total direct costs for foreign grantees. NICRA rate or 10% for U.S. institutions) | | | | |  |
| **TOTAL OF PRIMARY PARTICIPANT AND SECONDARY COLLABORATOR DIRECT EXPENSES** | | | | |  |
| **SUB-TEAM SUBTOTAL (**Total of direct expenses and IS) | | | | |  |
| **TOTAL COST-SHARING FROM NON-ISTC SOURCES**  (Including for-profit contributions. Describe in detail in Budget Narrative) | | | | |  |

**A.7.ii. PROJECT SUB-TEAM BUDGET (Japan)**

*Please refer to* [*Section VII*](#_VII._ALLOWABLE_COSTS) *“Allowable Costs.” Convert all amounts to USD*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team:**  Japan-based Sub-Team | | **Total Project Cost: $60,000 USD Maximum per team** | | | |
| **Primary Participants** | | | | | |
| **Goods** Item (Add rows if necessary.) | **Units** | | **Unit Cost** | | **$ USD** |
| 1 |  | |  | |  |
| 2 |  | |  | |  |
| **TOTAL Goods** | | | | |  |
| **Travel** (Totals only, describe purpose and per person costs in detail in Budget Narrative.) | | | | | **$ USD** |
| Domestic Transportation | | | | |  |
| Domestic Per Diem | | | | |  |
| International Transportation | | | | |  |
| International Living Allowance/Per Diem | | | | |  |
| Other Travel Expenses (e.g. visa fees, conference registration fees, etc.) | | | | |  |
| **TOTAL TRAVEL** | | | | |  |
| **Personnel and Services**  Participant Name (Add rows if necessary.) | **Hourly Rate** | | **Total person hours[[16]](#footnote-17)** | **# of Days** | **$ USD** |
| 1 |  | |  |  |  |
| 2 |  | |  |  |  |
| **TOTAL Personnel and Services** | | | | |  |
| **Other Items** (Add rows if necessary.) | **Units** | | **Unit Cost** | | **$ USD** |
| 1 |  | |  | |  |
| 2 |  | |  | |  |
| **TOTAL OTHER** | | | | |  |
| **TOTAL OF PRIMARY PARTICIPANT DIRECT EXPENSES** | | | | |  |
| **Indirect Cost OF PRIMARY PARTICIPANT** | | | | |  |
| (30% of the total direct expenses) | | | | |  |
| **SUB-TEAM SUBTOTAL (**Total of direct expenses and Indirect cost) | | | | |  |

**A.8.i. BUDGET NARRATIVE (U.S./APac)**

*Complete ONE for each U.S.* sub-*team and APac* sub-*team involved; include Secondary Collaborative costs explanation within each budget category.*

*Describe and justify the expenses included in each line item, e.g. the purpose and duration of each travel, the number of travelers, destinations, and how costs were determined. If a line item doesn’t apply to your budget, please insert N/A for “not applicable”**in the space provided.*

**Team:**  U.S. Sub-Team  APac Sub-Team

|  |
| --- |
| **Individual Financial Support (IFS)**  Describe the level of effort projected for the PI and other team participants – the time to be devoted by team member to the project and their hourly rate, and a total number of person-hours. |
|  |
| **Equipment, Supplies and Services (ESS)**  List and justify in detail, requested equipment items with a value over $1,000 and a use life greater than one year, and all equipment, supplies and services with per unit costs. Explain the necessity of the ESS to the project, and how these items will be used in the proposal. For equipment, supplies, or service orders greater than $10,000 please describe the process that will be undertaken to ensure the order meets U.S. federal competitive selection requirements. |
|  |
| **Travel**  Explain the need for travel - how the travel will benefit the project’s aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc. |
|  |
| **Indirect Costs (IDC)**  Calculate an allowance for indirect costs of 8% of the total individual team modified total direct costs for foreign grantees. U.S. teams may apply their NICRA rate, otherwise indirect costs are capped at 10%. |
|  |

**A.8.ii.** **BUDGET NARRATIVE (Japan)**

*Complete ONE for each Japan-based* sub-*team involved; include Secondary Collaborative costs explanation within each budget category.*

*Describe and justify the expenses included in each line item, e.g. the purpose and duration of each travel, the number of travelers, destinations, and how costs were determined. If a line item doesn’t apply to your budget, please insert N/A for “not applicable”**in the space provided.*

**Team:**  Japan-based Sub-Team

|  |
| --- |
| **Goods**  List and justify in detail, requested goods items with a value over $1,000 and use life greater than one year, and all goods with per unit costs. Explain the necessity of the goods to the project, and how these items will be used in the proposal. |
|  |
| **Travel**  Explain the need for travel - how the travel will benefit the project’s aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc. |
|  |
| **Personnel and Services**  Describe the level of effort projected for the PI and other team participants – the time to be devoted by team member to the project and their hourly rate, and a total number of person-hours. |
|  |
| **Others**  List and justify in detail, requested other items with per unit costs. Explain the necessity of the other items to the project, and how these items will be used in the proposal. |
|  |

**A.9. PROJECT BUDGET**

*Complete for each Team*. *Please refer to* [*Section VII*](#_VII._ALLOWABLE_COSTS) *“Allowable Costs.” Convert all amounts to USD*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team Composition:**  U.S. Sub-Team  APac Sub-Team  Japan-based Sub-Team  **＊Total Project Cost Allowed: $60,000 USD Maximum per team**  **＊Team Composition and Budget Allocation**   |  |  | | --- | --- | | **Team Composition and Budget Allocation** | | | **Japan Sub-Team**  (At least 50%; $30,000)  **U.S. Sub-Team**  (Up to 50%; $30,000) | **Japan Sub-Team**  (Up to 35%; $21,000)  **U.S.** **Sub-Team**  (Up to 25%; $15,000)  **APac Sub-Team**  (At least 40%; $24,000) | | |
| **U.S. Sub-Team’s SUBTOTAL (**Total of direct expenses and Indirect Cost) | **% of the Team Total Budget** |
| **$ USD** | **%** |
| **APac Sub-Team’s SUBTOTAL (**Total of direct expenses and Indirect Cost) | **% of the Team Total Budget** |
| **$ USD** | **%** |
| **Japan-based Sub-Team’s SUBTOTAL (**Total of direct expenses and Indirect Cost) | **% of the Team Total Budget** |
| **$ USD** | **%** |
| **TEAM TOTAL BUDGET (Total of all involved Sub-Team’s Subtotals)** | |
| **$ USD** | |
| **TOTAL COST-SHARING FROM NON-ISTC & -AMED SOURCES**  **(Including for-profit contributions. Describe in detail in Budget Narrative)** | |
| **$ USD** | |

**A.10. OTHER SOURCES OF SUPPORT OF KEY PERSONNEL***(For PIs. Please copy this page as necessary.)*

**“None” – Check here if no other sources of support. List names of Principal Investigators below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PI Name** |  | | |
| **Support** | Current  ­­­­­ Pending Submission Planned in Near Future | | |
| **Project/Proposal Title** |  | | |
| **Source of Support** |  | **Level of Effort (%)** |  |
| **Award Amount** |  | **Period Covered** |  |
| **Location of Research** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PI Name** |  | | |
| **Support** | Current  ­­­­­ Pending Submission Planned in Near Future | | |
| **Project/Proposal Title** |  | | |
| **Source of Support** |  | **Level of Effort (%)** |  |
| **Award Amount** |  | **Period Covered** |  |
| **Location of Research** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PI Name** |  | | |
| **Support** | Current  ­­­­­ Pending Submission Planned in Near Future | | |
| **Project/Proposal Title** |  | | |
| **Source of Support** |  | **Level of Effort (%)** |  |
| **Award Amount** |  | **Period Covered** |  |
| **Location of Research** |  | | |

**A.11. Principal Investigator Partnership Statement**

*Please complete using this Template/Sample. Please use Institute Letterhead. Document must be signed and scanned. Provide a copy signed by EACH sub-team PI on the proposal.*

[INSTITUTE LETTER HEAD]

Re: [Full Proposal Title]

I, [Principal Investigator (PI) Name], hereby acknowledge that I have submitted a proposal to *U.S.-Japan Cooperative Medical Sciences Program Collaborative Awards, 2025* jointly with [collaborating PI Name(s)] of [collaborating PI institution name].

If awarded, I undertake this research in good faith and will uphold my portion of the collaborative work as proposed in the submission.

I attest that the information contained in this proposal is truthful and that it has been prepared with the full knowledge and consent of [Institutional Leadership Representative Name], leadership representative of [Institution].

I affirm that I have read and understand requirements outlined within the *U.S.-Japan Cooperative Medical Sciences Program Collaborative Awards, 2025* *RFP.*

I affirm that I have read and understand U.S. Department of Health and Human Services and AMED policies on research misconduct[[17]](#footnote-18). I agree to adhere to the Policies on Research Misconduct and understand that ISTC will not provide funding to an application in which fabrication, falsification, and/or plagiarism exists. If detected, penalties may be imposed up to and including my exclusion from this funding opportunity and barring my participation in future funding opportunities.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Principal Investigator Signature | Date |

(For U.S. and APac Subteams ONLY)

**A.12. Institutional Data Form**

|  |  |
| --- | --- |
| Institution Name |  |
| Institution Website |  |
| Authorized Institutional Representative |  |

**The information requested below must be provided in full and signed for by an authorized institutional representative. ISTC cannot proceed with an award without this information.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Legal Entity Information** | | | | | | | |
| Type of Organization | | International Organization  Government  Corporation  University | | | | | |
| Small Business (US Orgs Only) | | Small Business  WOSB  SDB  HUB-Zone  VOSB  SDVOSB  N/A | | | | | |
| ISTC is required to verify the legal status of the awardee institution. If the institution has a [Unique Entity ID](https://sam.gov/content/home) registered with SAM.gov please provide it below. Instructions on applying for a UEI can be found here: [Getting a Unique Entity ID](https://www.youtube.com/watch?v=0uv1YNAsINk). If the institution was previously registered with SAM.gov it may already have a UEI. Institutions subject to US taxes must also provide a Tax Identification Number (TIN). | | | | | | | |
| [Unique Entity ID](https://sam.gov/content/home) |  | | TIN/EIN (US Tax Liability Only) | | |  | |
| If your organization does not have a Unique Entity ID please provide a local business or tax registration number that may be used to verify legal status and submit a copy of the registration along with this form. | | | | | | | |
| Local Registration # |  | | | Country of Registration |  | | |
| Is your organization registered as a charitable/non-profit entity? | | | | | Yes | | No |

|  |  |  |
| --- | --- | --- |
| **Financial Controls & Audits** | | |
| Did your organization expend more than US $750,000.00 in U.S. Government Federal Funding (Grants, Contracts, Subgrants, Subcontracts) in the previous fiscal year? If yes, please provide a copy of your single audit report, which is required under 2 CFR 200. | Yes | No |
| Have you been audited in the past 3 years? **If yes, please send a copy of the current report.** | Yes | No |
| Were there any material or significant findings in the audit report? | Yes | No |
| Has your organization ever had a grant or contract terminated for cause? | Yes | No |
| Does your organization utilize a financial manual to authorize expenses? | Yes | No |
| Does your organization utilize an accounting system to track expenses? | Yes | No |
| Does your organization have an ethics policy? | Yes | No |
| Does your organization have a timekeeping system for labor such as timesheets? | Yes | No |
| Will your organization use an institutional bank account to receive funding? | Yes | No |

|  |  |
| --- | --- |
| **Executive/Management Reporting Requirements** | |
| ISTC may be required to publicly report the names and total compensation of the five most highly compensated individuals at the awardees’ institution. If you meet any of the criteria below, you are exempt from this requirement. Please find and check any applicable exemption: | |
| In the previous tax year, institutional gross income from all sources was LESS than $300,000.  4  3  1  2 | Exempt |
| The institution received LESS than 80 percent of its annual gross revenues in U.S. federal funding (Contracts, Grants, Subgrants, Subcontracts or Loans). | Exempt |
| The institution received LESS than $25,000,0000 in annual gross revenues from U.S. federal funding sources (Contracts, Grants, Subgrants, Subcontracts or Loans). | Exempt |
| Executive compensation is publicly reported under section 13(a) or 15(d) of the Security Exchange Act or section 6104 of the Internal Revenue Code. | Exempt |
| I do not meet any of the exemptions above. I will provide the names and total compensation of the five most highly compensated executives. | Not Exempt |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Past Performance** | | | | |
| Please list any applicable grants or contracts received from outside organizations. Successful completion is defined as zero suspensions or terminations for cause, audit findings or other discrepancies. | | | | |
| Funding  Source | Agreement Number | Total  Funding | Successful Completion? | Type of Project |
| Ex. World Bank |  | Ex. 50,000 USD | Yes  No | Ex. Research Grant |
|  |  |  | Yes  No |  |
|  |  |  | Yes  No |  |

I certify that I am authorized by the institution to provide this information and that the information above is true to the best of my knowledge.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature of Authorized Institutional Representative |  | Name and Title |  | Date |

Address [Address]

Phone [Phone]

E-Mail [E-Mail]

(For U.S. and APac Subteams ONLY)

Bioethics Review Form

ISTC is committed to ensuring that projects involving human or animal research are conducted in accordance with all applicable regulations and ethical guidelines. All projects recommended for award that involve human or animal subjects will undergo a bioethics review prior to award activation. The Principal Investigator (PI) must submit this form to ISTC within 2 weeks of receipt

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name: | |  | | | | | | | | |
| Principal Investigator (PI) Name: | |  | | | | | | | | |
| PI Contact Information: | | **Telephone:** | | | | | | **E-Mail:** | | |
| Institution Name: | |  | | | | | | | | |
| Institution Website: | |  | | | | | | | | |
| Does your project involve: | | Human Subjects | | Animal Subjects | | | | | Recombinant DNA | |
| ***If you checked the box for Human Subjects, you must submit the information below.***  ***To obtain these numbers (#), please visit OHRP website:*** [***https://www.hhs.gov/ohrp/irbs-and-assurances.html***](https://www.hhs.gov/ohrp/irbs-and-assurances.html) | | | | | | | | | | |
| OHRP IRB#: |  | | OHRP FWA#: | | | |  | | | |
| ***If you checked off the box for Animal Subjects above, you must check one of the options below.*** | | | | | | | | | | |
| AAALAC Accreditation: | | | | | | Yes  No | | | | |
| *All projects with human or animal subjects must submit either approval or exemption notice from their IRB or IACUC (as applicable).*  *The notice must include project name and, period for which approval/exemption is valid.* | | | | | | | | | | |
| IRB/IACUC Approval/Exemption Notice Attached: | | | | | | Yes  No | | | | |
| ***If you answered No above you must complete the following section, to the best of your knowledge*** | | | | | | | | | | |
| Date by which IRB Approval/Exemption notice will be submitted to ISTC: | | | | | | | | | | *MM-DD-YYYY* |
| Submitted By: | | | | | | | | | | |
|  | | | | |  |  | | | | |
| Name and Title | | | | |  | Date | | | | |

## **APPENDIX B: CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION**

BEFORE submitting the complete Proposal Document to AMED via e-Rad by the Japan-based PI on behalf of the collaborative team, please ensure you have the following documents/information prepared in one PDF document as specified and ready to upload from your computer.

1. **Documents/Information combined into a SINGLE PDF file**
2. **Project Narrative/Proposal:**

* **General**
  + Proposal topic and project plan are responsive to the RFP
  + No more than one proposal is submitted by a PI
  + Each sub-team has at least ONE early-career investigator included as a key participant
* **A.1. Cover Sheet**
  + All fields are completed
  + Signed by Japan-based, U.S., and APac, if applicable, PI and Japanese, U.S., and APac, if applicable, Institute Leadership Representative.
* **A.2. Project Abstract**
  + Does not exceed 350 words
* **A.3. Project Narrative**
  + All project criteria are addressed
  + Text is within five (5) page limit
  + Formatted properly (typed, single spaced, one-inch margins, page numbers, font no smaller than Arial 10 pt)
  + Authors names are included at end of section
* **A.4. References Cited**
* **A.5. Project Milestone Plan** 
  + Written based on the instructions in Section VI (Required Elements) and sample (Appendix C)
  + Should include clear, discrete, verifiable milestones; deliverables must be associated with each milestone
* **A.11. PI Partnership & Terms Agreement Statement** 
  + One for each U.S., Japan-based, and, as applicable, APac PI on the proposal
  + Written based on provided template
  + On institute letterhead and signed by PI

1. **Project Budget**

* **A.7.i. Sub-Team Budgets (U.S. and APac)**
  + Follows Allowable Costs guidelines
  + One budget included for each participating APac and U.S. sub-team
  + The U.S. and APac budgets combined do not exceed $39,000 USD
  + Institutional Support (if applicable) for each sub-team does not exceed 8% of direct costs (IFS + ESS+ Travel) for foreign grantees and NICRA or 10% for U.S. grantees.
* **A.7.ii. Sub-Team Budget (Japan-based Sub-Team)**
  + Follows Allowable Costs guidelines
  + One budget included for participating Japanese sub-team
  + Indirect costs (if applicable) for sub-team does not exceed 30% of direct costs
* **A.8.i. Budget Narrative (U.S. & APac Sub-Team)**
  + One form included for each participating APac and U.S. sub-team that describe all expense listed in respective budgets
  + Any equipment valued over $1,000 includes an additional detailed justification
  + For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
* **A.8.ii. Budget Narrative (Japan-based Sub-Team)**
  + One form included for participating Japanese sub-team that describe all expense listed in respective budgets
  + Any equipment valued over $1,000 includes an additional detailed justification
  + For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging and per diem costs for each trip are clearly stated
* **A.9. Project Team Budget Overview**
  + One budget included for each participating Japan-based, U.S., and applicable APac sub-team
  + The Japanese, U.S., and applicable APac budgets combined do not exceed $60,000 USD

1. **Bioethics Review Form**

* **Proposals involving Human and or Animal Subjects research only**: For U.S. and APac sub-teams only: Policies for: [Human Subjects](https://grants.nih.gov/policy-and-compliance/policy-topics/human-subjects/policies-and-regulations/research-guide-notice) and [Animal Subjects](https://olaw.nih.gov/guidance/vertebrate-animal-section.htm)

1. **Institutional Data Form**

* **A.12. Institutional Data Form (for U.S. and APac Institutions only)**
  + One for each U.S. and APac Institution on the proposal

1. **Personnel List/ CVs**

* **CV for U.S. & Japan-based and/or APac PIs and all team participants**
  + PI CVs no more than five (5) pages.
  + Team participant CVs are not more than two (2) pages.
  + Each form has a corresponding detailed CV compiled as a separate document which is submitted separately from the proposal
* **A.6. Sub-Team Key Participant Data Form**
  + All fields are completed for all participants (other than Project PIs)
* **A.10. Statement of Other Sources of Support of Key Personnel**
  + At least one (1) form is completed for each PI
  + If no other support reported, the form is completed with the PI’s name and the “none” box checked at the top of the page

1. **Cost-shares letter of support**

* **For-Profit Company Cost-shares Letter of Support** (Indicating level and description of contribution)
  + - U.S. for-profit companies only: Letter of Commitment to contribute 10% to APac team expenses and coverage of all U.S. expenses.

1. **Submission Requirements**

* **AMED Submission Requirements:** Proposal Document should be submitted via e-Rad by the Japan-based PI on behalf of the collaborative team to AMED by Tuesday, June 3, 2025 (12:59) JST (Monday, June 2, 2025 (23:59) ET).

1. Due to limited funding, this RFP is targeted to select countries in Southeast Asia and Pacific Rim regions. China and India are excluded because NIAID has had other bilateral programs to support research collaboration with scientists in these countries. [↑](#footnote-ref-2)
2. The Cross-ministerial Research and Development Management System (hereinafter referred to as “e-Rad”) is a system that makes available online the series of processes relating to management of solicitation-based research funding programs at individual ministries (receipt of application => selection => management of selected projects => application to register results and accounting reports). [↑](#footnote-ref-3)
3. Early-stage investigator (ESI) is a scientist who has completed a terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years. The program will consider requests to extend the ESI status period for reasons that can include: medical concerns, disability, family care responsibilities, extended periods of clinical training, natural disasters, and active duty military service, determined on a case by case basis with discussion among NIAID, ISTC and AMED. [↑](#footnote-ref-4)
4. Due to limited funding, this RFP is targeted to select countries in Southeast Asia and Pacific Rim region. China and India are excluded because NIAID currently has other bilateral programs to support research collaboration with scientists in these countries. [↑](#footnote-ref-5)
5. AMED will provide support and accommodations to ensure the continuation of research through a designated substitute or other means in the event that the PI must temporarily step away from their research due to life events\* or is unable to dedicate sufficient time to their research. If anything is unclear about the application of this support, please contact the division in charge of this program.

   \* Eligible life events

   Childbirth: six months prior to birth (14 weeks in the case of multiple pregnancies) and eight weeks after childbirth

   Child-rearing: the period up until the child reaches the age of three years

   Long-term care responsibilities: the period deemed necessary within a period of six months (this can be extended when necessary) [↑](#footnote-ref-6)
6. “Principal Institution” is a corporation, partnership, association, institution or other organization that receives assistance under the award Agreement and is responsible for carrying out the Project as specified in the approved proposal. [↑](#footnote-ref-7)
7. [↑](#footnote-ref-8)
8. Refers to a test and research institution affiliated with the Cabinet office; a test and research institution, inspection and certification institute, educational and training facility, medical and rehabilitation facility, reformatory and internment facility, or work facility affiliated with a government organization as prescribed under Article 3 Paragraph 2 of the National Government Organization Act [↑](#footnote-ref-9)
9. Limited to persons affiliated with a hospital or institution that conducts research. [↑](#footnote-ref-10)
10. Test and research institution, etc., affiliated with a local government. [↑](#footnote-ref-11)
11. Collaborative Innovation Partnership (CIP) pursuant to the Act on Collaborative Innovation Partnership (Act No. 81 of 1961) [↑](#footnote-ref-12)
12. The Cross-ministerial Research and Development Management System (hereinafter referred to as “e-Rad”) is a system that makes available online the series of processes relating to management of solicitation-based research funding programs at individual ministries (receipt of application => selection => management of selected projects => application to register results and accounting reports). The Japan-based PI, on behalf of the entire project team, is requested to submit proposal documents using e-Rad. For details, please refer to the information on the following websites: https://www.amed.go.jp/koubo/20/01/ 2001B\_00103.html (Japanese) [↑](#footnote-ref-13)
13. [1] Participant Support costs include stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects, scholarships/fellowships. [↑](#footnote-ref-14)
14. [1] Participant Support costs include stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects, scholarships/fellowships. [↑](#footnote-ref-15)
15. "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project. [↑](#footnote-ref-16)
16. "Person-hours" = estimated total number of hours devoted to the project throughout the duration of the project. [↑](#footnote-ref-17)
17. For more information, please see [Public Health Service Policies on Research Misconduct,](https://ori.hhs.gov/phs-policies-research-misconduct)  [Guidelines for Responding to Misconduct in Research (Japanese)](https://www.amed.go.jp/content/000131453.pdf)  [↑](#footnote-ref-18)