**Application form for the “Hitachi Fund Support for Research Related to Infectious Diseases”**

Please fill in the required items in this English application form to submit.

The application form consists of the following parts:

1. Research Project Proposal
2. Research Project Vision
3. Research Project Plan
4. Research Project Implementation Structure
5. Research Project Budget
6. Relevant Achievements and Initiatives
7. Relevant Research Grants from Other Organizations
8. Response to Human Rights Protection and Compliance with Laws and Regulations
9. Handling of Personal Information

**1. Research Project Proposal**

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| **Research Project** |
| **Application number [Required]** | \*A three-digit application number is provided upon the application registration.  |
| **Name** **[Required]** |  |
| **Period** **[Required]** | from December 2021 to  (         year(s)),        month(s)) |
| **Requested Amount****[Required]** | JPY             |
| **Category****(Multiple answers allowed)****[Required]** | [ ] Utilization and application of data in medical regulatory science[ ] Mid- to long-term social effects and international support in developing countries[ ] Social acceptance of scientific advice and political and administrative decision makingCommunication to residents from the political, media, and scientific community and behavioral modification[ ] The compatibility of infection prevention and economic policies[ ] The potential for lifestyle transformation and an image of the future of urban design[ ] Other (　　　　　　　　　　　　　) |

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| **Principal Researcher** |
| **Name****[Required]** |  | **Age [Required]** |
|  (As of April 1, 2021) |
| **Affiliation, department, and position****[Required]** | Affiliation:Department/position:URL (if any): |

**2. Research Project Vision**

Please describe the overall vision and key points of the research project in a clear and simple manner. The applicant can use diagram(s) and/or table(s) (color documents are acceptable), if necessary, for the selection committee to better understand the vision.

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| **Overview [Required]**\* Please describe the goal(s) and implementation details in simple terms in 300 to 500 characters.  |
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| **Goals [Required]**\* Please describe the goals to achieve during the grant period.  |
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| **Target and Theme [Required]**\* Please describe the concrete target(s) of the research project.  |
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| **Significance, Necessity, and Background [Required]**\* Please describe the objective yet evidence-based details as much as possible. |
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| **Academic Questions [Required]**\* Please describe central academic questions in a simple manner.  |
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| **Originality and Aspiration [Required]**\*Please describe appealing points of originality and/or aspiration of the research project in a simple manner from a viewpoint of the proposal perspective, identified issue(s), method, approach, structure, management and comparative advantages with related research trends in Japan or overseas. |
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| **Plans for Outcome Cascading [Required]**\*Please indicate the policy and plan for cascading the research outcome in Japan and abroad.  |
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| **Other Notes (if any)** |
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**3. Research Project Plan**

Please describe the contents and methods of each key implementation item, and also make sure that the research project requires an empirical research based on evidence and/or data.

The applicant can use diagram(s) and/or table(s) (color documents are acceptable), if necessary, for the selection committee to better understand the plan.

**3-1. Implementation Items and Contents**

Please edit the headings of the following rows and describe the contents of each implementation item.

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| **Item 1:** |
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| **Item 2:** |
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| **Item 3:** |
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Please feel free to add rows for more items if necessary.

**3-2. Research Schedule**

Please edit implementation items and period in the following schedule.

<Example>

|  |  |  |  |
| --- | --- | --- | --- |
| **Research Implementation Item** | **from December 2021 to March 2023** | **from April 2023 to March 2024** | **from April 2024 to November 2024** |
| ・Search for \_\_\_\_\_  (\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・Survey and investigation for \_\_\_\_\_  (\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・Design of \_\_\_\_\_  model (\_\_\_\_\_ Gr./\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・\_\_\_\_\_  survey and data collection (\_\_\_\_\_ Gr./\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・Analysis of similar cases for \_\_\_\_\_ model (\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・Investigation, assessment and verification of evaluation methods for\_\_\_\_\_  (\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・Collection and comparative study of \_\_\_\_\_ -related data (\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・Consideration of proposals for \_\_\_\_\_  (\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・Design and construction of opportunity for \_\_\_\_\_ （\_\_\_\_\_ Gr./\_\_\_\_\_ Gr.） |  |  |  |  |  |  |
| ・Pursuit and feedback of \_\_\_\_\_  (\_\_\_\_\_ Gr./\_\_\_\_\_ Gr.) |  |  |  |  |  |  |
| ・Consolidation of \_\_\_\_\_  and dissemination of \_\_\_\_\_  (\_\_\_\_\_ Gr.) |  |  |  |  |  |  |

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| **Research Project Management Policy and Plan [Required]**\* Please describe the policies for project management and operation, and implementation plans of the research project.  |
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**4. Research Project Implementation Structure**

**4-1. Implementation Structure (overall) [Required]**

Please explain the implementation structure in an organigram.

If the research team has groups, please indicate each group leader's name, affiliation and position (area of specialty), as well as the major role and position in the team of each group, and the relationship between the groups respectively.

<Example>



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| **Status of preparations for practical coordination and cooperation [Required]**\*Please describe the status of preparations for practical coordination and cooperation in the research target area(s) and with stakeholders regarding the goals and contents of the proposed research project. The following situations can be assumed: 1) Status of preparation of the necessary structure for cooperation/collaboration already started to be built for the research project2) Possibilities for cooperation/connection with other research projects or programs currently underway3) Specific partner(s) for cooperation/connection envisaged but not building a structure for cooperation/collaboration yet4) Research areas and experts that will be required to be complemented in the future, although specific cooperation/connections have not yet been determined. |
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**4-2. Implementation Structure (by group) [Required]**

Please indicate members of each group based on the information provided in 3-1. Implementation Items and Contents and 4-1. Implementation Structure (overall).

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| **Group 1**\*Please complete the following table by group. \*Please feel free to add members and copy and paste this table for more groups if necessary. |
| **Group leader's name** | **Affiliation, department, and position (rank)** | **Area of specialty** |
| XX XX | Principal researcher, \_\_\_\_\_ dept., \_\_\_\_\_ lab |  |
| **Joint Researchers1)** | **Affiliation, department, and position (rank)** | **Area of specialty** |
| XX XX | Manager, \_\_\_\_\_ dept., \_\_\_\_\_ Co., Ltd. |  |
| XX XX | Specially appointed professor, \_\_\_\_ dept., \_\_\_\_\_ University |  |
| **Researchers2)** | **Affiliationn, department, and position (rank)** | **Area of specialty** |
| XX XX | Specially appointed professor, \_\_\_\_ dept., \_\_\_\_\_ University |  |
| Researcher (planned) | Specially appointed professor, \_\_\_\_ dept., \_\_\_\_\_ University |  |

1. The applicant can add rows for more joint researchers if necessary. Each group can consist of members from different affiliations. Please fully examine the role of each of the group members will play.
2. Please include any researcher, technician and research assistant who will be hired with personnel expenses once the research project is selected for the grant. The applicant is asked to indicate “Researcher (planned)” if the names of researchers are not confirmed till submission.

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| **Other Cooperating Individuals and Organizations**\*Please indicate individuals and/or organizations, whether or not have been confirmed, that are not directly involved with the research project but are going to collaborate with the research team. |
| **Name of individual/organization** | **What to cooperate for** | **Previous cooperation** |
| Professor \_\_\_\_, \_\_\_\_\_\_ dept., \_\_\_\_\_\_\_ University | Cooperating in implementation of XX | Yes |
| XX dept., BBB company | Supply of data, on-site coordination | Yes |
| XX section, YY dept., ZZ city hall | Advice on XX | No |
| Director, XYZ (non-profit) | Advice and cooperation on XX | Yes |

**5. Research Project Budget**

Please fill in the budge table below by item for each designated year.

The proposed budget may be revised when the research project is selected due to the entire budge of the Fund.

**5-1. Research Project Budget by Item [Required]**

(Unit: Thousand yen)

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| --- | --- | --- | --- | --- |
| **Budgeted Item** | **from December 2021 to March 2023** | **from April 2023 to March 2024** | **from April 2024 to November 2024** | **Total** |
| **Goods** | **Equipment** |  |  |  |  |
| **Consumables** |  |  |  |  |
| **Travel expenses** |  |  |  |  |  |
| **Personnel and honoraria****(Number of researchers, RAs** |  | （　　） | （　　） | （　　） | （　　） |
| **Other** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

\* Each item of the budget and purpose of use are as follows:

* Goods/Equipment: expenses for the purchase of equipment and supplies.
* Goods/Consumables: expenses for the purchase of materials and consumables (items less than 100,000 JPY each including tax)
* Travel expenses: travel expenses for the principal researcher and researchers, invitation expenses directly required to carry out the research, etc.
* Personnel expenses and honoraria: personnel expenses and honoraria for the researchers, technicians and research assistants who are categorized as "Researchers" in 4-2. Implementation Structure (by group).
* (Number of researchers, RAs): the number of researchers, technicians and research assistants whose personnel expenses are to be borne by the research project budget.
* Other: expenses other than the items listed above (fees for presentation of the research outcome, conference fees, equipment lease expenses, transportation expenses, etc.)

\* The following expenses are not covered:

* The personnel expenses or honoraria for the principal researcher, group leader(s), or joint researchers who are categorized in 4-2. Implementation Structure (by group)
* Indirect expenses or general management expenses for the university/research institute the principal researcher belongs to

**6. Relevant Achievements and Initiatives**

Please indicate up to 10 items of the past relevant research and/or outcomes, including books, academic papers, conference presentations, lectures, conferences, hosting of events, of the principal researcher and group leader(s).

\* Please list them in a chronological order from the latest date.

\* Please add a sequential number to the beginning of each line as the example below.

\* Please indicate all authors/presenters and draw the underline for the name of principal researcher and group leader(s) if books, academic papers and presentations.

<Example>

1. Books: Author/editor no. 1, author/editor no. 2. (Date published). Book title. Publisher.
2. Papers: Author/editor no. 1, author/editor no. 2. (Date published). Title of paper. Title of publication, edition (volume), number of pages. Corresponding pages, DOI
3. Documents released online only: Author/editor no. 1, author/editor no. 2 (Release date) "Document title" (Series title, etc., if necessary) DOI: <or relevant URL>
4. Oral presentations: Presenter no. 1, presenter no. 2 (Year presented) "Presentation title" "Conference event name" Event location and venue
5. Conferences and events: Sponsor name (Date held) "Conference/event name" (Series title, etc., if necessary) Conference/event location and venue

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| **Principal Researcher** |
| 1.2.3. |
| **Group Leader** |
| Name:Major achievement: |

Please feel free to add rows for the group leaders if necessary.

**7. Relevant Research Grants from Other Organizations**

Please indicate the name, receipt status, name of the research project, grant period, and amount of any research grant or fund support from other organizations including private foundations and organizations in Japan and abroad, if the principal researcher or any of the group leader(s) of the research project is currently receiving or has applied for as a principal researcher.

If not applicable, this page can be left blank.

**7. Response to Human Rights Protection and Compliance with Laws and Regulations**

Please describe what kind of measures the applicant will take for the researcher project if the research project requires the consent/cooperation of other parties, particular care in handling personal information, security export control measures and bioethical or safety measures to be taken and procedures subjected to laws and regulations. This includes surveys, research, and experiments where an approval process with an ethics committee either inside or outside the research organization is required, including questionnaire surveys and interview surveys with personal information.

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I, the applicant, affirm that this proposal has been drawn up based on an understanding of the laws, regulations and guidelines that shall be complied with. In addition, I, the applicant, affirm that the implementation of the plan will also be conducted in compliance with the relevant laws, regulations and guidelines.

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|  (Examples of laws, regulations and guidelines to comply with)* “Guidelines for Responding to Misconduct in Research” (decided by the Minister of Education, Culture, Sports, Science and Technology on August 26, 2014. Including following revisions.)
* “Guidelines on Management and Audit of the Public Research Expenses in R&D institutions (Implementation standards) enforced February 15, 2007/revised February 18, 2014, decided by the Minister of Education, Culture, Sports, Science and Technology. Including following revisions.)”
* With regard to security export control (measures for dealing with the leaks of technology to foreign countries): the Foreign Exchange and Foreign Trade Act and all other laws, regulations, ministerial ordinances and directives specified by government ministries and agencies to ensure that the results of cutting-edge research are not passed on to developers of weapons of mass destruction, terrorist groups and others who may engage in re-purposing for military use.
* When conducting on-site research activities overseas (including the removal of biological resources) or joint research with overseas R&D institutions: the laws of the relevant countries, etc.
* With regard to life sciences research: laws, regulations, ministerial ordinances, ethical guidelines, etc. established by government ministries and agencies concerning bioethics and ensuring safety.
* The contents of the research project do not include any contents related to antisocial forces, or the research team does not have any relevance to antisocial forces.
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\* Please check the box below if the applicant understands the laws, regulations, and guidelines to comply with for the research project.

[ ]  I have confirmed.

**8. Handling of Personal Information**

* The information provided in the application form will only be used for the selection process, result notification, remittance of grands and management research outcome reports for the “Hitachi Fund Support for Research Related to Infectious Diseases” by the Hitachi Global Foundation. Limiting the selection process, the selection committee, consisted in Japan, will examine the contents of the application form and other submitted forms.
* The Hitachi Global Foundation will have a non-disclosure agreement with the selection committee members and this application form as well as other submitted forms will be discarded once the selection process is complete.
* The selection result will only be announced to the applicant. The outline of the selected research projects, including the names of the principal researcher and joint researchers, their affiliations, will be announced on the Hitachi Global Foundation’s website and SNS and inside and outside Hitachi Group as part of the Hitachi Global Foundation’s PR activity. If not selected, all the submitted forms will be discarded.
* The applicant shall confirm consent, regarding the handling of personal information by the Hitachi Global Foundation, from each member of the research team, both those in Japan and overseas, indicated in this application form.
* The applicant can ask the Hitachi Global Foundation to release, erase, correct and/or complain about the personal information provided for application of the “Hitachi Fund Support for Research Related to Infectious Diseases.” The applicant can contact the person in charge at the Hitachi Global Foundation below for any request of this matter.
* It is optional for the applicant to or not to provide personal information to the Hitachi Global Foundation. However, application without the personal information required in this application form for the “Hitachi Fund Support for Research Related to Infectious Diseases “will not be accepted.

■Inquiries regarding the handling of personal information

Senior Program Officer

“Hitachi Fund Support for Research Related to Infectious Diseases” administrative group

The Hitachi Global Foundation

6-1, Marunouchi 1-chome, Chiyoda-ku, Tokyo 100-8220

Email: fundsupport@hdq.hitachi.co.jp

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