

FAQ for the “Hitachi Fund Support for Research Related to Infectious Diseases”  
(English)

As of June 9, 2021

**FAQ**

■ Online Application System (Important Notice)

Q: I found the following text in the middle of the application page on the online application system.

「The total file size, from application form to **reference papers**, must not be more than 10 MB.」

Reference papers are not required to submit in the application guideline, do I have to upload them?

A: No, it is not necessary to upload the files of reference papers, but please indicate them in “6. Relevant Achievements and Initiatives” of the application form.

There is a mistake in the text on the application page. The correct text is as follows.

「The total file size, from application form to **Japanese summary of research project**, must not be more than 10 MB.」

■ Criteria

Q: Regarding one of the criteria saying, “the research team must have at least one group leader who belongs to a foreign university or research institution,” must an affiliation of a group leader, either a university or research institution, be in the overseas?

A: Yes, at least one group leader must belong to a university or research institution that is in the overseas but not all group leaders necessarily belong to universities or research institutions outside of Japan.

■ Application Guideline

Q: In “3. Eligible fields,” it is stated that “Eligible fields include research and analysis, and comparative analysis on the impacts of COVID-19 on civic life, politics, economy, legal systems, science and technology, communities and international relations from a perspective of humanities and social science, policy science and social medicine, but it is not limited to research on COVID-19 or its pandemic. Clinical or biomedical research is not eligible.” What do you envision by “research and analysis, and comparative analysis”? For example, is it correct to analyze or compare the contents of each survey for one or more of the issues indicated in the <example>, which have already been surveyed by various organizations or countries?

A: You may use existing published data for comparison and analysis. Regardless of your

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research theme, we hope that you will include lessons and suggestions that can be shared in the international community to build a more resilient society in the future, after analysis and comparison based on data and other demonstrable materials (challenges, successes and failures that have highlighted through the pandemic, as well as specific numbers).

Q: Regarding the grant amount, for example, for a large-scale research project, is the maximum amount of 50 million yen the total amount for three years? Or will the maximum amount of 50 million yen be subsidized every year?

A: As stated in “4. Grant Amount,” the maximum grant for a large-scale research project will be 50 million yen/project, and if the research term is three years, the total for the three years will be 50 million yen.

Q: In “5. Grant Money,” it is stated that “The grant money will be sent by wire transfer as a donation from the Hitachi Global Foundation to the university or organization the principal researcher of the research team belongs to, and remittance will only be made to a bank account in Japan.” Does this mean that the university or organization the principal researcher of the research team belongs to in Japan will be responsible for transferring the grant to the researcher at a foreign university or research institute?

A: Yes, it does.

Q: Is it sufficient for the principal researcher of the Japanese research team to compile the budget implementation status of the foreign research team and report it together when the Hitachi Global Foundation asks for an accounting report?

A: Yes, it is.

Q: Does the grant amount include the indirect expenses required for administrative work at the university, use of equipment, etc.?

A: Indirect expenses or general management expenses for the university or research institute shall not be borne by the grant. For details, please refer to “5. Grants” in the application guideline.

Q: Regarding the expenses to be covered by the grant, it is stated that honorarium is not covered. For example, in the case of something like a survey research, we are thinking of outsourcing a questionnaire survey to an external research institution, but would this commissioning fee be eligible for the grant?

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A: Yes, it is eligible for the grant.

Q: It is stated that personnel expenses or honoraria for “joint researchers” are not covered by the grant money, but are we not allowed to pay them during the summer when they are not employed by their home institution?

A: Regardless of any conditions, the payment of personnel expenses or honoraria for “joint researchers” is not allowed.

Q: The total file size of my application documents exceeds 10MB. How can I solve this problem?

A: As stated in “13. How to Apply,” the total file size of the submitting forms that can be uploaded is limited to 10 MB. Please keep the total file size within 10MB by reducing the size of the inserted images.

■Application form

Q: I see the PDF of the Japanese application form but where can I have a Word file of it?

A: The application form must be filled out in English. The PDF of the Japanese application form can only be used as reference and no Japanese application form is valid. Please go through the Hitachi Global Foundation’s website or the application guideline for what to submit when applying.

Q: If there is not a word limit in the sections, is the length of my answer arbitrary?

A: Yes, the length of your answer is arbitrary if no word limit is indicated.

Q: In "2. Research Project Vision" section of the English application form, the applicant is asked to provide an " Overview [Required]" of 300 to 500 characters. The Japanese reference translation says "300 to 500 characters", but does the English text have to be "300 to 500 words"?

A: In English, 300 to 500 characters is correct.

Q: In “4-1. Implementation Structure (overall),” should groups be indicated by country or area, or by function and/or role in the research team?

A: Please indicate groups by function and/or role in the research team. If the function of each group is based on a country or area, that is also acceptable. However, you are asked to indicate each group’s role and function in the research team.

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Q: In “4-2. Implementation Structure (by group) [Required],” if the research team has groups, is there a budget limit for each group?

A: No, there is no specific budget limit, as long as the budget is set according to each group’s role and function. However, the total budget should not exceed the maximum grant amount per project.

Q: Are there any rules regarding a "researcher" in “4-2. Implementation Structure (by group) [Required]”? For example, can a researcher at the level of professor or associate professor at a foreign university or research institute join a team as a "researcher"?

A: A "researcher" means the researcher who carries out the research. There are no special rules, and any title or position is acceptable.

Q: In “5. Research Project Budget,” “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)” is listed as one of items of the budget and purpose of use, is it possible to use the grant as a personnel expense for hiring researchers at foreign university or research institute? Also, are there any restrictions on hiring?

A: Yes, it is. There are no other restrictions as long as the researcher is hired to engage in research activities of this research project.

Q: Regarding "5. Research Project Budget," is it possible for a "researcher" in a foreign university or research institute to make necessary expenditures for research, such as purchasing local data? Should the organization to which the principal researcher belongs in Japan allocate funds to the organization to which the overseas "researcher" belongs, and make expenditures from there?

A: Yes, it is. The flow of funds is correct. The principal researcher of the Japanese research team should be responsible for organizing the allocated grant money.

Q: In “6. Relevant Achievements and Initiatives,” is the maximum number of items 10 as a group, or up to 10 items per principal researcher and group leader?

A: You can indicate up to 10 items per principal researcher and group leader, respectively.

Q: In "6. Relevant Achievements and Initiatives," should all papers be written in English, even if they are written only in Japanese?

A: If the paper has no official English title, please fill the Japanese title out in Japanese and

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add your own English translation of that title enclosed in brackets. In addition, please fill [Translated from Japanese.] in.