

Fiscal Year 2021  
RIKEN-Kyushu Univ Science & Technology Hub Collaborative Research Program  
Application Guidelines

December, 2020

## 1. Program background

RIKEN and Kyushu University (hereinafter referred to as “Kyudai”) promote collaboration and cooperation by utilizing the research/development capabilities and human resources of both organizations with the aim of contributing to the advancement of academic and scientific technologies, and human resource development. In order to realize this, the RIKEN-Kyudai Science and Technology Hub has been established at the Academic Research and Industrial Collaboration Management Office of Kyudai (AiRIMaQ), and a system and organization has been established to support strategic cooperation. Based on matching funding from both RIKEN and Kyudai, we decided to set up a support program to form a research and development network at RIKEN and Kyudai..

## 2. Program purpose

This program aims to support collaboration between different research fields across RIKEN and Kyudai. Through this program, researchers belonging to RIKEN and Kyudai will bring their respective knowledge and technologies to work together to find solutions to problems. It is expected that successful collaborations across fields that were difficult for one organization alone to tackle will be realized. Furthermore, it is hoped that collaborations through this program will lead to the creation of new research areas and the training of leaders involved in the new research areas in next era.

## 3. Program details

[Research content to be recruited]

This program covers all research fields, regardless of the basis or application.

[Application Qualification and System]

A joint research group, one of whose co-leaders is a researcher from RIKEN and another is a researcher of Kyudai. Both co-leaders must be younger than 45 years old as of April 1, 2020.

- \*1 Co-leader of RIKEN must be employed with the Management Expenses Grants and equivalent budgets, and co-leader of Kyudai must be a faculty member (including Special Fixed-term Faculty). At the time of application, both co-leaders of RIKEN and Kyudai have no plans to move out during the research period.
- \*2 If co-leader of RIKEN is not research PI, a consent form by the research PI of his/her laboratory/team/unit is required.
- \*3 Research plans, which were adopted in the program in both of 2019 and 2020, and the plans to inherit them shall not be permitted to reapply

\*4 Co-leader cannot apply for other research plan(s) as co-leader at the same time but can participate in other projects as a research collaborator.

[Implementation system]

Collaborative research groups may have research collaborators in addition to co-leaders.

\*In addition to researcher(s) of RIKEN and Kyudai, visiting researcher(s) from other universities and companies, graduate students can participate in the collaborative research as research collaborators.

[Support period]

Single fiscal year.

\* It is possible to apply again for the call of the next fiscal year as needed (support will not extend to a third fiscal year).

[Request amount]

A total amount of 20 million JPY, which are equally contributed by RIKEN and Kyudai, will be allocated to the adopted research plans. The maximum applicable amount for a research plan is 3 million yen for both institutions, and that for each institution is 2 million yen. It is not possible to carry funds over to the next fiscal year.

[Number of research plans to be adopted]

About 10 research plans. However, the number of adoptions shall change depending on the amount allocated to each plan.

#### **4. Approved amount, allocation date, etc.**

/ The approved amounts may be adjusted depending on examination results and budget constraints.

/ Distribution of funding to the adopted plans will occur on April 1, 2021.

/ Funding will be allocated by RIKEN and Kyudai to their respective co-leaders.

/ Transfer of all or a part of the allocated funding to a research collaborator is not permitted.

#### **5. Expenses**

(1) Expenses that can be applied for

Expenses necessary for the implementation of research plans, including “Equipment costs” (only for Kyudai), "expendables expenses", "travel expenses", "rewards etc." and "others", can be requested in principle.

\* If the “equipment expense” is more than 50% of the total expense of the research plan, describe why this is necessary in the research plan. A research plan solely for the purpose of purchasing equipment(s) will not be accepted.

(2) Expenses not covered

The following expenses cannot be requested, even if they are considered necessary for conducting the research.

1. Expenses related to acquisition of real estate, and construction, repair and renovation of buildings
2. Expenses for purchasing equipment that should normally be provided by the department or faculty, such as desks, chairs, copiers, etc.
3. Personnel expenses for hiring administrative assistants and full-time researchers/technical staffs.

## 6. Application procedure

Each co-leader must submit application documents via e-mail by the application deadline shown below through the promotion office of the RIKEN Research Center or Administrative Office of Faculty in Kyudai, to which the co-leader belongs.

[Application deadline]

E-mail must arrive by 17:00 on January 18, 2021 (Monday)

[Application documents]

Electronic files for the following documents.

1. Research Plan [as PDF file]

\*Write concisely. Also, do not change the font size.

Note that the description frame can be appropriately expanded within a range not exceeding five pages.

2. Conceptual diagram [as PDF file, style free, A4 size, 2 pages]

\*An illustrative drawing summarizing research plans and research contents

3. Consent form regarding application [as PDF file, Signed or stamped]

\*Only if the co-leader from RIKEN is not a principle investigator.

[Submission and inquiries on submission]

Kyudai-RIKEN Science and Technology Hub Support Office

E-mail: [kagihub-support@jimu.kyushu-u.ac.jp](mailto:kagihub-support@jimu.kyushu-u.ac.jp)

## 7. Examination

The examination will be conducted in two stages: document examination by document reviewers and a selection of research plans to be adopted by the Screening Committee. Document examination will be conducted based on rating factor and scoring factor described in the "Screening Guidelines". The document reviewers and screening committee members will be selected from both of RIKEN and Kyudai.

※ Since, in some cases, committee members specialize in different research fields to the research plans they are examining, co-leaders must take care to prepare application documents with terms and descriptions that can be easily understood.

## 8. Changes in research plan after adoption

In the following cases, submit the "Statement for Reasons for Change (style free) " to the Kyudai-RIKEN Science and Technology Hub Support Office to discuss the response or obtain approval.

1. Co-leader loses the application qualification due to transfer to another institution or retirement
2. Significant changes occur in the contents of the research plan
3. When diverting more than 50% of the total allocated amount to other expense categories
4. Other than above cases, when it is difficult to continue the collaborative research

## **9. Requirements etc. after successful adoption**

(1) Cooperation in public relations activities etc.

Co-leaders must actively cooperate in establishing collaborative environments and publicizing research results in RIKEN and Kyudai.

For example, participation and presentation in workshop, providing materials to introduce research activities, and individual hiring, etc

(2) Conclusion of collaborative research agreement

To implement the adopted plan, co-leaders should conclude a collaborative research agreement with each other.

\* This does not apply if the existing agreement includes the contents of the collaborative research under this program, such as when the collaborative research has already started and a collaborative research agreement has been concluded.

## **10. Performance report**

Co-leader must prepare a performance report that summarizes the progress and results of the collaborative research in the prescribed format, and submit it by the designated date (around the middle of April).

Furthermore, if requested, co-leaders must present the collaborative research at symposiums and so on.

## **11. Handling of patentable inventions**

Patentable inventions based on the adopted research plan and created through the collaborative research will be handled in accordance with the Joint Research Agreement concluded between co-leaders.

## Supplementary Explanations for Application Guidelines on FY2021 RIKEN-Kyushu Univ Science and Technology Hub Collaborative Research Program

### 1. About Applicant Qualification and Research system

1. Prohibition of multiple applications to the single program as co-leader  
Co-leader of a research plan cannot apply other research plan(s) to the program as co-leader, but can participate in other research plan(s) as a co-worker or a collaborator.

#### 2. Application Qualification of co-leader from RIKEN

Co-leader from RIKEN must be a research scientist younger than 45 year-old as of April 1, 2021, and must be employed with the Management Expenses Grants and equivalent budgets. A retirement researchers, as well as fixed-term researchers employed by RIKEN or the research center can apply. In addition, researchers employed by some external funds whose full-time obligations have been relaxed may also be eligible, so please contact us individually.

Researcher who has a plan to move out during the research period at the time of application, will not be able to apply.

#### 3. Application Qualification of co-leader from Kyudai

Co-leader from Kyudai must be a faculty member (including Special Fixed-term Faculty) younger than 45 years old as of April 1, 2020.

Researcher who has a plan to move out during the research period at the time of application, will not be able to apply.

#### 4. Range of research collaborators

“Graduate students” are assumed as a research collaborator, but “undergraduate students” are not allowed. However, it is possible to work as a part-time student, not as a research collaborator in this application.

#### 5. Overlap of research budgets with external and on-campus funding.

In the case of the overlapping with external funds and in-house/on-campus fund, necessity and effectivity of research budget from this program will be considered based on the difference between them and this proposal, and used as a reference to decide whether to adapt or not.

In FY2021, RIKEN have a plan to recruit the applications for Science and Technology Hub Collaborative Research Programs with Hiroshima Univ., Osaka Univ. and Tohoku University in addition to the program with Kyudai. Co-leader of RIKEN will not be prevented from applying multiple programs in duplicate. Necessity and effectivity of multiple application will be considered and used as a reference to decide whether to adapt or not.

## 2. About application documents

### 6. A conceptual drawing (punch picture)

Please describe the necessary items in the research plan concisely and concretely enough to understand the contents. Figures and tables necessary to supplement the explanation should be described in a conceptual drawing, with a title and figure legend to show what the figure shows. Paper size is A4, format is free, and up to 2 pages. Please write the name of co-leaders and title of research plan on upper part.

### 7. Items to be stated in the research plan

In the section of “5. Achievements of Co-Leaders”, please underline authors belonging to RIKEN and Kyudai regardless of their participation in this program.

In the section of “6. External and on-campus funds that co-leaders have been acquired”, please state the external funds obtained in Japan as well as the external funds obtained in foreign countries, if any. In the column of “Amount”, enter the amount that the co-leader will receive in FY2021 and the total amount (planned amount) that will be received during the adoption period. If the co-leader is representative of external funds, please state the total amount including the shareholder. In the column of “Differences in research content”, please state the differences between the research contents of this proposal and that of each of external funds briefly. If necessary, please explain the reason for applying for this program in addition to the funds you have already obtained in the [Research Plan and Methods] column of "4. Purposes of Research, etc." section.

### 8. Modification of “Research Plan” format

If necessary, each column can be expanded appropriately as long as the total does not exceed 5 pages. Font and Font size cannot be changed from the current settings. However this does not apply to a symbols.

The research plan and methods of “4. Purposes of Research, etc” should be clearly described regardless of original space

In the columns of “Detailed Statement” of “2. Expense”, “3. Research collaborators”, “5. Achievements of co-leaders”, “6. External and on-campus funds that co-leaders have been acquired”, please add a line as appropriate to describe the necessary items.

## 3. About required expenses

### 9. Travel costs

It is possible to spend the business trips cost for research activities at the partner organization necessary for collaboration. It is also possible to pay the expenditure to attend academic conferences to collect

necessary information and to present the results of collaborative research. Research collaborators, including graduate students, are also eligible for expenditure.

#### 10. Personnel expenses

Personnel expenses for hiring administrative assistants and full-time researchers/technical staffs cannot be included in the research expenses of this program. Expense for hiring student part-time workers or assistant who provides research assistance may be covered as needed. Please contact us individually.

#### 11. Maximum amount of equipment cost and budget diversion

The maximum amount of equipment cost and budget diversion shall be calculated based on the distribution amount of each of RIKEN and Kyudai. If the total amount of equipment cost exceeds 50% of the total cost of Kyudai, the reason and necessity should be stated in the research plan.

### 4. Procedures for application and change of application contents

#### 12. Procedure for application

Both of co-leaders must submit the application documents with the same contents to the designated submission destination through the promotion office of the RIKEN Research Center or Administrative Office of Faculty in Kyudai, to which the co-leader belongs after thorough discussion..

Co-leader of RIKEN should submit them through the promotion office of the research center to which co-leader belongs. In the case of lack of Consent Form regarding application, or if the contents of submitted documents from both of co-leaders are not identical, there is possibility not to accept submission.

#### 13. Procedure for change of application contents

For changes in the research plan, or for diversion of the budget, please prepare “a notification form for changes, etc.”, and submit it in the same procedure as for the application.

If there is a change in status or job title related to the qualification requirements of the co-leader, please contact to the Kyudai- RIKEN Science and Technology Hub Support Office through the Promotion Office of the Research Center or the Administrative Office of the Faculty immediately.