

**THE SUMITOMO FOUNDATION
FISCAL 2018 GRANT FOR
JAPAN-RELATED RESEARCH PROJECTS
Instruction Sheet for Application Form**

Notes on the Application Form

1. Please fill in the Application Form in black with computer or so on, using font size of **10-point** or bigger where applicable and described as such. Handwritten application is **not** acceptable. The Application Form shall **not** be stapled or bound.
2. The Application must carry the applicant's original signature.
3. **Neither** supplemental/additional papers/materials to the Application Form **nor** any forms other than the specified Application Form are **acceptable for evaluation**. The application Form modified/alterd in its space(s) by the applicant is **not acceptable for evaluation**.
4. Photo-copied Application Form may be used.
5. Please fill in the column "Residence", in page 1, with any place where the applicant stays other than home or accommodation on a business trip or other travel, which can be accessible by The Sumitomo Foundation at any time, if any.
6. Please fill in "Line Item of Applied Grant Amount (Fiscal 2018)" in page 8 clearly, referring to the back side of this instruction sheet ("Categories for Applicable Expenses"). Please specify (i) routes for business trips or other travels as "Expenses for Transportation" and (ii) places of accommodations for business trips or other travel as "Expenses for Accommodations".

Documents to be submitted

1. The application form prescribed by The Sumitomo Foundation, filled out and **duly signed** by the applicant in Japanese or English
----- One original copy
2. **A letter of recommendation**, free-form, in Japanese or English from a person with an academic background, regarding the proposed research, the applicant and collaborator(s)
----- One original copy

Mailing Address

The Sumitomo Foundation
1-12-16 Shibadaimon
Minato-ku, Tokyo 105-0012
Japan

Categories for Applicable Expenses

| Category | Explanation |
|---|---|
| Expenses for transportation: ① Domestic ② Overseas(*) | Expenses for transportation for: ① Domestic business trips or other travels ② Overseas business trips or other travels (including expenses for proceedings, insurance, taxes etc.) |
| Expenses for accommodations: ① Domestic ② Overseas | Expenses for accommodations for: ① Domestic business trips or other travels ② Overseas business trips or other travels |
| Expenses for communication and transportation | Communication (e.g., telephone, mail) and transportation (e.g., courier) |
| Remuneration for research cooperators/assistants | Remuneration for cooperation/assistant work such as interpretation, translation, stenography, conduct of prescribed questionnaires, etc. (Remuneration for the applicant and/or collaborator(s) is <u>not</u> applicable.) |
| Rental/Procurement of goods | Rental of special purpose equipment, computer software and data, etc. and procurement of books, materials, consumables, etc. |
| Expenses for printing and publishing | Expenses for printing (including copying services) and publishing as the publication of the research results |
| Expenses for meetings and others | Expenses for meetings etc. |

(*) Air fare must be no more than economy-class actual fare for the shortest routes between the nearest airports.

The following items are not applicable:

- Remuneration for services rendered by the applicant and/or his/her collaborator(s).
(The term "collaborator(s)" here refers to any researcher(s) who carry(ies) out the proposed research in collaboration with the applicant and be considered co-author(s) when the results of said research are published.)
- Administrative expenses of universities, research institutes, or other organizations to which the applicant and/or collaborator(s) belong.
- Expenses for procurement of any instrument, apparatuses, or equipment for general use such as PC, Server, Printer, Camera and so on.
- Food and Beverage