Basic Flow Chart for Joint Research Activities

2~3 Months before

• The Cooperative Research Support Section (CRSS) contacts the organizer to explain the operation schedule of the Joint Research Activity

1~2 Months before

- The organizer submits documents (materials, list of prospective participants, programs, etc.)
- CRSS contacts and coordinates with participants receiving reimbursement for travel expenses
- Sending out the meeting information to prospective participants

During the Meeting

- Briefing on the first day of the meeting
- Operation and management of the meeting (registration required)
- Submission of questionnaires regarding the participants

After the Meeting

- Submission of the report and final version of the program (within 3 months after completion)
- Reimbursement of the travel expenses (about 1 month later)

§ The Cooperative Research Service Section will email the details.