

## How to Write the Proposal for the Joint Research Activity

### " Promotion of Women's Participation "

Please refer to the following to write a proposal properly.

\*The numbers are consistent with the numbers in the form for the proposal.

#### 3. Principal Researcher

【For "Promotion of Women's Participation" workshop/symposium program】

The principal researcher must be female. If there are two, both of them must be female.

You may enter "up to two" principal researchers. When an international researcher serves as the Principal Researcher, we strongly suggest a domestic researcher as the second principal researcher. Neither the number of principal researchers nor their status will not influence the screening result of the proposal.

#### 4. Travel Expenses

The amount granted for "Promotion of Women's Participation" workshop/symposium program : 1,200,000 yen maximum

Details of the travel expenses are as follows.

Domestic travel expenses: Travel expenses for participants within Japan (transportation fees, accommodation fees, and per diem)

Overseas travel expenses: Travel expenses for international participants (transportation fees between their home countries and Japan, transportation fees in Japan, accommodation fees, and per diem)

\* Online Workshops/ Hybrid Workshops

If you consider conducting your workshops online or hybrid (face-to-face and online meetings) upon application, please clearly state so in the blank space for "4. Travel Expenses" on the proposal.

#### 6. Kôkyûroku Bessatsu

Please refer to the attached "Kôkyûroku Bessatsu". The answer to this question does not affect the screening result of the proposal of the research plans.

#### 7. Participants

【For "Promotion of Women's Participation" workshop/symposium program】

More than half of the prospective participants must be female. Mark "+" on the names of female participants.

Write the affiliations and job titles of the participants as of the date of application. (It may affect the screening result of the proposal if they are not up to date.) Participants from institutions in Japan should be over 30 % of all.

**\* Online Workshops/ Hybrid Workshops**

If you consider conducting your workshops online or hybrid upon application, please mark the names of online participants with \*. The maximum number of in-person participants should be 30 for the time being (approximately 20% of the venue capacity). As explained in "4," the maximum number of in-person participants allowed will change accordingly to the crisis level announced by the university. Please note that online participants will not be counted as numbers in the calculation for travel expenses.

**8. Organizing Committee**

Provide names of the members of the organizing committee, if there is one. Be sure that the principal researcher(s) is included in the committee.

**9. Overview of the Research Activity**

**Purpose of research:**

Describe the research theme and the research objective in detail.

**Progress of related researches:**

Clarify the significance of the research theme and how the participants have contributed to the research theme. Include the overview of research progress made by the participants as well as other research progress made in Japan and overseas.

**Specific plans**

For "Promotion of Women's Participation" workshop/symposium program, more than half of the speakers must be female, and this must be seen in the proposal. Describe new attempts or any special matters deemed beneficial to the screening (if any). Upon planning, consider the perspective of fostering early career researchers.

Furthermore, write the reasons why the Joint Research Activity should be conducted during the given academic year

**\* Online Workshops/ Hybrid Workshops**

If you consider conducting your workshops online or hybrid upon application, please write in the section of "Specific plan" the implementation plan of your Joint research as to be conducted online.

**Major achievements of participants related to the proposed Joint Research Activity**

Write major achievements of participants so that the relevance between the theme of the proposed Joint Research Activity and the researchers conducted by the respective participants is clarified.

**If the research plan is related to an international conference, please fill out this item.**

If the workshop is an official satellite or associated event of an international conference held in Japan or nearby countries, provide the information of the conference.

**Research Fields**

Circle applicable research fields of the proposed Joint Research Activity. Mark one main field with a double circle.