Guidelines for Preparing a Proposal Form for
Kyoto University *Hakubi* Project to Foster and Support Young Researchers

Follow the instruction given below and use 10.5 point font or larger to fill out a Proposal Form either in English or Japanese. Changing the prescribed format is not accepted. You can insert photographs and charts either in color or black and white. Please enter the same information as the online registration for the items with * which are common.

Acceptance Number

Write the Acceptance Number notified by the acknowledgement e-mail of online registration.

1. Your Basic Information (within 2 pages)
(1) Name*

Write your name in either Japanese or English. If Japanese is used, also indicate the *katakana* version of your name.

(2) Address and contact information*

Enter the address of your present residence, telephone number and e-mail address at which the University's staff can contact you.

(3) Photograph

Affix a digital photographic portrait taken within the last three months (front view of face, no hat, white background)
The size for a photographic portrait should be about 40mm high and 32mm wide.

(4) Date and year of birth, age and gender*

Indicate the year of your birth in the Gregorian calendar.
Enter your age as of April 1, 2014.
Indicate your gender

(5) Academic degree (date and year of acquisition)

If you hold a doctorate, enter the degree and the date and year of acquisition using the Gregorian calendar.
If you do not hold a doctorate, enter your highest degree.

(6) Nationality*

Enter your nationality.

(7) Affiliation and post/position*

Accurately enter your present affiliation and post.

If you are a post-doctoral fellow at the Japan Society for the Promotion of Science (JSPS), enter your host institution's name as your affiliation.

Ex.) **** University, Graduate School of ****, Post-doctoral fellow (PD) at the Japan Society for the Promotion of Science (JSPS)

(8) Desired post*

Make sure to mark a check (✓) in the parenthesis immediately before your desired post, either associate professor or assistant professor. If you do not check either of these posts, your will not be evaluated.

(9) Host facility/major and researcher

Enter the name of the host research facility within Kyoto University you are planning to conduct research activities. Also specify the names of researchers at the host facility, wherever possible.

Applicants are asked to secure the research facility they would like to conduct research activities during their employment at the University. If you have found a research facility in the University and obtained permission from the host researcher/institution/faculty, please fill out the details of the research facility (names of the laboratory, department, school/faculty, researcher etc.) wherever possible, and mark a check (✓) before "Permission obtained" on the Form.

If you have not yet received permission, please specify your desired research facility and mark a check (✓) before "Seeking permission."

(10) Research field

Make sure to select two discipline and research fields that are the most and the next most appropriate to yours from the appendix List of Categories, Areas, Disciplines and Research Fields of the Grants-in-Aid for Scientific Research (KAKENHI)

Ex.) To select Philosophy/Ethics and History of thought

1. Discipline: Philosophy   Research field: Philosophy/Ethics
2. Discipline: Philosophy   Research field: History of thought

If you select discipline and research field in Complex systems as Area in one blank, please select discipline and research field in other Area in another blank.

(11) Education and Employment History

Fill out your educational and occupational history as of April 1, 2014.

As for education, begin with the high school that you graduated from, and list in chronological order. Be sure not to exclude the name of any colleges/universities that you left without receiving a diploma. If you studied abroad for any length of time, include that information as well.

Concerning occupation, enter your entire occupational career with detailed information, including your roles, posts and termination of each post.

2. Research proposal (within 5 pages)

(1) Research title

Enter the title of your planned research in 20 words or less in English.

(2) Outline of proposed research

Give an outline of your research proposal for the Project in around 50 words in English.

(3) Research Plan

Follow instructions specified on the Proposal Form.

Purpose of research: First, describe your general research plan and specific objectives of the planned research to be conducted during your term as a *Hakubi* researcher. Next, describe the background of your research, what you intend to clarify during the term of your appointment; along with academic features, original points, expected results and significance of the planned research. Please explain these issues clearly and briefly, by referring to specific items and focal points.

Research plan & method: Provide a detailed research schedule covering your term as *Hakubi* researcher, including descriptions of your research plans and methods. Also indicate what unique ideas and schemes you have to fulfill your research objectives.

Research facility: Enter the research facility that you will be using after being appointed, whether or not you have obtained permission from the host researcher/institution/faculty. Also describe details of your research environment, including types of facilities, equipment and materials you will use for conducting the planned research.

If you have not yet found an appropriate facility available for your research, please describe your desired research environment and specify any potential host researchers/institutions/faculties you would like to be affiliated with.

Research results: Describe the media you are planning to use in order to publicize your research results.

Previous achievements: Write about your academic accomplishments.

Other: Enter anything else that you would like to convey to the judges.

You can also include tables and figures or anything else that would help you.

3. List of Academic Achievement (within 4 pages)

Enter your main research achievements in reverse chronological order, such as published papers, books, industrial property rights and invited lectures, according to instructions specified on the Proposal Form.

4. Reasons for applying for this project and your ambitions as a *Hakubi* researcher (within 2 pages)

Fill in your answers to the following questions within a maximum of two pages in total. You can change the size of each answer column, if necessary. The answers will be mainly used at the secondary screening by the *Hakuraku* Council.

(1) Why are you applying for the *Hakubi* project?

(2) What do you think are the characteristics that an ideal researcher should possess?

(3) How do you think you will be able to contribute as a researcher to solve various global issues that we are now facing?