

**Kyoto University Hakubi Project to Foster and Support Early-Career Researchers**  
**Call for Applications**  
**Applicant Registration and Guideline for Proposal Preparation**

**1. Applicant Registration**

Please access the application system via the URL below and enter the required information to create your "My Page" for registration.

**Kyoto University Hakubi Project Online Application System:**

**<https://recruit.hakubi.kyoto-u.ac.jp>**

**\*If any false declarations are discovered in the applicant's submission, the application may not be considered for screening and employment will be rescinded.**

● **Email address and password**

You will need an e-mail address and a password to log in the online application system. Please provide the e-mail address which can be reached throughout the screening period. If you forget your e-mail address, you are required to re-register.

● **Name (Family name(s)/Given name(s))**

Please enter your name carefully and consistently. If your name is written in Chinese characters, please write them in the name field reserved for Chinese characters.

If your name as a researcher differs from your legal name, please register your name using as a researcher.

If you hold a Japanese Residence Card, please enter your name exactly as it appears on the card.

If you are invited to the interview, you will be required to present an ID that verifies the name used for this registration. If your professional name (researcher name) differs from your legal name (family register name), please bring an ID that shows both names. (e.g. passport, driver's licence, Japanese residence card).

● **Date of Birth, Age, and Gender**

Please select your date of birth from the pull-down menu. Please select your gender.

● **Position you would like to apply for**

Please select the position you are applying for: Program-Specific Assistant Professor, Program-Specific Junior Associate Professor, or Program-Specific Associate Professor.

● **Commencement of your employment**

Please select the date you would like to commence your employment.

It is possible to change it during the screening process, so please let us know your current preference.

- **Acceptance from Your Host Researcher and Host Department**

A host researcher is, in principle, a researcher who has an employment relationship with Kyoto University and who takes on a mentoring role regarding matters that need to be addressed for the smooth implementation of the research after your employment, such as internal procedures and securing a research space for you. The host department refers to the department to which the host researchers belong and the research site within Kyoto University where you plan to conduct your research activities as a Hakubi researcher.

You are encouraged to contact a prospective host researcher at the time of applying if she or he can accept you as a Hakubi researcher. You are required to obtain their informal consent by the time of the interview screening at the latest.

Please search for the name of your host researcher on the Activity Database and confirm his/her name, his/her title, and the name of the department he/she belongs to, and copy and paste the e-mail address with which you have contacted.

[Activity Database of Education and Research, Kyoto University]

<https://kdb.iimc.kyoto-u.ac.jp/>

If your prospective host researcher agrees to accept you as a Hakubi researcher at the time of applying, check the 'Obtained' box.

For those who have not obtained the consent from the prospective host researcher at the time of application, check the 'TBD' box.

In case you are in the process of negotiating with two or more professors at the point of registration, please list only one of them.

- **Language for the Interview**

Please select the language you would like to use at the interview: Japanese or English.

- **Nationality, Country of Residence, Home Address, and Contact Information**

Please select your nationality and country of residence.

Please give us your residential address, the e-mail address, and cell phone number which can be reached throughout the screening period.

- **Current Affiliation and Title**

If your current affiliation is other than Kyoto University, please provide the name of your current affiliation (university, research institute, etc. and department) and position.

※If you currently belong to Kyoto University, please provide your student number (10 digits) or staff number (8 digits).

For JSPS Postdoctoral Fellowships or similar programs, please enter the host institution as your affiliation.

Example: Graduate School of \_\_, \_\_ University, JSPS Postdoctoral Fellowship (PD)

- **Title of Your Research Project**

Please provide the title of your research project concisely.

Note : Enter the same title of the proposal as in "2. [2](1) Title of Research Project"

bellow.

- **Outline of Your Research Project**

Please provide the outline of your research project concisely.

- **Degree (Obtained year/month/date)**

Select "Yes" if you have a doctoral degree. Please select the year, the month and the day you earned your degree.

Select "None or scheduled to obtain" if you do not have a doctoral degree at the time of applying. Please select whether you plan to earn it or not.

- **Research Fields**

Select two research fields that are the most relevant for your research from the "Basic Section" of the appended the "Review Section Table" for Grants-in-Aid for Scientific Research (KAKENHI)

- **How did you learn about the Hakubi Project?**

Please tell us how you learn about the Hakubi Project and this call.

This question is designed to test the effectiveness of publicity, so your answer will not affect the screening process.

- **New account Registration**

Click the "New Account Registration" button below to finalize your registration.

- **Registration Number (ID)**

After creating your account, please login the online application system again to confirm your registration number.

This registration number will be necessary throughout the screening period. Please ensure you keep a record of your registration number by taking a memo or a screenshot.

This registration number will be required also when you enquiry.

## **2. Preparation of Research Proposal**

- Proposal
- ID photo

- Use the Word template we provide on our website. Do not use templates from previous years.
- Fill in the form with 10.5-point font size or larger according to the following instructions.
- Ensure that the entire proposal is within 14 pages and submit it as a PDF file with a size of 20MB or less.
- You are not allowed to modify our template. You may adjust the size of the answer fields as necessary, but do not change the position of the headers and footers. Do not delete the headings of each section.

- There are no specified colors to be used. You may include photos or graphs as you need. You may also use a font type you would like.
- Do not include hyperlinks within your proposal.
- Proposals written in English are also accepted.

**If significant deficiencies (any significant alterations to the template or exceeding the 14-page limit) or false information is found on your proposal, your application is unlikely to be subject to our screening.**

## **[1] Basic Information about an Applicant**

### **(1) Name**

Please fill in your name carefully and consistently. If you know how to write your name in Japanese *Katakana*, please enter it as well in the box provided.

### **(2) Date of Birth**

Please enter your date of birth in the Gregorian calendar year.

### **(3) Educational background**

Please provide details of your educational background as of the date of applying.

Please enter the beginning and ending (from-to) dates of each education in Gregorian calendar year. If you need to add more rows, please insert them below the last row.

Please begin with the high school you graduated from in chronological order, and include the names of any colleges/universities that you left without a degree.

Please note that degrees should be entered in the section "(4) Degrees".

If you have studied abroad, please fill in the details as well.

### **(4) Degrees**

Please provide the date you obtained (or will obtain) your degree(s), the name of your degree, the name of your major field, and the name of your school and department.

Please enter your educational background in "(3) Educational Background".

### **(5) Work Experience (Employment History)**

Please fill in this section in the same format as "(3) Education." Include all work experience. Please provide details including the name of the institution or company (including the country for positions held abroad) and your job title or rank.

### **(6) Interruption of Research Activities**

If your research activities have been suspended for the purpose of childbirth, childcare, and/or nursing care, tick the checkbox, and provide details in the subsequent section "[3] (2) Interruption in Research Activity". Regardless of whether you have experienced an interruption period, please ensure you select from the drop-down list.

### **(7) Awards and Penalties**

Please list awards and penalties in the space provided.

If you have received any awards, please list the most significant ones.

For detailed information regarding your awards, please provide those in section [3] Research Achievements " (1) List of Research Achievements and Results and results."

If you have a history of criminal penalties (fines or more severe), you must disclose

them. If there are no items to report, please enter "None."

Please note that any omissions or false statements may result in the withdrawal of your application or employment.

## **[2] Your Research Plan (maximum 5 pages)**

### **(1) Title of Research Project**

Provide the title of your research project in English.

Note: Enter the same title as that entered in "Title of Research Project".

### **(2) Research Plan**

Please describe your research objectives, research plan and methods, necessary research facilities, and any other information that you think would be favourable for your application. Figures and tables may also be included as necessary.

#### **<Research Objectives>**

Clearly describe the specific objectives of the research to be conducted during your term as a Hakubi researcher. Include details such as the academic background required for the research, what you intend to clarify during the term of your appointment, the academic merit and unique features of the research, the expected results, and the significance of the research.

#### **<Research Plan and Methods>**

Describe your research plan and methods to achieve your objectives, including specific ideas for carrying out the research.

#### **<Research Environment>**

Briefly describe the research environment and facilities that you will require after being appointed (regardless of whether or not you have received notification of acceptance from a host researcher, institution, or faculty).

#### **<Other Information>**

Provide any other relevant information that you wish to convey to the screening committee.

## **[3] Research Achievements**

### **(1) Research Achievements and Results (maximum 4 pages)**

Following the instructions specified in the proposal, select and describe your major research achievements (e.g., papers, books, invited lectures, awards, industrial property rights).

### **(2) Interruption in Research Activity (maximum 1 page)**

Please select "Yes" or "No" from the drop-down list to indicate the presence or absence of an interruption period, even if you have no such interruption. If research has been interrupted due to unavoidable reasons such as childbirth, childcare, or nursing care, etc., please enter the period of interruption in one-month increments.

## **[4] Your reasons for applying for this project and your ambitions as a Hakubi researcher (maximum 2 pages)**

Please answer the following questions briefly.

These answers will mainly be used for the screening interviews by the Hakuraku Council.

- (1) Why are you applying to the Hakubi Project?
- (2) What characteristics should an ideal researcher possess?
- (3) As a researcher, what role do you think you can play in the pursuit of truth, in the intellectual life of humankind, or in solving the problems facing the world today?
- (4) Please select the position you would like to apply for ('Program-Specific Associate Professor', 'Program-Specific Junior Associate Professor' or 'Program-Specific Assistant Professor'), and state the reason concisely.

- **ID Photo**

Please Upload the ID photo of yourself in JPEG format (no longer than 1 MB).

Note: Photos will not be used for the purpose of document screening.