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

All applicants for the Kyoto University *Hakubi* Project to Foster and Support Young Researchers shall submit written proposals of their research plans (Research Proposal for Kyoto University *Hakubi* Project to Foster and Support Young Researchers, hereinafter referred to as the "Proposal Form") to Kyoto University by filling out the attached form. The Proposal Form will be referred to in the screening of applicants by the *Hakuraku* Council of the Kyoto University Young Researcher Development Center.

Accordingly, it is of critical importance for applicants to fill out the Proposal Form in accordance with the instructions herein. Please pay careful attention to the instructions given below.

Based on the documents and interviews by the *Hakuraku* Council, the Steering Committee of the Young Researcher Development Center will make the final decision as to who is accepted as *Hakubi* researchers.

Notes

Use this form and 10.5 point font or larger. Fill out the form either in English or Japanese, following the instructions given below.

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 by 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)

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, 2010.
   Indicate 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**

Non-Japanese applicants should enter their nationality; Japanese applicants should enter their *honseki* (name of prefecture).

7. **Affiliation and post/position**

Accurately enter your present affiliation and post.

8. **Desired post**

Mark a check (✓) in the parenthesis immediately before your desired post.

9. **Research facility**

Enter the host research facility you are planning to use. Also specify the names of researchers at the host facility.

Applicants are asked to secure the research facility they would like to use during their employment at the University as fixed-term special faculty member. If you have found a research facility on the University campus 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, etc.) 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 (✓) before "Seeking permission."

10. **Research field**

Select your research field from the list of Grants-in-Aid for Scientific Research (KAKENHI). Select from the list of "Discipline category". If your field is not listed, select the Discipline closest to your research field.

11. **Education and Employment History**

Fill out your educational and occupational history as of April 1, 2010.

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 diplomaIf 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.

12. **Research title**

Enter the title of your planned research in 80 characters or less in English.

13. **Outline of proposed research**

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

14. **Researcher's career**

Enter your research career in reverse chronological order, beginning with your present post and dating back as far as graduation from your most recent degree course. In addition to your research activities, briefly describe any aspects that you believe to be notable (awards that you received, for instance).

If you consider it noteworthy, add supplementary background information or field specific requirements of your research activities, since research methods and processes can differ significantly.

15. **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 and 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 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.

Write your application using at least five pages but not exceeding ten pages. You can also include tables and figures or anything else that would help you.