

## FAQ on Environmental Research Grants

Question	Answer
<b>1 Qualification of Applicant</b>	
① Is any age restriction applied?	No. There is no age restriction.
② Is a foreign researcher with non-Japanese nationality eligible to apply? If yes, can a Japanese person apply on behalf of the foreign researcher?	Yes. Regardless of the nationality, such applicant must belong to a university, a college or a research institution <b>in Japan</b> with an approval from an authorized person representing the affiliation to apply for this grant program. The application by someone else on behalf of the applicant cannot be accepted. With regard to the English Application, please refer to Question 5-③.
③ Is a foreign researcher with permission for permanent residence in Japan eligible to apply? If yes, can a Japanese person apply on behalf of the foreign researcher?	Yes. If such an applicant belongs to a university, a college or a research institution <b>outside Japan</b> , the applicant should obtain an approval from an authorized person representing the affiliation to apply for this grant program. The application by someone else on behalf of the applicant cannot be accepted. With regard to the English Application, please refer to Question 5-③.
④ I have Japanese nationality, but reside abroad now. Am I eligible?	Yes. If you belong to a university, a college or a research institution <b>outside Japan</b> , you should obtain an approval from an authorized person representing the affiliation to apply for this grant program. With regard to the English Application, please refer to Question 5-③.
⑤ Is there any limit on the number of applicants per each research institution?	No limit, but an applicant needs to obtain an approval from the affiliation.
⑥ Is a freelance researcher who does not belong to any research institution eligible? If yes, how to describe in the application form?	Yes. However, such an applicant must have Japanese nationality or permission for permanent residence in Japan. “N/A” is to be input in the column of “Affiliation” on Page 1 of the application form. With regard to the English Application, please refer to Question 5-③.

Question	Answer
⑦ Is a graduate student eligible?	Yes.
⑧ I am a teacher of an elementary school (or Junior high school or high school or technical college) Am I eligible?	Yes.
⑨ I belong to both a university and a profit-making corporation. Am I eligible?	No. Anyone who belongs to a profit-making organization even partially is not eligible.
⑩ Some collaborators belong to profit-making organizations. Am I eligible?	Yes. It does not matter whether a collaborator belongs to a profit-making organization or not.
⑪ I am involved in another research project as a collaborator. Am I eligible to apply for the different research project?	Yes.
⑫ I have been awarded the current year's grant. Am I eligible to apply for a continued research project under the same research subject since the current project may not be completed by the current expiration date?	No. No continued application for the same project is allowed. Furthermore, no application by applicant under grant is also allowed.
⑬ Are parallel applications for General Research and Special Research of Environmental Research Grant Program or of Basic Science Research Grant Program and Environmental Research Grant Program acceptable?	No. Parallel applications or simultaneous plural applications are not acceptable. Please select only one grant application. If the Sumitomo Foundation ("Foundation" hereafter) notices parallel or plural applications, such applicant will be immediately disqualified.
⑭ Can a student join the project as a collaborator?	Yes. Both undergraduate student and graduate student can.
⑮ The collaborator is awarded by the other grant organization. Should this fact be described in the application form?	Yes. Please describe the grant by the other grant organization if the research subject is the same as or similar to the proposed research.
⑯ I have been awarded by the other grant organization for a different research subject. Do I need to describe such grant in the application form?	Yes. Please describe such grant of 10,000,000yen or more in the designated column on the application form.

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<b>2 Applicable Research Project</b>	
① Is remuneration for a temporal staff or a student applicable expense?	Yes. However, remuneration for services rendered by the applicant and/or his/her collaborator is not applicable.
② Are admission fees for research symposia which the applicant does not belong to applicable?	Yes.
③ Is software development cost which is especially needed for analysis applicable?	Yes. However, software for general use is not applicable.
④ Are indirect expenses (or Overhead Expenses) of applicant's affiliation applicable?	No. Indirect expenses (or Overhead Expenses) of the affiliation are not applicable at all. The grantee should submit a "CERTIFICATE OF OVERHEAD EXPENSES" issued by the affiliation to Foundation once your application is adopted.
⑤ For Special Research, is an ongoing research project also eligible?	Yes. Not only a new research project but an ongoing research project is also eligible.
<b>3 Duties of Applicant (as Grantee)</b>	
① Does a collaborator also need to sign an "Consent Letter" with Foundation?	No. Only a grantee needs to sign an "Consent Letter" to Foundation.
<b>4 Selection Procedure</b>	
① Is there an interview with Foundation during the course of selection?	No. The selection is carried out on an application documents basis only.
<b>5 Application Procedure</b>	
① Is there any restriction on a mail-address to be registered for the web-application?	No special restriction, but since a mail-address registered is a basic element which mediates the communication with the Foundation from application to grant procedure, please use a mail-address which has high stability and can be used stably for a long time. A mail-address provided by your affiliation would be recommended. Additionally, please keep the receipt of an e-mail from the Foundation (usually <a href="mailto:environment@mail.sumitomo.or.jp">environment@mail.sumitomo.or.jp</a> ).

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<p>② The space of the application form (WORD File) is too small to fill in details. Can I expand some columns as needed or attach additional documents?</p>	<p>No. Please do not alter the format of the designated application form. The application form (WORD file) consists of only 3 pages. Increased pages nor Additional documents are not accepted. Should pages be increased or additional paper be attached, those documents would not be considered for selection.</p>
<p>③ Can I apply in English?</p>	<p>Yes, if you are a qualified applicant. The application forms must be prepared in either Japanese or English. But in the case of English application, <b><u>the Japanese translation of project subject at Page 1 should be added.</u></b> The <b><u>contact person</u></b> who is able to communicate in Japanese both orally and in writing must be named.</p>
<p>④ How can I obtain the authorization from my affiliation abroad?</p>	<p>Please have the head of the department to which you belong sign in the designated space on Page 1.</p>
<p>⑤ What should I do if an amendment is needed after sending an Application?</p>	<p>After sending an Application, An Applicant can amend the Application until the deadline. However, please contact Foundation immediately by email or phone (Note), because Foundation needs to release the locked system. After the deadline, an Applicant cannot amend. The original data of Application may be considered at the selection committee without amendment.</p>
<p>⑥ What should I do if I need to withdraw my application.</p>	<p>Please contact Foundation immediately by email or phone (Note).</p>
<p>⑦ What should I do if I am transferred to another organization after submission of the application?</p>	<p>Please contact Foundation immediately by email or phone (Note).</p>
<p>⑧ What does “Major Academic Achievement of Applicant” stand for?</p>	<p>Major Academic Achievement would be published articles, books, awards, grants, etc.</p>
<p>⑨ Can I use my common name (or maiden name) instead of real name on the application?</p>	<p>Yes. You can also write both your real name and common name together. In this case, please write basically as in “Real Name (Common Name or Maiden Name)”. If you prefer any different way, please consult Foundation beforehand. Please note the grantee’s name will be disclosed as is described in the application.</p>

Question	Answer
<b>6 After getting approval of the grant, other procedures</b>	
① When can I receive the grant when adopted?	<p><u>For General Research</u></p> <ul style="list-style-type: none"> <li>-Grant Period 1 Year: basically lump-sum payment in November or later</li> <li>-Grant Period 2 Years: basically two installments, 1<sup>st</sup> Payment in November or later, and 2<sup>nd</sup> Payment in September of next year or later</li> </ul> <p><u>For Special Research</u></p> <ul style="list-style-type: none"> <li>-Grant Period 2 Years: basically two installments, 1<sup>st</sup> Payment in November or later, and 2<sup>nd</sup> Payment in September of next year or later</li> <li>-Grant Period 3 Years: basically three installments, 1<sup>st</sup> Payment: in November or later, 2<sup>nd</sup> Payment in September of next year or later, and 3<sup>rd</sup> Payment in September of the following two years or later</li> </ul>
② How can I receive the grant fund?	The payment will be made according to your instruction either at your newly opened personal bank account (under the joint name of “the Sumitomo Foundation’s grant account”) or the bank account designated by your affiliation.
③ Is the grant fund distributed to collaborators?	No. Foundation will not distribute the fund to collaborators.
④ Does the output or the intellectual property right from the research project belong to the Foundation?	No. Outcome from the research project does not belong to Foundation.
⑤ Can I extend the grant period?	<p>Yes, if necessary during the grant period, it can be extended as below.</p> <p><u>For General Research</u></p> <p>The initial grant period is 1 year or 2 years, extendible to a total of 3 years together with the initial period.</p> <p><u>For Special Research</u></p> <p>The initial grant period is 2 year or 3 years, extendible to a total of 4 years together with the initial period.</p> <p>Provided that if there is an interruption of research due to maternity leave or child care leave, the extension will be allowed separately from the above.</p> <p>Furthermore, if there is any specific reason such as natural disaster and infection spread, further extension could be considered individually.</p>

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⑥ What should I do if I would like to suspend my research project due to maternity or parental leave?	Please contact Foundation beforehand mentioning the period of suspension. Apart from the stipulation of the grant extension above, the grant period may be extended taking the required period of suspension into account.
⑦ During the grant period, please let us know the procedure, in case the grantee is going to move to other university or institution.	Please don't forget to proceed as below, 1. Regarding the grant transfer, you should ask your current university or institution to wire grant money to your new workplace on your duty. 2. On our grant system, please update your ID on your "My Page" based on your new email address, which is given to you from your new workplace.
⑧ Please let us know if The Sumitomo foundation approve expending the grant money with another grant or subsidy.	On the premises that you should comply with the consent letter and the expenditure plan you submitted, we do not have any disagreement with it.
⑨ Please let us know, are there any problems expending the grant money (e.g. travel cost) together with expense of our institution's budget?	Same as above answer.
⑩ During the grant period, if the grantee intends to make material changes about the expenditure plan already submitted, please let us know the procedure.	Based on Clause 3 in the consent letter, the grantee shall immediately notify The Sumitomo Foundation and get approved in writing.

Note: E-mail: [environment@mail.sumitomo.or.jp](mailto:environment@mail.sumitomo.or.jp)

Phone: +813-5473-0161