**Checklist before applying to the 13th Call for Proposals**

To fill out an application successfully, we recommend you to go through this checklist before applying.

**Checklist for all**

* If you are Lead Principal Investigator (LPI), you have an obligation in submitting both common application to us at easia\_secretariat@jst.go.jp and specific application to funding agency in your country if it is required.
* Make sure that your research team consists of researchers from three or more different countries.
* Deadline for submission to e-ASIA Secretariat is 17:00 (UTC+7), 29 March 2024. Please be aware that the funder in your country may have set a different deadline, which you need to observe.

**Checklist for applicants in Australia**

* Make sure that your institution is in the list of NHMRC-approved Administering Institutions. A list of NHMRC-approved Administering Institutions is available on [NHMRC’s website](https://www.nhmrc.gov.au/funding/manage-your-funding/administering-institutions).
* Make sure that you submit an application to NHMRC (through the Sapphire online grant management system) by 17.00 AEDT (UTC +11) on 3 April 2024 AND to the e-ASIA JRP Secretariat to be considered for the NHMRC e-ASIA 2024 JRP. A copy of the research consortium’s e-ASIA Common Application must be attached to the Sapphire application form.
* NHMRC is only supporting Topic 1: Personalized Nutrition under the Food and Health call.

**Checklist for applicants in Indonesia**

* Make sure that you are an Indonesian citizen, a BRIN or non-BRIN researcher (university or other research institution, either from a business entity or community organization in Indonesia), civil servants or non-civil servants who has a doctoral education qualification and competency in conducting research with international partners.
* If you are Lead PI, please make sure that you submit proposal in English and send it to Directorate of Research and Innovation Funding BRIN by email to [dana-risnov@brin.go.id](file://jstoa.local/kmt23/%E5%9B%BD%E9%9A%9B%E9%83%A8/03_%E4%BA%8B%E6%A5%AD%E5%AE%9F%E6%96%BD%E3%82%B0%E3%83%AB%E3%83%BC%E3%83%97/07_SICORP%E4%BA%8B%E6%A5%AD/02_e-ASIA/08_%E4%BA%8B%E5%8B%99%E5%B1%80%E9%96%A2%E4%BF%82/4.%20Calls/14.%202023%E5%B9%B4%E5%BA%A6%20%20%20%28%E7%AC%AC13%E5%9B%9E%29/03%20Application%20form/dana-risnov%40brin.go.id) (Subject email: CFP13-eASIA-Topic-Name of PI-Institution of PI) and using the provided template before March 8th, 2024. You do not need to submit a proposal if you are merely a team member and not the Lead PI.

**For applicants in Myanmar**

* Make sure you are researchers and /or University Professor/Instructors who work in Public and Private Institute or University in Myanmar, and are competent in conducting a Research with International Partners.

**For applicants in Philippines**

* Make sure that you are Filipino who obtained at least a master’s Degree in a relevant field, have proven research competence / track record, and employed in universities/colleges, research agencies/institutes, hospitals, and other health related agencies are eligible to apply for the research grant.
* Make sure that you submit the requirements indicated in call guidelines page 29 online through the DOST Project Management Information System (DPMIS) (<http://dpmis.dost.gov.ph/>) before 03 April 2024, 5:00 PM (Philippine Standard Time).
* Make sure that you are aware of the additional and specific requirements which may be required on a **separate local call** to be issued and published by the DOST-PCHRD. Filipino researchers are advised to anticipate this local call for their guidance.

**For applicants in Thailand**

* Make sure that you are researchers and/or university professors/instructors who work in public/non-profit organization research institute or university in Thailand and are competent in conducting research with international partners.
* Thai applicant’s institution must endorse the submission in the NRIIS system.
* Make sure that you submit the proposal and endorsement letters from all research partners to PMU-B through NRIIS: https://nriis.go.th before 17:00 (UTC+7), 29 March 2024.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

End of checklists. Delete this checklist after you complete all items.

Form-1E

13th call

e-ASIA Joint Research Program (e-ASIA JRP)

Research Field and Topic of Your Proposal (Choose one)

|  |  |
| --- | --- |
| **Research Field & Subtopic** | **Please put a checkmark** |
| **Food & Health** |
| Personalized Nutrition |  |
| Functional & Future Foods |  |

Title of Cooperative Research Project

|  |
| --- |
|  |

Acronym of Cooperative Research Project

|  |
| --- |
|  |

General Description of Cooperative Research Project, including brief explanation of goals, approach and expected outcome (70-80 words) Please note the description provided in this column may be posted on the e-ASIA JRP website if your project is selected under the e-ASIA JRP.

|  |
| --- |
| (ex: “This cooperative research project aims to…“) |

Proposed Period of Cooperative Research Project

|  |
| --- |
| 　　　/　　　/　　　～　　　　/　　　/　　　(d/m/y)(　　Years &　　Months) |

Form-2E

**Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Countries**(Please indicate all team countries) | 1st Country (Lead PI) | 2nd | 3rd |
|  |  |  |
| 4th (if applicable) | 5th (if applicable) | 6th (if applicable) |
|  |  |  |
| **Keywords** |  |  |  |
|  |  |  |
|  |  |  |
| **Expected Outcome****(100 words)** |  |

Form-3E

**Research Leaders’ information**

(1st country name) Research Leader’s CV (including a publication list of the past 5 years) max 2 pages

“Lead PI” should be indicated as in the “1st country.”

If more than three countries join, please create additional pages.

|  |  |  |  |
| --- | --- | --- | --- |
| Given Name |  | Family Name |  |
| Organization |  | Department |  |
| Division |  | Title/Position |  |
| Telephone No. |  | Email |  |
| Mailing Address |  |

**Professional education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | Year/Period of study | Field of study | Degree and year of completion |
|  |  |  |  |

**Professional Positions held**

|  |  |
| --- | --- |
| Year  | Position |
|  |  |

**Professional Distinctions and memberships**

|  |  |
| --- | --- |
| Year  | Distinction / Membership |
|  |  |

 **Key publications – List of the past 5 years**

(2nd country name) Research Leader’s CV (including a publication list of the past 5 years) max 2 pages

|  |  |  |  |
| --- | --- | --- | --- |
| Given Name |  | Family Name |  |
| Organization |  | Department |  |
| Division |  | Title/Position |  |
| Telephone No. |  | Email |  |
| Mailing Address |  |

**Professional education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | Year/Period of study | Field of study | Degree and year of completion |
|  |  |  |  |

**Professional Positions held**

|  |  |
| --- | --- |
| Year  | Position |
|  |  |

**Professional Distinctions and memberships**

|  |  |
| --- | --- |
| Year  | Distinction / Membership |
|  |  |

**Key publications – List of the past 5 years**

(3rd country name) Research Leader’s CV (including a publication list of the past 5 years) max 2 pages

|  |  |  |  |
| --- | --- | --- | --- |
| Given Name |  | Family Name |  |
| Organization |  | Department |  |
| Division |  | Title/Position |  |
| Telephone No. |  | Email |  |
| Mailing Address |  |

**Professional education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | Year/Period of study | Field of study | Degree and year of completion |
|  |  |  |  |

**Professional Positions held**

|  |  |
| --- | --- |
| Year  | Position |
|  |  |

**Professional Distinctions and memberships**

|  |  |
| --- | --- |
| Year  | Distinction / Membership |
|  |  |

**Key publications – List of the past 5 years**

Form-4E

**Research Team**

To enhance research capacity in the region and nurture early career researchers(ECRs), e-ASIA JRP encourages projects to involve early career researchers (who has completed his/her doctoral degree in the last 10 years) and predoctoral researchers in international collaborative research activities. Please put a tick mark “✓” in the column of ECR if applicable.

(1st country name) Researchers in Research Team

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Organization, Division | Title | Degree | Specialty | ECR |
| (Leader) | 　 |  | 　 | 　 |  |
| 　 | 　 | 　 | 　 | 　 |  |
| (Researchers) | 　 |  | 　 | 　 |  |
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| 　 | 　 |  | 　 | 　 |  |

(2nd country name) Researchers in Research Team

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Organization, Division | Title | Degree | Specialty | ECR |
| (Leader) | 　 |  | 　 | 　 |  |
| 　 | 　 | 　 | 　 | 　 |  |
| (Researchers) | 　 |  | 　 | 　 |  |
|  |  |  |  |  |  |
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(3rd country name) Researchers in Research Team

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Organization, Division | Title | Degree | Specialty | ECR |
| (Leader) | 　 |  | 　 | 　 |  |
| 　 | 　 | 　 | 　 | 　 |  |
| (Researchers) | 　 |  | 　 | 　 |  |
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Form-5E

**Descriptions of the Cooperative research project**

(Please refer to the evaluation criteria in the guideline. References should be listed at the end of this section with max 1page.)

1. Research Background and Goal (including ongoing research activities and special strengths of each research groups) max 1 page

2. Approach (describe clearly the technical approach how the project will address the issues to be solved) max 2 pages

3. Expected Outcome (scientifically as well as in terms of relevance for industry and society (esp. how to contribute to requirements from society and how to reach such requirements)) max 1 page

4. Synergy of the Joint Research Activity (including how the groups complement each other, expected added value from the proposed joint project) max 1 page

5. Research Plan (Itemize the specific research activities done by each team each year. The targets to be achieved and the role of each team should be included. Description for each team may not exceed 2 pages, respectively.)

(1st country name) side (max 2 pages)

(Start date of the cooperative project )

1st Year

2nd Year

3rd Year

(2nd country name) side (max 2 pages)

(Start date of the cooperative project )

1st Year

2nd Year

3rd Year

(3rd country name) side (max 2 pages)

(Start date of the cooperative project )

1st Year

2nd Year

3rd Year

Form-6E

**Research Networking Plan**

Please describe clear plan for joint workshops, researcher exchanges, purposes of exchanges and expected outcome through these activities. It is strongly advised to hold a kick-off meeting participated by all countries to strengthen mutual understanding upon a beginning of the project. max 2 pages

Form-7E

**Plan to Nurture Early Career Researchers**

e-ASIA JRP encourages project teams to involve early career researchers and predoctoral researchers in international collaborative research activities. Please describe clear plan such as activities and research team formation which intends to nurture junior researchers in the project. The definition of early career researchers is researchers who completed his/her Ph.D. within the last 10 years. Max 1 page.

For Japanese applicant, it is advised to consider accepting students from e-ASIA countries through the Japanese Government (MEXT) Scholarship
Program reserved for e-ASIA JRP.For more detail, please see below URL for 2022 application as an example.

https://www.mext.go.jp/a\_menu/koutou/ryugaku/1423055\_00007.htm (Available only in Japanese)

Form-8E

**Budget plan for the project**

Please write down “Direct expense” and “Total Budget” and choose “Acceptable Funding Modality”. Please consult with your own country’s funding agency regarding “Overhead expense” since rules may differ from country to country.

|  |  |  |  |
| --- | --- | --- | --- |
|  | (1st country name) | (2nd country name) | (3rd country name) |
| Total Direct expenses  | (In local currency) |  |  |  |
| (In USD) |  |  |  |
| Total Budget | (In local currency) |  |  |  |
| (In USD) |  |  |  |
| Acceptable Funding Modality (\*) (\*\*) | Choose one | Choose one | Choose one |

**(\*) Please indicate one funding modality (combination) acceptable for you from drop-down lists. Please be sure that your choice is consistent with the possible funding modality proposed by the Member Organization from your country, shown in Section II “Support/ Funding Modality” in the call guideline.**

New: If you request new budget from the Member Organization (funding agency from your country that participate in the e-ASIA JRP) for a proposed project (either new or additional).

Re-budget: If you have already received funds from the Member Organization and want to reallocate from one spending category to a proposed project under the e-ASIA JRP.

In-kind: If you have available funds by your own for a proposed project under the e-ASIA JRP although the Member Organization will provide no additional fund.

**(\*\*) If you choose combination such as “New or In-kind” or “New or Re-budget”, the priority of funding modalities in descending order is New (1st), Re-budget (2nd), and In-kind (3rd). Lower priority is considered only when your proposal dropped from selection with higher priority.**

For example, if you choose “New or In-kind”, your proposal may have an opportunity to be reviewed and adopted with “In-kind” funding modality even after being dropped from the selection with “New” funding modality.

**Budget Plan**

(1st country name)-side (indicate local currency)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 　 | 　 | 1st Year | 2nd Year | 3rd Year | Total |
| Direct Expenses | facilities, equipment and consumables |  |  |  |  |
| Travel |  |  |  |  |
| Salaries for researchers, PhD students, post-docs, etc |  |  |  |  |
| Others |  |  |  |  |
| Total Amount in Direct Expenses |  |  |  |  |
| Overhead Expenses (percentage may vary by countries) |  |  |  |  |
| Total Budget (including. Direct and Overhead Expenses） |  |  |  |  |

(2nd country name)-side (indicate local currency)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 　 | 　 | 1st Year | 2nd Year | 3rd Year | Total |
| Direct Expenses | facilities, equipment and consumables |  |  |  |  |
| Travel |  |  |  |  |
| Salaries for researchers, PhD students, post-docs, etc |  |  |  |  |
| Others |  |  |  |  |
| Total Amount in Direct Expenses |  |  |  |  |
| Overhead Expenses (percentage may vary by countries) |  |  |  |  |
| Total Budget (including. Direct and Overhead Expenses） |  |  |  |  |

(3rd country name)-side (indicate local currency)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 　 | 　 | 1st Year | 2nd Year | 3rd Year | Total |
| Direct Expenses | facilities, equipment and consumables |  |  |  |  |
| Travel |  |  |  |  |
| Salaries for researchers, PhD students, post-docs, etc |  |  |  |  |
| Others |  |  |  |  |
| Total Amount in Direct Expenses |  |  |  |  |
| Overhead Expenses (percentage may vary by countries) |  |  |  |  |
| Total Budget (including. Direct and Overhead Expenses） |  |  |  |  |

# Form 9E

**Research Infrastructures and Funds from other sources**

(1st country name) side

(1) Inventory of relevant equipment

(2) Fund from other sources (including the e-ASIA JRP Member organizations) that support the existing on-going activities. If you do not have these sources, no need to write.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Source | Research Title | Research Period | Total Amount of Grant (currency to be specified) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| How proposed research cooperative project will be related to these on-going activities |

 (2nd country name) side

(1) The inventory of relevant equipment

(2) Fund from other sources (including the e-ASIA JRP Member organizations) that support the existing on-going activities. If you do not have these sources, no need to write.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Source | Research Title | Research Period | Total Amount of Grant (currency to be specified) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| How proposed research cooperative project will be related to these on-going activities |

 (3rd country name) side

(1) The inventory of relevant equipment

(2) Fund from other sources (including the e-ASIA JRP Member organizations) that support the existing on-going activities. If you do not have these sources, no need to write.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Source | Research Title | Research Period | Total Amount of Grant (currency to be specified) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| How proposed research cooperative project will be related to these on-going activities |