

**K. MATSUSHITA FOUNDATION**  
**2022 Research Grant - Application Guidelines -**  
**Areas of research: Humanities and social science**

**(I) Targeted Research**

**1. Areas of Research**

Research activities in the areas of humanities and social science which are expected to contribute to achieving the goal of the Foundation, by

- promoting “international understanding” by solving various issues which exist between Japan and other nations
- promoting “co-existence of nature and mankind”

The research is required to have global perspective and be based on high social and academic demand. Pioneering researches based on creative ideas are highly welcome.

**(Ineligible researches)**

- Researches aimed at making profit
- Researches which are considered to be actually completed.
- Researches which require a huge amount of research expenses
- Researches whose period is less than 6 months in the grant period

**2. Eligibility and Conditions**

- Students enrolled in a doctoral program and researchers within five years after finishing a doctoral program (Eligibility is determined according to the position at the time of application)
- Individuals who have not previously received any grants from the Foundation
- Individuals who reside in Japan
- Individuals who do not belong to graduate schools, organizations, research institutions, etc. located outside Japan.

## **(II) Outline of the Grants**

### **1. Number of Grant Recipients**

Approx. 40-50 students and researchers

### **2. Amount of Grants**

- Maximum amount of grant per student/researcher is 500,000 yen.
- The amount of each grant will be assessed by the content of research plan and the rationality of its budget.

### **3. Term of Grants**

- Term of grants shall be one year from October 1, 2022 to September 30, 2023.

### **4. Use of Grants**

- Grants are to be used for expenses necessary in carrying out research plans, and expenses shall be itemized in accordance with the List of Items of Expenditures in a separate page. The amount requested and the itemized budget should always match with each other.

### **5. Main Duties of the Recipients**

- The recipient of the grant shall submit a pledge to the Foundation at the start of the program, and within 1 months after the end of the grant period, he / she shall submit a report on the process and the results of the research as well as an accounting report. In case valid reports are not submitted within 6 months after the grant period, we request the recipient to return full amount of grant he / she had received.
- In case the expense exceeds 10,000 yen, receipts should be attached to the financial report. Receipts for expenses less than 10,000 yen shall be saved by the end of the grant period in case that the Foundation request to submit.
- Surplus must be returned to the Foundation.
- Please note that the process and results of the research will be made public through the website of the Foundation.

## **(III) Selection method and Criteria for screening**

### **1. Screening method**

- Careful and fair screening will be conducted by the screening committee in mid-July, 2022.

### **2. Notice of the result**

- The results will be informed the applicants by e-mail by the beginning of August, 2022. Please understand that the Foundation will not respond to any inquiries regarding the results.

### 3. Criteria of Screening

In screening, we focus on researches in the areas of humanities and social science which meet the following criteria:

- 1) Research which is in line with the objectives and activities of the Foundation
- 2) Research which has high social and academic importance
- 3) Research which is creative and pioneering
- 4) Research which will be carried out by highly motivated and competent researchers and with excellent research plans and setups
- 5) Research with rational and appropriate budget plan.

## (IV) Application Procedures

### 1. Register the applicant information and acquire a “Reference Number”

Please access the applicant information registration site at the following URL to acquire a “Reference Number.”

<https://matsushita-konosuke-zaidan.or.jp/system/src/form/application.php?mode=2>

### 2. Download the application forms

Please download the application forms from the following URL.

<Application form / Recommendation>

[https://matsushita-konosuke-zaidan.or.jp/en/works/research/data/kj\\_sui\\_e.doc](https://matsushita-konosuke-zaidan.or.jp/en/works/research/data/kj_sui_e.doc)

<Application form-attachment>

[https://matsushita-konosuke-zaidan.or.jp/en/works/research/data/kj\\_shin\\_e.doc](https://matsushita-konosuke-zaidan.or.jp/en/works/research/data/kj_shin_e.doc)

### 3. Fill in the application documents

Please fill in the forms in either Japanese or English.

**Do not fail to fill in the “Reference Number”** on each sheet of the application documents.

**(Application forms without Reference Number is INVALID.)**

#### Notes:

**Application Form:** Fill in each item on the application form.  
Provide an e-mail address to be reached during the screening period (July - September).

**Attachment No.1-3:** Explain the outline of the research.  
Try to write in a way which can be easily understood by the members of the screening committee with different areas of expertise.

Please use the designated font size and do not add pages.

- Attachment No.4:** Fill in a summary of your Master thesis. In case you do not have a Master thesis, provide a summary of an alternative thesis.  
Please use the designated font size and do not add pages.
- Attachment No.5:** **【Details of Expenditure】** should include only expenses from the grant of K. Matsushita Foundation. The total amount should be equivalent with the “amount of grant requested” indicated on the Application Form. Please clearly explain the purpose of expenditure and the background of calculation in relation to the research plan.  
Please refer to the "Items of Expenditures" on the last page of the guidelines in filling in this form.
- Attachment No.6:** Please provide the name of a recommender who is a specialist in the area of your research theme. The recommender should be a person who writes a letter of recommendation.
- Recommendation:** The letter of recommendation needs signature or seal of the recommender. English recommendations can be written in a different format (including letter format), but must not exceed two pages and Reference Number should be indicated in the upper right corner.

#### 4. Submit the application documents

Please send the following documents **by post (as “ordinary registered mail” or “simplified registration”)** and make sure that the following documents must be arrived at K.Matsushita Foundation Osaka office by May 10, 2022.

1) “Application Form”

After filling in all the necessary items and printing out, **sign or put your seal.**

2) “Letter of Recommendation” \*

Please prepare a letter of recommendation written and **signed by a recommender** (or with a seal of a recommender).

3) “Application Form –Attachment No.1-6”

Please fill in all the necessary items in word format.

\* “Recommendation” letter can be sent by post (as “ordinary registered mail” or “simplified registration”) in case the recommender prefers to send it directly to the Foundation. In that case, please prepare a dummy file which indicates that the Letter of Recommendation will be sent by a recommender separately when you send the documents.

**\* Notes**

Following documents are not acceptable. (will be excluded from the screening process)

- Documents with added pages
- Documents in a different format instead of the one specified, or those written in smaller font than the designated font size.
- Documents whose contents are not shown properly when printed out in A-4 size
- Documents in which necessary items are not filled in.

As the application documents will not be returned once submitted, please make sure to save a copy before submission.

If you are selected as a recipient of this grant, you cannot receive any scholarship or grant offered by K. Matsushita Foundation during the year you receive the grant.

**5. Application period:**

**April 1 (Fri) ~ May 10 (Tue), 2022**

\* Please send the following documents by post (as “ordinary registered mail” or “simplified registration” ) and make sure that the following documents must be arrived at K.Matsushita Foundation Osaka office by May 10, 2022.

(Application documents sent by E-mail are not acceptable. It will be automatically excluded from the screening process.)

**6. Inquiries for Application:**

If you have any inquires about application, **please ask by E-mail** to the following address.

Please **indicate your Reference Number** if you have already acquired it.

The Foundation office will be closed from April 29 to May 5, 2022 for Golden Week holidays.

As our response may delay due to rush of inquires after the holidays, please contact us before the holidays if possible.

**K. MATSUSHITA FOUNDATION**

**Osaka Office**

1006 Kadoma, Osaka 571-8501, Japan

**E-mail: [grants@gg.jp.panasonic.com](mailto:grants@gg.jp.panasonic.com)**

## Items of Expenditure

Items	Explanations
(1) Personnel	
Reward / payment to cooperators	Rewards to cooperators for their advice and cooperation.
Reward / payment to assistants	Rewards to staff temporarily employed to assist your research including drivers, those engaged in data input work, etc.
(2) Travel	
Domestic	Transportation and accommodation expenses required for a trip (for survey, attendance to conference, etc.) which exceeds 100 km one way.
Overseas	Miscellaneous expenses including overseas travel insurance.
(3) Survey / Equipment	
Contract survey	Expenses incurred by contracting questionnaire surveys, data collection, etc.
Computer software	Expenses including development of computer programs, data processing, computer rental fee and program rental fee.
(4) Documents & copying	
Purchase of books, Materials, etc,	Expenses for purchasing books and thesis, etc. Expenses for purchasing recording media such as films, tapes, and disks.
Printing / Copying	Expenses for printing questionnaire and data collection forms, etc. and for copying books.
(5) Conference	
Rent for a venue	Rental fee of the space used for conferences.
Miscellaneous	Refreshments and lunch served at the conference, communication expenses, etc.
(6) Communication / Transportation	Transportation expenses required for research activities (trips within 100 km one way), communication expenses and expenses for transporting equipment
(7) Consumables	Office supplies and consumables.
(8) Miscellaneous	Expenses which are not included in any of the above items. Translation expenses, proofreading expenses, stenography expenses, gifts to survey respondents, gifts to organizations surveyed, maintenance expenses for equipment and fixtures, attendance fee to conferences and other expenses.

### The following expenses are not accepted:

- Personnel / living expenses and tuition fee of a researcher
- General operating expenses required for managing research organizations
- Expenses required for printing reports, issuing publications, holding symposiums, etc.
- Expenses to attend an academic conference held outside the country of residence
- Expenses to purchase equipment including personal computers, photo equipment, visual equipment, copying equipment and printing equipment, etc.

\*Grant will be transmitted to the bank account of the recipient. It cannot be transmitted to the institution, or universities the recipient belongs to.