

“Yamada Research Grant 2012”
Direction for Grant Provision

Table of Contents

1.	On the “Yamada Research Grant”	p.3
2.	Implementation of the Grant Research	p.3
2.1.	The Schedule, Paperwork Procedure, and List of Documents to be Submitted	p.3
	(1) The Schedule and the Flow for the Paperwork Procedure	p.3
	(2) Starting and Completing the Grant Research	p.3
	(3) The Relationships between the Schedule, the Contract Date, and the Receiving Dates, etc.	p.3
	(4) When proceeding with the Grant Research	p.3
	Table 1. The Schedule, Paperwork Procedure, and List of Documents to be Submitted	p.4
	Table 2. Other procedures as needed and list of documents to be submitted	p.5
2.2.	Provision for the Grant	p.5
	(1) Procedure for Applying for the Grant	p.5
	· List of Documents to be Submitted for the Application	p.5
	(2) The Timing when the Grant will be Provided	p.5
	(3) Method by which the Grant will be provided	p.5
2.3.	The Accounting for the Grant	p.6
	(1) Expenses to be Covered by the Grant	p.6
	(2) Points to Note when Handling Accounting Works	p.6
	① The Use of the Grant	p.6
	② Method of Sorting the Accounting Matters	p.6
	③ Payment Method of the Expenses to be Covered by the Grant	p.6
	④ Method of Submission	p.6
	(3) Points to Note for Major Expense Categories	p.6
	① Machine Equipment Cost	p.6
	② Personnel Expenses	p.6
2.4.	Matters Related to Reporting and Documents to be Submitted	p.7
	(1) Documents Mandatory to be Submitted for Implementing the Grant Research	p.7
	· Whole Set of Documents to be Submitted at Final Report and Final Report Dissertation Format for “Yamada Research Grant 2012” (Article 16 in the Outline for Grant Provision)	p.7
	(2) Document to be Submitted for Each Case	p.8
	① Application Form for Changes for the Grant Research for “Yamada Research Grant 2012” (Article 11 in the Outline for Grant Provision)	p.8
	② Grant Research Cancellation (Discontinuation) Approval Application Form for “Yamada Research Grant 2012” (Article 13 in the Outline for Grant Provision)	p.8
	③ Report on Delay of the Grant Research, etc. for “Yamada Research Grant 2012” (Article 14 in the Outline for Grant Provision)	p.8
	④ Other Change Notices	p.8
	(3) Method of Submitting the Report	p.8
3.	Paperwork After Completion of the Grant Research	p.9
4.	Disciplinary actions for Inappropriate or Illegal Actions	p.9
Appendix	List of Evidential Documents	p.10

1. On the “Yamada Research Grant”

The purposes of this Grant are to contribute to the advancement of preventive medical researches, cosmetic and dermatology researches, honeybee fundamental scientific researches, and apicultural technology development researches. We hope to scientifically prove the usefulness of honeybee products which have been claimed traditionally. We will support the researching activities implemented by the young researchers, by providing granting aid as a part of expenses required.

The applicants* who receive this grant are required to adequately conduct the research, as well as subject to the following restrictions based on the “Yamada Research Grant 2012” Outline for Grant Provision.

- (1) Responsibility for research accomplishment
- (2) Restrictions on the use of the grant
- (3) Restrictions for changing the research plan or discontinuing the research
- (4) Submitting various reports
- (5) Preparing the account book and submitting the book and the evidential documents

* “The applicant” refers to the person who has applied for the “Yamada Research Grant” and has been accepted as the recipient of the grant.

2. Implementing the Grant Research

2.1 The Schedule for the Grant Research, financial report and List of documents to be submitted

- (1) The Schedule and the financial report

As described in table 1.

- (2) Starting and Completing the Grant Research

The research to be covered by the grant would be started from October 1, 2012 after having received a notification of being accepted as the recipient for the grant from the Yamada Apiculture Center Inc. The experiments performed before the starting date will not be covered by the grant. The researches which will take one year have to be completed by September 30, 2013. The applicant who wishes to conduct the research for over a year must submit a copy of the Grant Research Implementation Status Report (Appended Form 9) as for the revised implementation status. The necessity for the continuance of the research, and the revised research period scheduled concerning end date to the Yamada Apiculture Center, Inc. by October 20, 2013, and receives the intermediate examination.

- (3) The Relationships between the Schedule, the Contract Date, and the Receiving Dates, etc.

The expenses to be covered by the grant are those for orders, deliveries, and payments made during the contracted research period (October 1, 2012—September 30, 2013 for the research for one year). Those expenses to be paid after the completion of the period will not be covered by the grant.

- (4) When proceeding with the Grant Research

The applicant is required to make close communication with the research supporting persons and the persons responsible for the accounting works. The applicants are required to be especially careful when handling accounting matters such as processing or storing related documents (accounting slips, evidential documents, etc.). Should there be any deficiency in the evidential documents, the applicants may not be included as the new candidates for the grant recipient the following year, and be requested to return some of the grant already provided. Please note that when any problem occurs regarding the implementation of the research, especially when it is necessary to change the descriptions made upon the grant application form, it is required that the recipient makes close communication with Yamada Apiculture Center Inc., and

then makes the necessary procedures based on the result of discussions made with Yamada Apiculture Center Inc.

Table 1. The Schedule, Paperwork Procedure, and List of Documents to be Submitted

Year. month	Yamada Apiculture Center, Inc.	Applicant	Documents to be submitted by the applicant	Number of copies	Due date
2012. 9	◦ Informal notification of grant provision	◦ Application for grant provision ◦ Submission of Grant Research Plan Document ◦ Submission of Promissory Letter	◦ Application Form for “Yamada Research Grant 2012” (Appended Form 1) ◦ Research Plan Document for “Yamada Research Grant” (Exhibit of Appended Form 1) ◦ Promissory Letter for “Yamada Research Grant” (Appended Form 2) ◦ The Bank Transfer Account Notice for “Yamada Research Grant” (Appended Form 3 or the prescribed form of the Institutional Affiliation)	1 1 1 1	In early September (by e-mail) In mid-September (by post)
10	◦ Notification of Grant Provision for “Yamada Research Grant 2012” (◦ Submission the donation application form) ◦ Announcement of the grant recipients	◦ Grant provision ceremony ◦ Official Start of the research			
11	◦ Provision the grant research fee (bank transfer) and test sample(s)				
12	(◦ Reporting session 2011)				
2013.5		◦ Submission of Interim Report ^{※1}	◦ Interim Report for “Yamada Research Grant 2012” (Appended Form 9) ◦ The Payment Details for “Yamada Research Grant 2012” (Appended Form 8)	1 1	The application deadline for the “Yamada Research Grant 2013”
2013.9 10		◦ Completion of the research ◦ Submission of Final Report ^{※2}	◦ Complete set of documents for Final Report for “Yamada Research Grant 2012” (Appended Form 7, Exhibit, and Final Report format) ◦ The Payment Details for “Yamada Research Grant 2012” (Appended Form 8)	1	
11-12	◦ Reporting session 2012	◦ Making presentations at the reporting session ^{※2}			October 20

※1 : The applicant who will conduct the research for over one year should submit the Interim Report (Appended Form 9), The Payment Details (Appended Form 8) and supporting evidence by both e-mail attachment (electronic copy) and post (official and original signed documents) by the application deadline for following year and the advisability of continuance should be judged.

※2: The applicant who will conduct the research for over one year should submit the Complete set of

documents for Final Report by October 20 after the end of your research period.

※3 : The applicant who will conduct the research for over one year should make either an oral presentation or a poster presentation to report on progress at the annual reporting session.

Table 2. Other procedures as needed and list of documents to be submitted

	Category	Number of copies	Format	Due date
(a)	Application Form for Changes for the Grant Research	1	Appended Form 4	To be submitted every time when the applicant intends to significantly change the contents of the research or the distribution of the expenses.
(b)	Change notices for various changes (applicant, organization, address, applicant's seal)	1	Exhibit of Appended Form 4	To be submitted each time without delay.
(c)	Grant Research Cancellation (Discontinuation) Approval Application Form	1	Appended Form 5	To be submitted every time when the applicant intends to cancel or discontinue the grant research.
(d)	Report on Delay of the Grant Research, etc.	1	Appended Form 6	To be submitted in a prompt manner, every time when it has become clear that the grant research will not be completed by the end of the scheduled period, or when it has become difficult to implement the grant research.

2.2 Provision the Grant

The grant will be provided for the approved amount based upon the decision made by the grant examination committee.

(1) Procedure for Applying for the Grant (Exhibit of Appended Form 1)

The applicants can apply for the expenses that will be required for the FY based on the research plan created for the grant amount described upon the Informal Notification for the Provision of the Grant for "Yamada Research Grant 2012". The applicants are required to submit the set of documents described below. The applicant who intends to receive the continuing grant after the first year should submit the set of documents described below after submitting the documents described at "2.4 Preparation and submission of documents" and getting through the intermediate examination.

List of Documents to be Submitted for the Application

- Grant Application Form for "Yamada Research Grant 2012" (Appended Form 1)
 - Grant Research Plan Document for "Yamada Research Grant 2012" (Exhibit of Appended Form 1)
 - Promissory Letter for "Yamada Research Grant 2012" (Appended Form 2)
 - Attached documents: estimate sheets or copies of the estimate sheets, certificates of the specifications and the prices of the purchased products as substitutes for the estimate sheets
- ※ In the case where the applicant is unable to submit all documents at the same time, he/she should notify Yamada Apiculture Inc. to that effect and submit the documents as quickly as possible.

(2) The Timing when the Grant will be Provided

After the set of documents submitted for application have been received and the grant has been formally determined to be provided, the applicant will be informed of such formal decision. The formal Certificate of the Grant will be provided at the Grant Provision Ceremony. The grant will be provided by the end of the

following month when the provision notification had been made in. The Applicant who conducts a clinical trial should provide the result of ethics committee by the end of the month subsequent to the applicant's notification to the Yamada Apiculture Center, Inc. about the approval of the Ethics Committee of an organization which the Applicant belongs to or an experiment facility. We will reimburse the set cost after receipt of support documents (receipts, presentation summaries, paper prints from submissions) at Yamada Apiary HQ.

(3) The Method by which the Grant will be Provided

The grant will be provided by making bank transfer to the deposit account at the financial institute specified by the applicant on the Bank Transfer Account Notice for the Grant (Appended Form 3).

2.3 The Accounting for the Grant Research

The grant researchers are required to book the payment details (Appended Form 8) as an account ledger, to clearly describe the usage of the grant, to organize the evidential documents (receipts, packing slips, etc.), and to keep them for 2 years after the completion of the grant research.

(1) Expenses to be Covered by the Grant

The expenses necessary for implementing the grant research, approved by the Yamada Apiculture Center, Inc. to be necessary and appropriate. (Reference: Exhibit of the Outline for Grant Provision)

(2) Points to Note when Handling Accounting Works

① The Use of the Grant

The grant must not be used for any other purpose than those described in the research plan document.

② Method of Sorting the Accounting Matters

For expenditure report, please book the payment details (Appended Form 8) attached the evidential documents (receipts, packing slips, etc.) in the order corresponding to date of payment.

③ Payment Method of the Expenses to be Covered by the Grant

Please make the payments for the expenses to be covered by the grant by bank transfer.

(a) Please make sure not to make the payments for the expenses subject to be covered by the grant by cash payment, payment combined with those for other transactions, or by endorsing bills.

(b) When making the payment by check, please make sure to issue a check for the expenses subject to be covered by the grant individually.

④ Method of Submission

Please submit the payment details (Appended Form 8) attached the evidential documents (receipts, packing slips, etc.) with the final report.

(3) Points to Note for Major Expense Categories

① Machine Equipment Cost

(a) When purchasing machine equipments for implementing measurements, analysis, assessments, etc., please make sure to implement acceptance inspection for the object immediately after delivery. In the case of more than 100,000 yen, please submit the packing slip and the photograph of the equipment certifying the completion of registration process for the institutional affiliation (the photograph of the overview image and the site showing registry number, etc.), together with the documents described in (2)-④.

(b) When the quantity was described as "one set", make sure to show a breakdown of the "set".

② Personnel Expenses

(a) Only the expenses for the direct work time for those directly engaged in the research development can be covered.

* The expenses for the travel time for business trips will not be covered.

(b) The hourly payroll is limited to 5,000 yen per person, and total working hour should not exceed 1,500 hours per person.

③ Travel Expenses and Paper Submission Fees related to participation in Conferences or other events

(a) We will provide the following set reimbursement for costs after receipt of support documents (receipts, presentation summaries, paper prints from submissions) at Yamada Apiary HQ.

(b) The limit for reimbursement for travel expenses for participation in Conferences and other events are set at 50,000 yen per person for conferences/presentations in Japan and 200,000 yen per person for international conferences/presentations. The limit for submission of an academic paper is at 150,000 yen per paper for English language publications and 50,000 yen per person for Japanese language publications.

2.4 Preparation and submission of documents

The applicants shall submit the report documents and notification documents listed below during the period starting from the grant research commencement date until the completion date of the grant research. (Please note that any breach of the reporting requirement may result in disciplinary action to order the recipient to return the grant.)

The applicants are requested to submit the reports based on the Outline for Grant Provision; these reports are categorized into those that mandatory to be submitted for when implementing the grant research (1), and those that are to be submitted each time for each event (2).

(1) Documents Mandatory to be Submitted for Implementing the Grant Research

• Whole Set of Documents to be Submitted at Final Report and Final Report Format for “Yamada Research Grant 2012” (Article 16 in the Outline for Grant Provision)

Please submit a copy of the Whole Set and Final Report Format to the Yamada Apiculture Center, Inc. within fifteen (15) days counting from the date of the study completion or by October 20, 2013, whichever comes earlier. The applicant who will conduct the research for over a year should submit a copy of the Grant Research Implementation Status Report for the Grant (Appended Form 9), the Payment Details (Appended Form 8), and the evidential documents (receipts, packing slips, etc.) to Yamada Apiculture Center, Inc. by October 20, 2013 and submit “the whole set” by October 20 of the year of the study completion. For the status of subsidized research as of May of this year, research planned to be completed by September this year, and research plans for the following year (October 1 - September 30) and the need for continued research, if the period of research exceeds 1 year, submit part 1 of the Status Report (Form 9) and Payment Statement (Form 8) and copies of supporting evidence for 2012 Yamada Apiary Honeybee Research Grants by the public deadline for 2013 funding, and submit the following documents by the end of the research period, October 20. The details for the whole set are as listed below.

- Final Report on the Grant Research for “Yamada Research Grant 2012” (Appended Form 7)
- Grant Research Result Report for “Yamada Research Grant 2012” (Exhibit of Appended Form 7)
- Final Report for “Yamada Research Grant” on the accomplishment for the grant research (Final report format)
- Payment Details (Appended Form 8)
- evidential documents (receipts, packing slips, invoice, etc.) ※ See “Appendix: List of Evidential

Documents” on page 10.

The applicant who has any objection for the contents of the Informal Notice is able to withdraw the application. Please submit a notification of such effect (in any format) to Yamada Apiculture Center, Inc. within fourteen (14) days counting from the day when the subject Notice had been received.

The methods of writing the “Final Report for Yamada Research Grant on the accomplishment for the grant research” are as described below.

- (a) Please write on the final report format specified by Yamada Apiculture Center Inc.
 - Format file name: “Final report format.doc” (Microsoft Word)
 - Do not change the format (font type, point size, etc.)
- (b) Please describe the purpose, the method, and the results, etc. of the research in approx. 40,000 characters (including charts and photographs).
- (c) Please submit the complete data (completed version) attached to e-mail or by post as CD-R. The proofreading will not be performed.
- (d) Please include the charts and photographs, etc. in the body text (do not list them at the end of the paper).
- (e) i) The final report should be written in Japanese. *Only the applicants from overseas can write in English
 - ii) Notes for the charts and photographs, etc. are as follows;
 - Please avoid using charts with white descriptions on black backgrounds.
 - Please select photographs, etc. with sharp contrast in color or those with clear shades.
 - iii) If the applicant is using Windows Vista, he/she is requested to change the document version to those corresponding to Windows XP before saving it. After you have saved the document, please make sure to check that there is no garbled character.

(2) Documents to be Submitted for Each Case

As necessary, the applicant should submit one copy of the documents①-④ listed below to Yamada Apiculture Center, Inc. promptly.

- ① Application Form for Changes for the Grant Research for “Yamada Research Grant 2012” (Article 11 in the Outline for Grant Provision, Appended Form 4)

When the applicant intends to change the contents of the grant research or the distribution of the expenses, he/she is required to discuss the matter with Yamada Apiculture Center, Inc. in advance. Slight changes (those corresponding to the conditions described in any of the items of Article 12 in the Outline for Grant Provision) do not require any specific procedure.
- ② Grant Research Cancellation (Discontinuation) Approval Application Form for “Yamada Research Grant 2012” (Article 13 in the Outline for Grant Provision, Appended Form 5)

When the grant research becomes impossible to be continued, discontinued during the course, or cancelled due to some reason, please make sure to discuss the matter with the Yamada Apiculture Center, Inc. in advance.
- ③ Report on Delay of the Grant Research, etc. for “Yamada Research Grant 2012” (Article 14 in the Outline for Grant Provision, Appended Form 6)

When it has become difficult to complete the grant research by September 30 of the scheduled year of the study completion, or when the implementation of the grant research has become difficult, the applicant should notify the matter by submitting the document with the reason clearly described, and wait for the instruction from the Yamada Apiculture Center, Inc.

④ Other Change Notices (Exhibit of Appended Form 4)

Please submit this document when there had been any change for the applicant, organization, address, or the title of the applicant.

(3) Method of Submitting the Report

The reports listed in (1) and (2) should be submitted to the Yamada Honeybee Information Center, Institute of Bee Products and Health Science, the Yamada Apiculture Center, Inc. to the following address or e-mail address either by post or e-mail.

- E-mail address to submit the reports: bee-lab@yamada-bee.com
- Address: 194 Kagamino-cho Ichiba, Tomada-gun, Okayama, 708-0393

3. Paperwork After Completion of the Grant Research

Upon receiving the final report for the grant research from the applicant, the Yamada Apiculture Center, Inc. will make a survey based on the Outline for Grant Provision as for whether the grant research had been implemented as planned, whether the original purpose had been achieved, and whether the grant had been used in an adequate manner, etc. If the grant research is identified to have been inadequate for the grant provided or not matching with the grant provision conditions, the applicant may be demanded to return some or the entire grant sum.

4. Disciplinary actions for Inappropriate or Illegal Actions

In general, grant provision is a unilateral contract made for the researcher of the Grant Research, which therefore makes it compulsory for the recipient to use the grant in an effective and adequate manner, and to make the reports, etc. described above. This implies that those recipients who have breached the following matters will have his/her grant provision decision taken back, be ordered to return the already paid grant, and in some cases, be ordered to pay the additional amount or the delinquent charge for the sum to be returned, and therefore the recipient must be careful enough not to call for such matter.

- (1) Using the grant for any other purpose than those described upon the plan document for the Grant Research
- (2) Breaches for the contents of the grant provision decision or the conditions for providing the grant
- (3) Breaches for the rules or the instructions made by the Governor based on rules
- (4) When any other fraudulent acts have been identified

Appendix: List of Evidential Documents

Item	Evidential Document
(1) Expenses for experiment materials	A copy of one of the following; packing slip , invoice, or bank transfer notification * Shipping cost cannot be included
(2) Expenses for machine equipments	① Pursuant to the provisions of “(1) Expenses for experiment materials”. ② In the case of more than 100,000 yen, the packing slip and the photograph of the equipment certifying the completion of registration process for the institutional affiliation (the photograph of the overview image and the site showing registry number, etc.)
(3) Expenses required for analysis consignment	① A copy of one of the following; consignment contract document, invoice, or bank transfer notification ② Consigned research report document
(4) Personnel expenses	① A document where the payment amount can be confirmed such as the payment regulation, pay statement, or bank transfer notification, etc. ② Payroll book (only the part for the subject person) ③ Work time report document (required descriptions: date, work time, name of person, work description, to be sealed by the manager) *The document is to be prepared monthly for each person
(5) Indirect expenses	① An invoice from the organization where the recipient belongs to, or an equivalent document ② A document that proves the payment
(6) Other miscellaneous expenses	① Pursuant to the provisions of “(1) Expenses for experiment materials”. ② An evidence for the payment other than (1) <ul style="list-style-type: none"> • A document describing the necessity of the expense (in free format). • Honorarium; request letter (invitation letter), a document which shows the basis for the unit price, such as an honorarium regulation, etc., a bank transfer notification, and a research result report document. * We basically do not accept making honorarium (travel expenses) payment in cash for the monitors, etc. Please make your payments by bank transfer. • Travel expenses; travel expenses regulation, a travel expense calculation form, a travel expense invoice, and a bank transfer notification. Business trip report document (when the business trip was made for an oversea country, the report is to be consisted of 10 pages or more) * Please note that fees for gifts you may bring for the business trips cannot be included into the travel expenses. • Conference costs ; an evidence for the payment, such as a receipt, etc. Abstract of your presentation. * Please note that fees for the proceeding, participation in exchange meeting, etc. cannot be included into the conference costs. • Meeting costs; an evidence for the payment, such as a receipt, etc. Meeting memo or report document, etc. • Article submission cost; a separate print of the article submitted. • Transfer fees