

# “Yamada Research Grant 2012”

## Outline for Grant Provision

(General Principle)

Article No. 1

The provision of the "Yamada Research Grant" (hereinafter referred to as "the Grant") will be implemented by the following Outline.

(Purpose of the Provisioning of the Grant)

Article No. 2

The purposes of the Grant are (1) to promote research and development activities implemented by the researchers, (2) to scientifically prove the usefulness of honeybee products which have been claimed traditionally, (3) to contribute in the advancement of preventive medical researches, cosmetic and dermatology researches, honeybee fundamental scientific researches, and apicultural technology development researches. We will provide a grant in aid as a part of the expenses required new and creative researches on useful natural materials such as honeybees and their products.

(Targeted Grantees)

Article No. 3

The "Applicant" described in this Outline refers to the person who has applied for the Grant and has received the Informal Notice for the Grant Provision (hereinafter referred to the "Informal Notice").

(Grant Target Researches)

Article No. 4

(1) "Grant Research" described in this Outline refers to the research described in the Grant Research Plan Document for the Grant (Exhibit of Appended Form 1, hereinafter referred to the "Research Plan Document").

(2) "Feasibility Study" (hereinafter referred to as "FS Study") in this Outline refers to the research described in the Research Plan Document, which will have the uniform grant amount of 500,000 Japanese yen provided. In this case, the research was not approved for funding because of its low feasibility. Note that FS Studies will be entitled for the same level of rights and duties for the provision of the Grant. The researches will be based on the Grant with the Grant Researches specified in the preceding section.

(Grant Target Expenses)

Article No. 5

The Grant will be provided for the expenses which are necessary for the applicants and the implementation of the creative researches for the useful natural materials such as honeybees and their products. Such target expenses are to fall into one of the expenses category described in Appendix, and are to be approved as being necessary and appropriate by the Yamada Bee Company, Inc. (such expenses are hereinafter referred to as "Grant Target Expenses").

(Applying for the Grant Provision)

Article No. 6

(1) The Applicant who agrees to the contents described in the Informal Notice and intends to receive the grant shall submit a copy for each of Grant Application Form for the Grant (Exhibit of Appended Form 1, hereinafter referred to as the "Grant Application Form"), the Research Plan Document (Appended Form 1), the Promissory Letter (Appended Form 2), and the Bank Transfer Account Notice for the Grant (Appended Form 3 or the prescribed form of the Institutional Affiliation) by the date specified separately to the Yamada Bee Company, Inc.

(2) Pursuant to Paragraph 2 of Article No. 16, the Applicant who intends to receive the continuing grant after the first year shall submit the document prepared by using Appended Form 9 and shall be approved by the examination committee and approved. He/she shall be approved for continuation. Application Form, the Bank Transfer Account Notice for the Grant, and the required documents (the Research Plan Document, the Promissory Letter, etc.) by the date specified separately to the Yamada Bee Company, Inc.

(Withdrawing the Application)

Article No. 7

When the applicant has any objection for the contents of or the conditions attached to the Informal Notice or the Grant Provision Notice, and intends to withdraw the application for the Grant or to revise the conditions unavoidably, he/she shall submit a notification of such effect (in any format) to the Yamada Bee Company, Inc. within fourteen (14) days counting from the day when the subject Notice had been received.

(Final Decision on the Provision of the Grant)

Article No. 8

When the Grant Application Form is submitted to the Yamada Bee Company, Inc. in a manner following the rules specified in the preceding section, the Yamada Bee Company, Inc. shall examine the contents, and when they are approved as appropriate and effective, will make its final decision for providing the Grant and make a notice to the subject Applicant.

(Provision of the Grant)

Article No. 9

(1) The Yamada Bee Company, Inc. shall provide the whole amount of the Grant determined to be provided by following the preceding section by the end of the following month of the completion of the grant provision procedure to the bank account specified by the Applicant for bank transfer. The same is applied for provision to FS studies. The Applicant who conducts a clinical trial shall be provided the Grant by the end of the month subsequent to the Applicant's notification to the Yamada Bee Company, Inc. about the approval of the Ethics Committee of an organization which the Applicant belongs to or an experiment facility. The Yamada Bee Company, Inc. shall provide set cost for Conference expenses, Travel expenses related to participation in Conferences and paper submission fees and other events by the end of the month following that in which supporting evidence (receipts or copy, presentation summaries, paper prints from submissions) have been

submitted to the Yamada Bee Company, Inc.

(2) Certificate of the Grant shall be provided at the Grant Provision Ceremony which is to be held by the Yamada Bee Company, Inc. In the case where the research period will be more than two years, the Certificate shall be provided only in the first year.

(3) The Applicants who have been determined to have the Grant provided shall attend the Grant Provision Ceremony described in the preceding section. In the case where the Applicant will be compelled to be absent from the Ceremony, his/her substitution shall attend the Ceremony.

(4) In principle, the Grant provided shall be used solely for the purpose described in the Research Plan Document.

#### (Provision of the Test Sample)

##### Article No. 10

(1) The Applicant who intends to have test samples provided shall clearly state the amount required and the reasons (purpose of use, grounds of amount, etc.) in the Grant Application Form when making the application, and receive those samples which the Yamada Bee Company, Inc. has approved to be necessary and appropriate.

(2) The Applicant who will conduct the research for more than one year shall clearly state the annual amount required in the entire research period and the reasons, in the Grant Application Form in the first year, and shall request in writing to the Yamada Bee Company, Inc. at the beginning of each fiscal year.

(3) The Applicants shall not use the test samples provided by the Yamada Bee Company, Inc. for any other purpose than to be used for the Grant Research.

4 The Applicants, the institutes where the Applicants belong to, and the Yamada Bee Company, Inc. shall not disclose, publish, or convert any of the technical or business confidential matters or know-hows of the partner acquired through the implementation of the Grant Research not only during the period while the Grant Research is being implemented but also for two (2) years after the completion of the research period.

#### (Changing the Contents of the Grant Research, Allocation of the Expenses, and the Applicant's Contact Information)

##### Article No. 11

(1) The Applicant who intends to change the contents of the Grant Research or the allocation of the expenses shall submit a copy of the Application Form for Changes for the Grant Research for the Grant (Appended Form 4) to the Yamada Bee Company, Inc. in advance and receive approval for the changes. Note that slight changes do not require having application forms submitted.

(2) The Yamada Bee Company, Inc., when providing approval as described in the preceding section, may attach conditions or may change the subject condition as necessary.

(3) When there has been any change in the organization where the Applicant belongs to, its address, or the Applicant's contact information, etc., the Applicant shall submit the Representative (Organization, Address) Change Notice (Exhibit of Appended Form 4) to the Yamada Bee Company, Inc. each time without delay.

#### (Slight Changes)

Article No. 12

(1) "Slight changes" referred in Paragraph 1 of the preceding section refers to changes in the quantity of the raw material, specifications of the machines, etc., and other detailed parts of the Grant Research which are so minor that they will not imply any impact upon the purpose of the Grant or the efficiency of the Grant Research.

(2) As for the allocation of the expenses, changes in the amount less than 100,000 Japanese yen shall be deemed to be slight changes.

(Cancellation or Discontinuation of the Grant)

Article No. 13

(1) The Applicant who intends to cancel or discontinue the Grant Research shall submit a copy of Grant Research Cancellation (Discontinuation) Approval Application Form for the Grant (Appended Form 5) to the Yamada Bee Company, Inc. in advance, and receive approval for the cancellation (discontinuation).

(2) When the cancellation has been approved by following the rules described in the preceding section, or when it is not expected that the Grant Research will be completed within the scheduled year, the Applicant shall submit a copy of the Whole Set of Documents at the Final Report on the Grant Research for the Grant (Appended Form 7, its exhibit and the Final Report Format for the Grant, hereinafter referred to as "the Whole Set of Documents to be Submitted at Final Report") and the Payment Details for the Grant Research for the Grant (Appended Form 8, hereinafter referred to as the "Payment Details") to the Yamada Bee Company, Inc. within fifteen (15) days counting from the date of the approval or by October 14 of the scheduled year of the research completion, whichever comes earlier.

(Report for the Delay of the Grant Research, etc.)

Article No. 14

When it is not expected that the Grant Research may be completed within the scheduled period or it has become difficult to implement the Grant Research, the Applicant shall submit a copy of Report on Delay of the Grant Research, etc. for the Grant (Appended Form 6) to the Yamada Bee Company, Inc. in a prompt manner, and wait for an instruction regarding the matter.

(Status Report)

Article No. 15

Whenever requested by the Yamada Bee Company, Inc., the Applicant shall submit a copy of the Interim Report for the Grant Research (Appended Form 9) and the Payment Details.

(Submitting the Final Report)

Article No. 16

(1) The Applicant shall submit a copy of the Whole Set of Documents to be Submitted at Final Report as for the implementation status of the Grant Report as of September 30 of the scheduled year of the research completion, and the Payment Details to the Yamada Bee Company, Inc. by October 20 of the same year.

(2) The Applicant who will conduct the research for over a year shall submit a copy of

the Grant Research Implementation Interim Report for the Grant (Appended Form 9) on the status of subsidized research as of May of each fiscal year(FY), research planned to be completed by September the same year, and research plans for the following year (October 1 - September 30) and the need for continued research, and the Payment Details to the Yamada Bee Company, Inc. by the application deadline for the following year and the advisability of continuance shall be judged.

(Publication and Familiarization of the Outcomes)

Article No. 17

- (1) When the Yamada Bee Company, Inc. intends to publish or familiarize its outcomes, the Applicants shall cooperate in its publication or familiarization.
- (2) When the Applicant will announce the outcome of the Grant Research at an academic conference, a scholarly journal, a press release, etc., he/she shall notify the Yamada Apiculture, Inc. beforehand. When the Applicant makes a presentation of the outcome at an academic conference, he/she is expected to notify the Yamada Bee Company, Inc. 30 days prior to the registration and shall make sure to describe within the presentation that it has been supported by the Grant for the Yamada Bee Company, Inc.. When publishing the dissertation or other publications, he/she shall make sure to describe that "This research was supported (in part) by the Yamada Research Grant" in the Acknowledgement.

(Returning the Grant)

Article No. 18

The Yamada Bee Company, Inc. shall be entitled to have part or all of the Grant returned when the case corresponds to any of the following cases;

- (1) When there had been any false or fraudulence contents included in the Grant Research.
- (2) When the Applicant had used the Grant for a purpose other than those described in the Research Plan Document.
- (3) When the Grant Research matches the conditions described in Paragraph 1 of Article No. 11 to make changes for the Research Plan Document, and as a result, it requires significantly less amount of research fee than the amount already provided.
- (4) When the Applicant did not use the Grant although he/she had described the purpose of the Grant in the Research Plan Document.
- (5) When the case is acknowledged to have breached any of the provisions specified in this Outline.

(Requirement on Maintaining Confidentiality)

Article No. 19

The Applicants, the institutes where the Applicants belong to, and the Yamada Bee Company, Inc. shall not disclose, publish, or convert any of the technical or business confidential matters or know-hows of the partner acquired through the implementation of the Grant Research not only during the period while the Grant Research is being implemented but also for two (2) years after the completion of the research period.

(Matters Regarding the Treatment of Private Information)

Article No. 20

(1) The private information acquired by the Yamada Bee Company, Inc. regarding the Grant Research will be used with its usage limited for the whole set of businesses regarding the selection of the Grant Research such as accepting the application, making the selection, notifying the examination outcomes, and providing the grant. Note that however, the Yamada Bee Company, Inc. shall be entitled to be able to disclose the name of the Applicant and the Institutional Affiliate where the Applicant belongs to, and the information regarding the theme, etc. of the Grant Research to the general public for the Grant Research which has been determined to be appointed.

(2) Should there be any request made by the Applicant to disclose / correct / cancel the usage of the personal information acquired by the Yamada Bee Company, Inc. as for the Grant Research, the Yamada Bee Company, Inc. shall address such request in an adequate and prompt manner by first confirming the identity of the requesting person as being the same person with the Applicant.

(Accounting Business Regarding the Grant Research)

Article No. 21

(1) The Applicant shall clarify the facts for the income and expenditures as for the accounting business (Appendix) regarding the Grant, and shall submit the Payment Details to the Yamada Bee Company, Inc. at the completion of the Grant Research.

(2) All the rest of the materials regarding the Grant Research except the materials specified in the preceding section shall be stored by the Applicant for the period of two (2) years after the completion of the Research.

Supplementary Provision

This Outline shall be enforced from May 1, 2012, and shall be applied for the Grant provided for FY 2012 and beyond.

Appendix

Expenses Category	Description
(1) Expenses for experiment materials	<ul style="list-style-type: none"><li>• Expenses required for purchasing equipments and experimental animals.</li><li>• Expenses required for purchasing consumable supplies such as reagents or columns.</li><li>• Expenses required for purchasing or borrowing tools or instruments for producing machine equipments, etc.</li><li>• Expenses required for prototyping, improving, installing, or repairing the tools or instruments by outsourcing the works.</li></ul>
(2) Expenses for machine equipments	<ul style="list-style-type: none"><li>• Expenses required for purchasing the parts to produce the machine equipments, or for purchasing the machine equipments such as the analyzing machine equipment, etc. ※"Machine equipments such as the analyzing machine equipment, etc." refers to machine equipments which implement measurement, analysis, or assessment, etc.</li><li>• Expenses required for prototyping, improving, installing, or repairing the tools or instruments by outsourcing the works.</li><li>• Expenses required for borrowing the machine equipments. ※ In the case of more than 100,000 Japanese 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 site showing registry number, etc.), together</li></ul>

	with the Payment Details.
(3) Expenses required for analysis consignment	<ul style="list-style-type: none"> <li>• Expenses required for consigning the surveys or analyses.</li> </ul>
(4) Personnel expenses	<ul style="list-style-type: none"> <li>• The expenses or technical fee which the Applicant pays to the person who supports the Grant Research.</li> </ul>
(5) Indirect expenses	<ul style="list-style-type: none"> <li>• Expenses that are paid to the organization where the Applicant belongs to such as the facilities management expenses or the office management expenses. (Make sure to clearly describe the percentage for which the indirect expenses comprise among the Grant.)</li> </ul>
(6) Other miscellaneous expenses	<ul style="list-style-type: none"> <li>• Expenses for information and telecommunication machineries: Expenses required for purchasing or borrowing information and telecommunication machineries. Expenses required for installing or maintaining / managing information and telecommunication machineries. ※"Information and telecommunication machineries" refer to the machineries required for establishing the network such as servers, hubs, or routers, etc. (the same shall apply hereinafter)</li> <li>• Expenses for purchasing software: Expenses required for purchasing or obtaining the licenses for the dedicated software.</li> <li>• Honorarium: Expenses required for paying honorarium when having requested for making surveys or analyses to those persons who have the expertise (experts). Expenses required for paying honorarium to consumer monitors, etc.</li> <li>• Conference expenses and Travel expenses: Expenses required for attending academic conferences to make presentations about the outcome of the Grant Research and Expenses required for the Applicant's or the co-researchers' travelling and conference expenses for attending academic conferences to make presentations, etc. regarding the Grant Research. The Grant will be provided as the set cost after receipt of support documents. The limit for Conference expenses and travel expenses for participation in Conferences are set at 50,000 Japanese yen per person for conferences/presentations in own country and 200,000 Japanese yen per person for international conferences/presentations.</li> <li>• Communication expenses: Expenses required for mailing or delivering the samples or documents, etc. or for communication regarding the Grant Research.</li> <li>• Meeting expenses: Expenses required for the Applicant or the co-researchers to hold meetings regarding the Grant Research. ※ The Grant will cover up to 3,000 Japanese yen per person multiplied by the number of applied persons.</li> <li>• Expenses required for the submission of an academic paper: Expenses required for submitting or printing the dissertation. When applicant's paper is accepted by an academic magazine, the grant will be provided as the set cost after receipt of support documents. The limit for submission of an academic paper is at 150,000 Japanese yen per paper.</li> <li>• Commission paid: Transfer fee required for payment of this Grant Research expenses through bank or postal transfer.</li> </ul>