

YAMADA RESEARCH GRANT

Procedures for Grant Issuance

Yamada Bee Farm Corporation

TABLE OF CONTENTS

1. Regarding the Yamada Research Grant	3
2. Conducting the Grant-Funded Research	3
2.1. Research schedule, general procedures, and list of documents for submission	3
(1) Schedule and flow of general procedures	3
(2) Start and completion of research	3
(3) Schedule, contract date, and date of receipt	4
(4) Considerations for conducting the research	4
2.2. Provision of Subsidy	6
(1) Procedures for subsidy application	6
List of application documents for submission	6
(2) Timing of grant issuance	6
(3) Method of grant deposit	6
2.3. Research Grant Accounting	7
(1) Eligible expenses	7
(2) Accounting precautions	7
1. Grant accounting	7
2. Organizing method	7
3. Payment method of eligible expenses	7
4. Submission method	7
(3) Precautions regarding expenditures	7
1. Machinery and equipment	7
2. Labor cost	8
3. Scientific presentation fee	8
2.4. Creation and Submission of Reports	8
(1) Submissions required for conducting the research at all circumstances	
Yamada Research Grant Final Report (Guidelines, Article 15)	
(2) Submissions that may be required depending on circumstances	9
① Application for changes or permission to cancel the research (Guidelines, Article 12)	9
② Notification of change of representative (Guidelines, Article 12)	9
③ Application for research extension (Guidelines, Article 13)	9
④ Scientific Presentation Report (Guidelines, Article 10)	9
(3) How to submit report and application form	10
3. Paperwork After the End of the Grant-Funded Research	10
4. Sanctions for Non-compliance or Illegal Acts	10
Appendix	
List of Certifying Documents	11

1. Regarding the Yamada Research Grant

The purposes of the research grant are 1) to assist in covering the expenses, in part, of creative research that makes use of honeybee or natural products, 2) promote and support honeybee research activities, 3) scientifically prove the traditionally claimed utility of honeybee products, and 4) contribute to the development of research on preventive medicine and environmental protection through the use of honeybee and natural products. (Guidelines, Article 2, Purpose of the Grant)

The applicant* of the grant is required to conduct the appropriate research and is required to undertake the following responsibilities as stated in the “Guidelines for the Yamada Bee Farm Honeybee Research Grant Application”.

- (1) Execution of the research
- (2) Appropriate use of the grant fund
- (3) Modification or cancellation of the research plan as necessary
- (4) Submission of all required reports
- (5) Submission of the record of accounts and copies of the certifying documents

*Applicant refers to the person who applied for the “Yamada Research Grant,” has received an informal notice for the research grant (hereinafter “Informal Notice”), submitted the grant application and written pledge (Form 1), as well as the research plan (Form 1, Appendix). (Guidelines, Article 3, Grant Application Eligibility)

2. Conducting the Grant-Funded Research

2.1. Research schedule, general procedures, and list of documents for submission

- (1) Schedule and flow of general procedures

See next page.

- (2) Start and Completion of Research

Work on the eligible research can begin from October 10 of the same year that the grant was received, and after receiving notice of the grant approval (hereinafter “Research Starting Date”). Research conducted before that date are not eligible for the grant. In addition, if the research period is for 1 year, the research must be completed by September 30 of the following year as a general rule.

If the research period exceeds 1 year, the applicant must submit the research status report as of May of the next year after receiving the grant (at the start of the next year’s Call for Grant Proposal) and planned update by September, and create a midterm report (Form 8) describing the research plan and necessity of continuing the research for the next year (October 1-September 30), and submit it together with the Accounting Statement (Form 7) before the deadline of submission for that year’s Call for Grant Proposals in order to undergo midterm evaluation.

In addition, if the applicant disagrees with the content of the informal notice, it is possible to withdraw the application (Guidelines, Article 8). To do so, include the reason for withdrawal and submit a request in writing (free format) within 14 days after receipt of the informal notice.

(3) Schedule, Contract Date, and Date of Receipt

Expenses eligible for the grant are those that are planned to be ordered, delivered, contracted, paid, etc. during the research period (October 1—September 30 for a 1-year grant). Expenses to be paid after the end of the research period (Beyond October 1 for a 1-year grant) are not eligible.

(4) Considerations for Conducting the Research

The applicant should make sure to keep in close contact with the accounting department. In particular when processing accounts, be vigilant in keeping and processing purchase orders and other certifying documents. In the event that certifying documents are found to be deficient, there is a possibility that your application will not be considered for the next grant proposal period or be required to refund part of the research grant received. In addition, if you encounter any problems while conducting the research, and particularly if you require to make changes in your research as stated in your original application, make sure to inform Yamada Bee Farm in Advance, and if advised, conduct the required procedures. (Guidelines, Article 12, Changes to the Research Grant Content and Contact Details of the Applicant, or Cancellation of Research).

(1) Research schedule, general procedures, and list of documents for submission

Date	Yamada Bee Farm	Applicant	Applicant	Num. of Copies	Submission Period
			Documents to Submit		
SEP (Year grant was awarded)	<ul style="list-style-type: none"> Informal Notice 	<ul style="list-style-type: none"> Grant Application Procedures 	<ul style="list-style-type: none"> Yamada Research Grant Application Form and Written Pledge (Form 1) Yamada Research Grant Research Plan (Form 1, Appendix) Yamada Research Grant Subsidy Application (Form 2)*Note 1 Bank Account Form for the Yamada Research Grant (Form 3) or form specified by the applicant's institution. 	<ul style="list-style-type: none"> 1 1 1 1 	<ul style="list-style-type: none"> SEP/start (Email) SEP/end (Post) SEP/start (Email) SEP/end (Post) SEP/start (Email) SEP/end (Post) SEP/start (Email) SEP/end (Post)
OCT	<ul style="list-style-type: none"> Certificate of Grant Award (during the awarding ceremony) (send sealed grant application form) Announce grant awardees 	<ul style="list-style-type: none"> Attend awarding ceremony (Yamada Bee Farm HQ) Official start of research 			
NOV	<ul style="list-style-type: none"> Issuance of grant funds (bank transfer) Sending of test samples 				
DEC-JAN	<ul style="list-style-type: none"> (Presentation of research results from previous yr.) 				
MAY		<ul style="list-style-type: none"> Midterm Report (for 	<ul style="list-style-type: none"> Yamada Research Grant Midterm Report (Form 8) 	1	Call for

		2 nd year) *Note 2	<ul style="list-style-type: none"> Yamada Research Grant Accounting Statement (Form 7) Proof of account of payments (receipts, etc.) 1 set 	1 1	Applications Due Date
SEP	<ul style="list-style-type: none"> Notice of Midterm Report Result (2nd year) 	<ul style="list-style-type: none"> Grant application procedures (2nd year) End of research 	Form 1, Form 1-Appendix, Form 2, Form 3	1 each	SEP/start (Email) SEP/end (Post)
OCT		<ul style="list-style-type: none"> Final Report *Note 3 	<ul style="list-style-type: none"> Yamada Research Grant Final Reports (Form 6), 1 set: <ul style="list-style-type: none"> Form 6 (Final Report) Form 6, Appendix 1 (Final Research Paper) Form 6, Appendix 2 (Summary Report) Japanese Form 6, Appendix 2 (Summary Report) English*Note 4 Yamada Research Grant Accounting Statement (Form 7) Proof of account of payments (receipts, etc.) 1 set 	1 1 1 1 1 1	OCT 20 OCT 20 OCT 20 OCT 20 OCT 20 OCT 20
DEC-JAN	<ul style="list-style-type: none"> Results Presentation Event 	<ul style="list-style-type: none"> Present at Results Presentation Event 			

*Notes :

- 1) The sealed subsidy application form (Form 2) will be sent to the applicant's institution. If the applicant cannot use the provided application form, the specified application form from the applicant's institution may be used.
- 2) If the research period exceeds 1 year, submit a midterm report (Form 8), accounting statement (Form 7) in soft or hard copy (originals with seal) by the end of the Call for Applications Period of the next year. The necessity for continuation of the research will be evaluated.
- 3) For a research period exceeding 1 year, please submit by the 20th of the next month after the end of the research period.
- 4) If the research period exceeds 1 year, the applicant is required to conduct an oral presentation of research results at the Results Presentation Event during the year the research period ends.

List of Documents and Procedures Necessary at All Times

Type	No. of Copies	Form	Submission Period
(a) Application for change or cancellation of the research grant	1	Form 4	Submit every time there are marked changes in the research contents or distribution of expenses. Submit when the research is to be cancelled or abolished.
(b) Notification of Change of Representative (affiliation name, location, contact number, position)	1	Form 4, Appendix	Submit every time there is a change.
(c) Application for extension of research grant	1	Form 5	Submit as soon as possible when anticipating that the research cannot be completed within the scheduled period, or when it becomes difficult to continue with the research.
(d) Scientific Presentation Report	1	Form 10	Submit to apply for subsidy for conference presentation fees after the presentation ends.

Note: For scientific presentations, inform Yamada Bee Farm 30 days before the presentation or publication. Submit a complete set of certifying documents of the conference presentation (Conference Abstract or Research Paper), accounting statement (Form 7) and proof of account of payments (1 set).

2.2. Provision of Subsidy

The subsidy to be provided will be an approximate amount based on the application form submitted by the applicant.

(1) Procedures for subsidy application

The applicant can apply for a subsidy of the expenses necessary during the year of the granted research period by filling out the research plan (Form 1, Appendix) based on the grant amount stated on the research grant acceptance notice sent by Yamada Bee Farm. Submit a set of the following documents with your application. In addition, if applying for a subsidy for the 2nd year of the research period, submit the requirements stated in 2.4 for midterm evaluation together with the documents below.

List of Application Documents for Submission

- Yamada Research Grant Application Form and Written Pledge (Form 1)
- Yamada Research Grant Research Plan (Form 1, Appendix)
- Yamada Research Grant Subsidy Application (Form 2) or form designated by your institution
- Yamada Research Grant Bank Account Form (Form 3) or form designated by your institution

Note: If you are unable to submit a complete set of the above documents, inform Yamada Bee Farm and submit the required documents immediately.

(2) Timing of Grant Issuance

Yamada Bee Farm will send notice of the grant issuance after evaluating the complete set of application documents and officially determining approval of the grant. (Guidelines, Article 9, Determining Grant Approval). The official grant certificate will be awarded during the awarding ceremony. Deposit of the subsidy will be the next month after all procedures for the grant awarding have been completed. However, for clinical trials, the grant will be deposited after submitting a copy of the certificate of approval from the applicant's institution or ethics committee governing the clinical trial facility, and the next month after all procedures for the grant awarding have been completed. In addition, Yamada Bee Farm must be informed in advance for conference participation, travel, transportation, and paper submission expenses as stated in Article 10 (Granting of Subsidy). After receiving approval from Yamada Bee Farm, please submit the Scientific Presentation Report (Form 10), Accounting Statement (Form 7), and certifying documents (conference abstract or paper). The set amount will be awarded after receipt of the documents and by the end of the next month after all procedures have been completed.

(3) Method of Grant Deposit

The grant amount will be deposited to the account specified by the applicant as stated in the Yamada Research Grant Bank Account Form (Form 3) or the bank transfer request form sent by the applicant's institution.

2.3. Research Grant Accounting

The grant awardee must create an accounting statement (Form 7) as a record of the earnings and expenditures related to the grant-funded research, include the usage of the grant, and prepare documents as proof (receipts, delivery statement, etc.), and keep all documents for 2 years after the end of the research.

(1) Eligible Expenses

Expenses deemed appropriate and necessary by Yamada Bee Farm in order to conduct the research.
(Reference: Grant Outline Appendix)

(2) Accounting Precautions

1. Grant Accounting

The grant must only be used for expenses specified in the research plan.

2. Organizing Method

Arrange the accounting statements (Form 7), certifying documents (receipts, delivery statement, etc.) of the research-related expenses by payment date and file the documents together.

3. Payment Method of Eligible Expenses

As a general rule, please pay research-related expenses by bank transfer.

a) When paying grant-eligible expenses, please do not pay by cash, do not combine with other non-eligible expenses, or pay through promissory note. The payment must also not be used to offset other transactions.

b) When paying by check, make sure the check is only for grant-eligible expenses as much as possible.

4. Submission Method

The completed Accounting Statement (Form 7) together with the certifying documents (receipts or delivery statement, etc.) must be submitted within one month after the end of the research or after receiving a request from Yamada Bee Farm.

(3) Precautions Regarding Expenditures

1. Machinery and Equipment

a) When purchasing equipment and devices (devices needed for measurement, analysis, evaluation, etc.), inspect the equipment immediately after delivery. For equipment that costs over 100,000 JPY, submit a copy of the delivery statement and a photo as proof that the machine has undergone procedures to be managed by your affiliated institution (such as control number sticker) and submit them together with (2) and 4 above.

b) If the volume is a “set,” specify it is a “set” under the itemized statement.

2. Labor Cost

Only direct labor costs of the persons directly involved in the research development are eligible.

Note: Travel time during business trips is not eligible.

- c) Limit of 5,000 JPY per hour/1,500 direct man-hours per person
- 3. Scientific Presentation Fee (Travel and transportation expenses for conference attendance and paper submission fees)
 - d) The set amount below will be issued after submission to Yamada Bee Farm of certifying documents (Conference Presentation Abstract or Paper) after the conference ends or the paper is published.
 - e) The set amount is 5,000 JPY/person for local presentations (limit of 100,000 JPY/person for distant locations), and 200,000 JPY/person for international conferences. Set amounts for publishing a paper are 150,000 JPY/paper for English submissions and 50,000 JPY/paper for papers in Japanese.

Note: Distant location is defined as 1,000 km beyond the affiliate institution.

2.4. Creation and Submission of Reports

The applicant must submit the reports and application forms by the set deadlines from the start until the end of the grant-funded research. (Please note that non-compliance with reporting duties may result to a demand to refund the grant).

There are two kinds of report documents: (1) Submissions required for conducting the research under all circumstances, and (2) submissions that may be required depending on circumstances.

(1) Submissions required for conducting the research under all circumstances

Yamada Research Grant Final Report (complete set of documents), as stated under Article 15, Reporting Research Results (Form 6). Make one copy of each document and submit the complete set within 15 days after completion of the research or Oct. 20 of the next year, whichever date comes first.

If the research period exceeds 1 year, as a general principle, the applicant must submit the research status report as of May of the next year start of the next year's Call for Grant Proposal) and planned update by September, and submit create a midterm report (Form 8) describing the necessity of continuing the research and research plan for the next year (October 1-September 30) and submit them until the deadline for the next year's Call for Grant Proposal. Please submit the set of documents below by October 20 of the year the research period ends. Below is a list of required documents.

- Yamada Research Grant Final Report (Form 6)
- Yamada Research Grant Final Research Paper (Form 6, Appendix 1)
- Yamada Research Grant Summary Report (Form 6, Appendix 2) (Japanese)
- Yamada Research Grant Summary Report (Form 6, Appendix 2) (English)
- Yamada Research Grant Accounting Statement (Form 7)
- Copy of Certifying Documents (quotation, delivery statement, inspection certificate, billing statement, etc.)

Note: Please refer to "List of Certifying Documents."

In addition, the guideline for writing the “Final Research Paper” is as follows.

- (a) Please write the paper using the format specified by Yamada Bee Farm (Form 6, Appendix 1).
- (b) Please do not make changes to the text formatting (font, size, etc.)
- (c) Write the research purpose, method, and results within 20,000 characters.
- (d) Attach the complete (final) file to your email or send through CD-R. Please note that the file cannot be edited after submission.
- (e) Please include figures and photos within the report body (Do not collect them at the end of the report).
- (f) i. Language to be used is Japanese (Note: Only applicants outside Japan can submit in English)
ii. Please note the following when including figures and photos.
 - For figures, avoid using a dark background against white text.
 - For photos, please select one with clearly defined light and shade
- (g) Please write conference presentations or paper submissions under the “Presentation Materials” column. If you are scheduled to present, make sure to include it. (Guidelines, Article 16.2 (Reporting and Promotion of Research Results)).

(2) Submissions that may be required depending on circumstances.

Create 1 copy each of the application forms and reports (①~④) below for submission, and inform Yamada Bee Farm as soon as possible.

① Application for Changes or Permission to Cancel the Research (Yamada Research Grant).
(Guidelines, Article 12) (Form 4).

If the applicant would like to make changes in the research contents or distribution of expenses, please contact Yamada Bee Farm in advance. If it becomes impossible to continue with the grant-funded research, or if the research must be cancelled or abolished, please consult with Yamada Bee Farm in advance.

② Representative for the Yamada Research Grant (affiliated institution, location, contact number, position) Notification of Change of Representative (Guidelines, Article 12) (Form 4).

Please send out the notification when there has been a change in the research grant representative’s institution, location, contact details, position, etc.

③ Yamada Research Grant Application for Research Extension (Guidelines, Article 13) (Form 5)

If it becomes difficult to conduct the research or if cannot be completed by the expected completion date of Sept. 30, submit a notice stating the reason and do as instructed.

④ Yamada Research Grant Scientific Presentation Report (Guidelines, Article 10) (Form 10)

Please submit when receiving the scientific presentation subsidy after presentation or publication. Submit the proof of presentation (conference abstract or paper), accounting statement (Form 7), and payment statement (Form 7) as one complete set of documents.

(3) How to Submit Report and Application Form

Submit the documents stated in (1) and (2) through electronic mail or by post to the Yamada Research Grant Office, Yamada Bee Farm Corporation.

- Email Address: research-grant@yamada-bee.com
- Postal Address: Ichiba 194, Kagamino-cho, Tomada-gun, Okayama Prefecture, Japan
Postal Code: 708-0393

3. Paperwork After the End of the Grant-Funded Research

After the final research report has been submitted by the applicant, based on the guidelines, it will be evaluated on whether the research has been conducted according to plan, whether the purpose has been achieved, whether the subsidy has been used appropriately, etc. Items judged to be non-compliant with the grant decision and conditions may result in a request to refund the grant in whole or in part.

In addition, the Yamada Research Grant Final Report submitted (Form 6) will be carefully kept in storage by Yamada Bee Farm.

4. Sanctions for Non-Compliance or Illegal Acts

In general, since the issuance of the research grant is a one-sided contract with the researcher receiving the grant, it is the grant recipient's duty to use the funds appropriately and effectively, and submit the abovementioned reports. Therefore, please note that persons who do not comply with the following will have their grant forfeited, or if the grant has already been issued, will be requested to return the grant, or as the case may require, refund the grant plus charges and arrears.

- (1) Usage of subsidy funds for purposes other than those stated in the research plan
- (2) Violation of the grant decision and conditions
- (3) Violation of rules or instructions from the regulating body
- (4) Discovery of other unlawful acts

List of Certifying Documents

Item	Certifying Document
(1) Materials for Experiments	1 copy of any of the following: Delivery Statement, Billing Statement, Bank Remittance Notice. Note: shipping fee is not eligible
(2) Machinery and Equipment	① (1)Corresponds to materials for experiments ② For equipment costing over 100,000 JPY, a copy of the delivery statement and a photo as proof that the machine has undergone procedures to be managed by the applicant's affiliated institution (such as control sticker number)
(3) Consigned Analysis Fee	① A copy of any of the following: consignment contract, billing statement, bank remittance notice. ② Consigned Research Report
(4) Labor Cost	① Salary Rules, Salary Statement, Bank Remittance Notice, proof of Salary Received ② Payroll (persons in question only) ③ Report of Working Hours (Must include: Dates, Working Hours, Name of Worker, Duties, Seal of the person in-charge) Note: Must make the report of working hours every month for each person.
(5) Indirect Expenses	① Billing statement from the affiliated organization or other document in its stead. ② Proof of payment
(6) Scientific Presentation Fee	① Scientific presentation fees; travel and transportation fees: submit the conference abstract and proof of travel expenses (copies of receipts, route, etc.) Note: Please note that abstract book fees and social gathering fees are not eligible. ② Paper submission fee: submit a paper
(7) Miscellaneous Fees	① (1) Corresponds to materials for experiments ② Proof of payments other than those in ① ● Honorarium: Invitation or request letter, proof of honorarium fee, bank remittance notice, investigation results report. Note: Cash payment of honoraria for monitors, etc. (travel expenses) will not be accepted as a general rule. Please pay by bank transfer. ● Meeting Expense: Proof of payment such as receipts. Meeting minutes or reports, etc. ● Payment charges

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| | <ul style="list-style-type: none">● Travel and transportation expenses: travel expense regulations, travel expense calculation statement, travel expense billing statement, bank remittance notice. Business trip report (for business trips abroad, submit a report of over 10 pages). <p>Note: Souvenirs for business trips are not included.</p> |
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