

Guideline for the Yamada Research Grant Application

General Rules

Article 1. The Yamada Research Grant hereinafter referred to as the “Grant”) application shall be subject to the terms and conditions in this guideline.

Purpose of the Grant

Article 2. The purposes of providing this grant are 1) to assist in covering part of the expenses of original research that makes use of honeybee, bee or natural products, 2) to promote and support honeybee research activities, 3) to scientifically prove the traditionally claimed utility of bee products, and 4) to contribute to the development of the beekeeping industry, preventive medicine through the use of honeybee, bee and natural products, and environmental protection including the habitat of honeybees.

Grant Application Eligibility

Article 3-1. Within these guidelines, an “Applicant” shall mean an individual who has applied for the Grant, received an unofficial notice of eligibility for the research grant (hereinafter referred to as an “Unofficial Notice”) through a review by a committee which is primarily consists of independent experts from academic research institutions and industry (hereinafter referred to as a “Committee”), and submitted the Grant application and written pledge pertaining to the “Yamada Research Grant” (Form 1, hereinafter referred to as the “Grant Application and Written Pledge”).

3-2. The recipient of the Grant shall conduct the appropriate research and undertake the following responsibilities:

- (1) execution of the research;
- (2) appropriate use of the Grant; and
- (3) submission of reports and reporting at the results briefing required by the Company.

Eligible Research

Article 4. Within this guideline, “Granted Research” shall mean the research written and specified on the Grant Application and Written Pledge (Form 1) submitted by the Applicant. Research plan shall be submitted via the Research, Application and Communication System established by the Yamada Bee Company for the Yamada Research Grant (hereinafter referred to as “Bee-RAC”) by request from the Yamada Bee Company, Inc. (hereinafter referred to as “Yamada Bee Company”).

Research Period

Article 5-1. The research period for the Granted Research shall be the period specified in the Unofficial Notice and will begin on October 1 of the year in which the Grant is initiated. In case the research period needs extension, the granted Applicant shall obtain the approval of Committee in advance in accordance with the procedure stated in Article 13 (Report of Delayed Granted Research) hereof.

5-2. The granted Applicant shall undertake interim evaluation and obtain the approval of Committee based on such interim evaluation as stated in Article 15-2 (Reporting Research Results) of this guideline.

Grant-eligible Expenses

Article 6. As this Grant is awarded to cover expenses for research using honeybee, bee and natural products, expenses of the research that may be covered by the Grant shall be the expenses which fall into expenses section of Appendix (1) of this guideline and which are approved by the Yamada Bee Company (hereinafter referred to as "Subsidized Expenses"). Payment of the Subsidized Expenses will basically be made by bank transfer; expense payments should not be combined with any other payment or transaction or offset by endorsement of a promissory note by a third party.

Grant Application

Article 7-1. In order to apply for and receive the Grant, the Applicant shall subject to the contents and terms and conditions noted in the Unofficial notice and submit each of the following in digital and written format to Yamada Bee Company by the date specified: a Grant Application and Written Pledge (Form 1), a subsidy application form related to the "Yamada Research Grant" (Form 2, hereinafter referred to as the "Subsidy Application Form"), and a bank transfer request relating to the Grant (Form 3, hereinafter referred to as the "Bank Transfer Request," or the form designated by the Granted Applicant's affiliated institution). If the Granted Research period continues over multiple years, the Applicant shall submit a Grant Application Form and Written Pledge (Form 1) for a particular year in advance of commencement date of every year. However, submission of the Subsidy Application Form (Form 2) is not necessary unless the Applicant's affiliated institution requires. Subsidy Application Form shall be submitted to the Applicant's affiliated institution after Yamada Bee Company has affixed its seal on the Subsidy Application Form (Form 2). In addition, the Applicant may use the designated forms from his/her affiliated institution if he/she is unable to conduct the necessary procedures using the forms specified herein. However, Grant shall

not be disbursed other than “grant money.”

7-2. In case the Applicant wishes to obtain the Grant for the 2nd year or later of the Granted Research period, the Applicant shall submit to the Yamada Bee Company each of the following electronic data and documents by the date specified for interim evaluation and approval as stated in Article 15. 2 (Reporting Research Results): Bank Transfer Request Form (Form 3 or a form designated by the researcher’s affiliated institution), Grant Application Form and Written Pledge (Form 1), Research Plan, and Subsidy Application Form (Form 2, or a form designated by affiliated institution). Submission of the Subsidy Application Form (Form 2) is not necessary unless the Applicant’s affiliated institution requires.

Withdrawal/Modification of the Grant Application

Article 8. In case that the Applicant disagrees with the content or terms and conditions of the Unofficial Notice and wishes to withdraw his/her grant application, or requires modifications in the specified conditions, the Applicant shall submit a request in writing (any format) to Yamada Bee Company within fourteen (14) days after receipt of the Unofficial Notice.

Determination of the Grant

Article 9-1. The Yamada Bee Company will begin processing the Grant application following completed submission of the all of the following documents: the Grant Application and Written Pledge (Form 1), the Subsidy Application Form (Form 2 or the form designated by affiliated institution. *Only necessary when Applicant’s affiliated institution requires.), and a Bank Transfer Request (Form 3). The Grant determined under Article 9 shall be remitted to the Applicant’s account as specified in the Bank Transfer Request (Form 3, or form specified by affiliated institution) by the Yamada Bee Company by the end of the month following the month in which all such necessary documents are received by the Yamada Bee Company.

9-2. In case the Granted Research requires a clinical study, the Applicant shall submit one copy of each of the following two documents from the ethics committee in addition to the required documents in Article 10-1: a certificate of eligibility indicating the committee’s approval and an approved research plan. The Grant shall be remitted to the bank account designated by the Applicant in the Bank Transfer Request (Form 3 or the form used by the affiliated institution) by the end of the month following the month in which all such necessary documents are received by the Yamada Bee Company.

9-3. The process of payment of travel and transportation expenses and paper submission fees (hereinafter referred to as “Scientific Presentation Expenses”) will begin after the presentation ends in accordance with the terms and conditions in Article 10 (Granting of

Subsidy), Clauses 7 and 8. The amount for such expenses shall be remitted to the bank account designated by the Applicant in the bank transfer request (Form 3 or the form used by affiliated institution) by the end of the month following the month in which required documents are received by the Yamada Bee Company.

9-4. The acceptance certificate will be awarded to the Applicant. If the Granted Research period lasts two (2) years or more, the certificate will only be issued in the first year.

9-5. The awarded Grant shall only be used for the purposes listed in the Research Plan and order, delivery, and payment shall occur during the research period (From October 1 through September 30 of the following year in case the Granted Research period is one year). Expenses occurred following termination of this period (in other words, after October 1 of the second year in the case of a one-year research period) are ineligible for coverage by the Grant.

9-6. In case the Granted Applicant gives academic presentations during the research period or within three years after the Granted Research period ends, the Applicant may apply for scientific conference costs. If Applicant wishes to apply for the scientific conference costs, Applicants shall contact the Yamada Bee Company at least thirty (30) days prior to submission of a conference abstract, or prior to publication of any journal article. Applicants shall submit the following documents via the Research, Application and Communication System established by Bee-RAC: certificate of completion of scientific presentation (scientific conference abstract or presentation paper), a scientific presentation report related to the Grant (Form 11, hereinafter referred to as the “Scientific Presentation Report”), and an expenditure statement pertaining to the Grant (Form 8, hereinafter referred to as the “Expenditure Statement”) After receiving the documents from the Applicant, the Yamada Bee Company shall issue the agreed amount (Attachment 1-6, “Scientific Presentation Expenses”) by the end of the month following the month in which the required documents are received by the Yamada Bee Company.

Provision of Research Materials

Article 10. In case the Applicant wishes to receive research materials or samples, the Applicant should specify the sample name and volume with reasoning (approximation method) for the entire research period in the Research Plan, and submit the application via Bee-RAC. The Applicant may be granted if Yamada Bee Company considers necessary and appropriate.

10-1. Applicant may not use any research materials provided by the Yamada Bee Company for any purposes other than the Granted Research.

Modifications of Research Grant Content and Contact Details of the Applicant, or

Cancellation of Research

Article 11-1. Should the Applicant wish to modify the content of Granted Research or cancel the Granted Research, he/she shall submit the following in digital and written format to the Yamada Bee Company in advance for its approval: Notification of Modified Research Grant Content or Cancellation of Research (Form 4).

11-2. Yamada Bee Company reserves the right to modify or set conditions as necessary in the case under Article 12-1.

11-3. Whenever the Applicant's affiliated organization, its address or contact details changes, the Applicant is required to inform the Yamada Bee Company without delay by submitting a Notification of Change (of affiliated institution, address, contact detail, position) (Appendix of Form 4, hereinafter referred to as "Notification of Change of Representative") in digital and written format.

11-4. If the Applicant obtains approval to cancel the Granted research under Article 12-1 herein, he/she is required to submit each of the followings in digital and written format within twenty-one (21) days from the date of approval: a final research report related to the Grant (Form 6, hereinafter referred to as the "Final Report"), a final research paper related to the Grant (Appendix 1 of Form 6, hereinafter referred to as the "Final Research Paper") and an Expenditure Statement (Form 8). In case the Yamada Bee Company requires, the Applicant shall submit a summary report related to the Grant (Appendix 2 of Form 7, hereinafter referred to as the "Summary Report") to the Yamada Bee Company in digital format.

Report of Research Grant Extension

Article 12. If the Applicant expects that the Granted Research will not be completed within the planned research period or the Granted Applicant encounters difficulties in the execution or continue of the Granted Research, he/she shall immediately submit the Research Grant Extension Application Form (Form 5, hereinafter referred to as "Application for Extension") pertaining to the Grant to the Yamada Bee Company in digital and written format and await further instruction by the Yamada Bee Company.

Progress Report

Article 13. In case the Yamada Bee Company requires, the Applicant shall submit an interim report pertaining to the Grant (Form 9, hereinafter known as the "Interim Report") and an Expenditure Statement (Form 8) in digital and written format.

Reporting Research Results

Article 14-1. The Applicant shall submit each of the followings which stipulate the status of

Granted Research as of September 30th of the last year by October 20th of the year: Final Report (Form 6), the Final Research Paper (Appendix 1 of Form 6), the Summary Report (Form 7) and the Expenditure Statement (Form 8) in digital format to the Yamada Bee Company. In addition, the Final Report (Form 6), the Final Research Paper (Appendix 1 of Form 6), the Expenditure Statement (Form 8) and a pledge to participate in the Yamada Research Grant Results Briefing (Form 12, hereinafter referred to as the “Results Briefing Pledge”) shall be submitted by the date, approximately middle of November of the year, determined by the Yamada Bee Company. In case the Yamada Bee Company requires, the Applicants shall submit the Summary Report (Form 7) in English.

14-2. If the Granted Research period exceeds one(1) year, the Applicant shall submit Interim Report (Form 9) including results and status report of the Granted Research as of May of the following year of the Grant initiated year, research prospects as of September of the following year of the Grant initiated year, necessity of the continuous research and research plan for the next year (October 1st to September 30th) and Expenditure Statement (Form 8) in digital and written format. The Yamada Bee Company shall notify Applicants of the result by or around the date of the following year’s Grant Application Unofficial Notice.

14-3. The Applicant is required to attend the Results Briefing following the conclusion of the Granted Research period. If the Applicant is unable to attend, the Applicant shall appoint a representative to substitute his/her place. If an Application for Extension (Form 5) or an Interim Report (Form 9) has been submitted, the Applicant may be required to present during the following year’s Results Briefing. In case the Granted Research period exceeds one (1) year, the Applicant is generally required to present at the Results Briefing after the end of the total Granted Research period, however, the Applicant is required to present interim report and final report at the Results’ Briefing depending on the contents of the Interim Report (Form 9). The Applicant shall submit the Summary Report (Form 7) and submit the data electronically to the Yamada Bee Company by October 20 of that year. In case the Yamada Bee Company requires, Applicants shall submit the Summary Report (Form 7) in English. The Applicant may attend the Results Briefing of other years after submission of a Results Briefing Pledge. In such case the Applicant shall bear his/her own expenses in relation to the Results’ Briefing.

14-4. Travel and other expenses incurred in relation to reporting Granted Research results at the Research Results Briefing shall be paid in accordance with Appendix 1 of this guideline. Payment shall be processed after the Applicant submits to the Yamada Bee Company proof of said expenses (receipts, certification of travel routes, etc.) and bank account information. The amount for such expenses shall be remitted to the bank account designated by the Applicant by the end of the month following the month in which the required documents are received

by the Yamada Bee Company.

Reporting and Promotion of Results

Article 15-1. The Yamada Bee Company shall obtain the Applicant's permission when the Yamada Bee Company report or promote the results of the Granted Research. In such case, the Applicant shall cooperate with Yamada Bee Company. If the Applicant or his/her affiliated institution requires, an agreement shall be drafted regarding the official announcement of results pertaining to the Granted Research (Form 10, hereinafter referred to as the "Agreement on the Official Announcement of Research Results).

15-2. The Applicant shall inform Yamada Bee Company in advance of the content, time, and presentation method and other things required by the Yamada Bee Company when the Applicant present or disclose research grant results at conferences, in research papers and other publications, or mass media interviews during the Granted Research period or within 3 years after the end of Granted Research period. In such case, the Applicant shall notify thirty (30) days prior to the submission of conference abstracts or before submission of research papers. The Applicant shall notify as soon as possible if the advance notice period is less than the stipulated time above. The reports or presentations by the Applicant shall include acknowledgment that the research was funded by a Yamada Research Grant, with acknowledgement in research papers or other publications appearing as follows:

"This research was supported (in part) by a Yamada Research Grant."

In addition, for paper presentations, please note the test sample specifications detailed in "materials and methods" section.

Research Grant Accounting

Article 16-1. The Applicant shall clarify all expenses related to Research Grant Expense Accounting (Appendix 1) and submit the Expenditure Statement (Form 8) or other financial documents clarifying the expenditure at the end of the Granted Research period or within one (1) month from the date of request by the Yamada Bee Company.

16-2. Documents and materials pertaining to the Granted Research, except for those stipulated above, shall be kept by the Applicant for the period of the Granted Research and two(2) years following termination of the research period.

Refunding the Research Grant

Article 17. The Yamada Bee Company is entitled to claim refund of full or part of the Grant

against the Applicant in any of the following cases:

- (1) In case there is research-related fraud or dishonesty in the content of Granted Research as listed in Article 19;
- (2) In case the Grant is used for purposes other than those stated in the Research Plan;
- (3) In case there are modifications or cancellation of the Research Plan as stipulated in Article 12.1 (Modifications of the Research Grant Content and Contact Details of the Applicant, or Cancellation of Research) and the actual research related expenses are much lower than the awarded Grant;
- (4) In case the Applicant has not used the whole or part of Grant as specified in the Research Plan;
- (5) In case the Applicant has participated in activities related to organized crime; or
- (6) In case the Applicant fails to comply with any terms and conditions of this guideline.

Prohibition of Misconduct in Research Activities

Article 18-1. The Applicant shall not engage in any misconduct in relation to research activities. If the Applicant is found to have engaged in misconduct, the Yamada Bee Company may require the Applicant to return the Grant in part or in full.

18-2. Misconduct as referred to in the previous paragraph will be defined as any of the following:

- (1) Falsification of data or results or plagiarism of others' research;
- (2) Double posting of essentially the same academic paper which has been submitted, published or presented elsewhere;
- (3) Inappropriate authorship in which the author of a paper is not properly publicized; or
- (4) Any other acts that contradict research ethics, distort the essence or original intent of research activities and research results presentations, or impede scientific communication in the scientific community.

Non-Disclosure Agreement

Article 19. The Applicant, his/her affiliated institution, and Yamada Bee Company shall keep its proprietary technical or business information, know-how, or technology ("Confidential Information") disclosed by the party hereto ("Disclosing Party") through the process of conducting the Granted Research in confidence with due care of prudent manager. The Applicant, his/her affiliated institution, and Yamada Bee Company shall not disclose, present

or divert Confidential Information to any third party without prior written permission of the Disclosing Party hereto during and after the Granted Research period.

Handling of Private Information

Article 20-1. All personal information as defined in the Act on the Protection of the Personal Information acquired by the Yamada Bee Company related to the Grant shall only be used in the research Grant application process, screening, result notification, and granting of research funds. However, the Yamada Bee Company is entitled to announce the name of the Applicant and affiliated institution, research theme, and research results with the permission of the Applicant after the Applicant is granted by the Yamada Bee Company.

20-2. The Yamada Bee Company shall disclose, edit, or cease usage of personal information acquired in relation to the Yamada Research Grants upon request of the Applicant, and shall comply with the Applicant's requests after verifying his or her identity.

Agenda Items

Article 21. If the Applicant cannot abide by any terms and conditions in these guidelines due to unavoidable circumstances, the Applicant shall immediately contact with the Yamada Bee Company and follow its instructions.

21-1 For terms and conditions not listed in this guideline, the Applicant shall follow instructions received from the Yamada Bee Company.

Supplementary Provision

This guideline shall be effective from September 1 2018 and will apply to research grants for Fiscal Year 2018.

APPENDIX 1 Grant Expense Accounting

Expense Category	Details
1. Research Materials	<ul style="list-style-type: none"> • Expenses needed for purchasing equipment and experimental animals • Expenses for disposables related to the grant-funded research such as reagents and columns • Expenses for rental or purchase of tools and devices for creating machinery and equipment • Expenses for prototype creation, improvement, installation, or repair of tools or equipment contracted to a third-party supplier
2. Machinery and Equipment	<ul style="list-style-type: none"> • Expenses for purchase of machines or parts needed by the Applicant to create a machine or analytical instruments Note: Analytical instruments refers to equipment used for measurement, analysis, and evaluation. • Expenses incurred in creating prototypes, improvements, installation, and repair of machinery by a third-party contractor • Expenses for rental of machinery or analytical instruments
3. Contracted Analysis Fees	<ul style="list-style-type: none"> • Expenses incurred in contracting inspection or analysis work to a third party
4. Labor Costs	<ul style="list-style-type: none"> • Expenses and technical fees paid by the Applicant to persons supporting the grant-funded research Note: Expenditure validity should be demonstrated.
5. Indirect Expenses	<ul style="list-style-type: none"> • Expenses for facilities maintenance, office maintenance, expenses paid to the affiliated institution
6. Scientific Presentation Costs	<p>Research expenses shall be awarded separately from scientific presentation costs. In addition, selected Applicants may claim up to 500,000 JPY for scientific presentation costs and paper presentation costs combined.</p> <ul style="list-style-type: none"> • Scientific Presentation Fees, Travel and Transportation Fees: These include travel and transportation expenses incurred when the Applicant or research collaborators participate in a scientific presentation related to the grant-funded research. A set amount shall be awarded following the conference after submission of verified

	<p>expenses (original receipts or a copy thereof, route, presentation outline, etc.). As a set amount: actual costs of conference participation for one individual (excluding society enrollment and membership fees), and travel expenses including transportation and accommodation expenses (necessity determined by the secretariat based on each presentation) in line with the regulations. Furthermore, the limit for overseas conferences is 200,000 JPY per conference.</p> <ul style="list-style-type: none"> • Paper Submission Fees: This includes expenses for submitting and publishing a paper. A set amount shall be awarded after submission of verifiable expenses following the acceptance of a paper. For English papers, the set amount for paper submission fees is up to 250,000 JPY; the set amount for proofreading costs is up to 50,000 JPY. For Japanese papers, the set amount for paper submission fees is up to 100,000 JPY. <p>*Academic conference participation expenses do not include items such as academic society membership fees, abstract collection fees, or networking event fees.</p>
7. Travel Expenses	<ul style="list-style-type: none"> • Travel fees incurred in attending the research results presentation, conferences (presentations only), or in travelling to and from institutions for matters related to grant-supported research • Accommodation: Fee the stipulated amount of 10,000 JPY within Tokyo and 8,000 JPY elsewhere, with any difference to be borne by the individual • Transportation method: As a rule, train, air, and bus fares are covered, as is gasoline. However, exclusions include “green car” seating on bullet trains and business class seating on aircraft, with the difference borne by the individual in either of these cases. Taxi fares are covered if the nearest station is at least one kilometer away from the destination and/or if public transportation is not a reasonable option due, for example, to poor operation conditions.

	<ul style="list-style-type: none"> • Payment will be calculated based on submitted receipts, which may include those issued online. • Gasoline will be calculated based on reported actual distance travelled. • Souvenirs purchased for business hosts will not be covered.
8. Miscellaneous Expenses	<ul style="list-style-type: none"> • Telecommunications Equipment Expenses: rental or purchase of telecommunications equipment, as well as expenses incurred in their installation and maintenance. Note: “Telecommunications equipment” refers to necessary equipment such as servers, hubs, and routers necessary to create a network. (the same applies below) • Software expenses: expenses for purchase of specialized software and licenses. • Compensation: fees paid to a knowledgeable specialist for inspection or analysis. Fees paid to a consumer monitor. Note: As a rule, transportation fees are not reimbursed in cash. Payment is made by bank transfer. • Communication expenses: Delivery and postage for documents or samples related to the grant-funded research. • Meeting fees: expenses incurred for meetings required by the Applicant or research collaborators. Note: Maximum of 3,000 JPY/person and limited to the number of persons specified in the grant application. • Processing fee: processing fees incurred for payments stated in this document.

APPENDIX 2: Scheduling, procedures, and required documents

Date	Yamada Bee Company	Applicant	Yamada Research Grant Required Document(s)	Copies	Submission Deadline
September of the approved year (initial grant year)	• Unofficial notice	• Grant application *1	■ Grant Application & Written Pledge (Form 1) *2	1	Late September (via Bee-RAC) Early October (by postal mail)
			■ Subsidy Application Form (Form 2) *3	1	Late September (via Bee-RAC) Early October (by postal mail)
		• Submission of grant documents	■ Bank Transfer Request (Form 3)	1	Late September (via Bee-RAC) Early October (by postal mail)
			■ Curriculum Vitae	1	Early October (via Bee-RAC)
October	• Presentation of Award certificate (• Remittance of grant after affixing the official seal) • Contact regarding Results Briefing • Announcement of grant recipients	• Official commencement of research activities	Contact regarding attendance at Results Briefing for previous year's grant recipients (optional)		
November	• Remittance of subsidy (bank transfer) Delivery of research samples				
December through the following March	(• Results Briefing for previous year's recipients)	• Attendance at Results Briefing (optional)	■ Results Briefing Pledge (Form 12) *4	1	Upon decision to attend the Results Briefing for the previous year's recipients
May		• Interim Report (second year) ⁵	■ Interim Report (Form 9)	1	Call for Grant Proposals deadline
			■ Expenditure Statement (Form 8)	1	Call for Grant Proposals deadline
September	• Interim Report notification (second year)	• Grant Application (second year) • Completion of research	Form 1 *2, Form 2 *3, Form 3	1 each	Late September (via Bee-RAC) Early October (by postal mail)

October through November		<ul style="list-style-type: none"> • Final Report ^{*6} • Survey concerning Results Briefing 	<ul style="list-style-type: none"> ■ Final Report (Form 6) ^{*5} ■ Survey concerning date for Results Briefing ■ Form 6 (Final Report) ■ Form 6 Appendix 1 (Final Research Paper) ■ Form 7 (Summary Report) ■ Expenditure Statement Form (Form 8) ■ Results Briefing Pledge (Form 12) ^{*4} 	<ul style="list-style-type: none"> 1 1 1 1 1 1 	<ul style="list-style-type: none"> Early October (via Bee-RAC) October 20 (via Bee-RAC) Early November (by postal mail) October 20 (via Bee-RAC) Early November (by postal mail) October 20 (via Bee-RAC) October 20 (via Bee-RAC) Early November (by postal mail) Early November (by postal mail)
December through the following March	• Results Briefing	• Presentation at Results Briefing ^{*7}			

*1: Grant money will be transferred to the designated bank account at the end of the month following completion of the grant application.

Example: If the grant application is completed in mid-October, the grant money will be transferred at the end of November.

*2: If the grant-supported research period continues over multiple fiscal years, the Applicant should submit a Grant Application and Written Pledge (Form 1) each fiscal year.

*3: The Applicant should submit a Subsidy Application Form (Form 2) to Yamada Bee Company only if required by the affiliated academic institution. Yamada Bee Farm will then affix the document with an official seal and forward it to the Applicant's affiliated institution. If the Applicant is unable to complete the procedures in this guideline, he or she should consult with the institution with which he or she is affiliated concerning usage of the institution's own form. As a rule, research subsidies will be paid as a grant.

*4: In order to avoid conflicts in academic presentations and patent applications based on research results, a non-disclosure agreement will be signed to ensure confidentiality for each publication/presentation of research results.

*5: If the research period exceeds one (1) year, a review committee will evaluate the Applicant's progress and determine whether to continue the grant. Therefore, with the subsequent year's Call for Grant Proposals as a deadline, the Applicant should provide one copy each of an Interim Report (Form 9) and an Expenditure Statement (Form 8). The two documents should be sent both as an e-mail attachment and through the postal system as original documents bearing the Applicant's seal or signature.

*6: If the Granted Research period exceeds one (1) year, this should be submitted by the 20th day of the month following the conclusion of the research period.

*7: If the Granted Research period exceeds one year, results should be reported at the Yamada Research Grants Results Briefing held in the final year of the research period.

Appendix 3 Miscellaneous Ad Hoc Procedures and Documents

Type	Number of Copies	Relevant Form	Submission Deadline
A) Notification of Research Content Modification or Cancellation Research Grant ^{*1}	1	Form 4	This form should be submitted whenever there is an intent for a considerable modification in Granted Research content or expense allocation, or an intent to cancel or abolish Granted Research.
B) Changes involving research grant Applicant (affiliated institution, address, contact, position)	1	Form 4 Appendix	This form should be submitted without delay whenever a relevant change occurs.
C) Application for Research Grant Extension	1	Form 5	This form should be submitted without delay whenever the Applicant predicts that it will be impossible to complete the research project on time, or if it is difficult to execute the Granted Research project.
D) Agreement on the Official Announcement of Research Results		Form 10	This form should be signed whenever the Applicant's affiliated institution requires notification of usage or promotion of Granted Research project results by the Yamada Bee Company.
E) Scientific Presentation Report ^{*2}	1	Form 11	This form should be submitted when applying for payment for expenses following a scientific presentation.

*1: This should be submitted whenever changes occur to project design in clinical studies (target group, subject number, administration period, evaluation criteria). The Yamada Bee review board will render a decision, taking external advice under consideration.

*2: Applicants should advise Yamada Bee Company of scientific presentations 30 days in advance of submitting an abstract, and in advance of any publication of a scientific paper. Evidence of a scientific presentation (scientific presentation abstract or scientific paper) should be submitted after the fact together with an Expenditure Statement Form (Form 8). Yamada Bee Company will remit the scientific presentation expenses by the end of the month following receipt of the above documents.