# **Appendix A**

# **Sponsored Research Planning**

# **(1) Research Title.**

|  |
| --- |
|  |

# **(2) Research Purpose and Description.**

|  |
| --- |
|  |

# **(3) Research Term.**

From \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_through \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_

# **(4) Research Staff Members.**

|  |  |
| --- | --- |
| Meiji: |  |
|  |  |

# **(5) Division of Roles in Research Program.**

|  |  |  |
| --- | --- | --- |
| Meiji: | a) |  |
|  | b) |  |
|  | c) |  |

# **(6) Schedule.**

|  |  |
| --- | --- |
|  | [***20xx’***] [***20yy’***] Apr. May June July Aug. Sept. Oct. Nov. Dec. Jan. Feb. Mar. |
| Meiji a) |  |  |  |  |  |  |  |  |  |  |  |  |
| b) |  |  |  |  |  |  |  |  |  |  |  |  |
| c) |  |  |  |  |  |  |  |  |  |  |  |  |

# **(7) Research Locations.**

|  |  |
| --- | --- |
| Meiji: |  |

# **(8) Research Expenses.**

|  |  |  |
| --- | --- | --- |
| Total Amount of Direct Expenses | **[\*,\*\*\*,\*\*\*]** | JPY |
| General and Administrative Overheads\* | **[\*,\*\*\*,\*\*\*]** | JPY |
| All National & Local Consumption Tax\*\* | **[\*,\*\*\*,\*\*\*/ untaxable]**  | JPY |
| Total | **[\*,\*\*\*,\*\*\*]** | JPY |

\* General and Administrative Overheads shall be calculated as 10% of Total Amount of Research Expenses.

\*\* If AAA is an entity located in Japan, an amount equivalent to 10% of the sum of Total Amount of Direct Expenses and General and Administrative Overheads will be imposed. If AAA is a foreign entity located outside Japan, any consumption tax in Japan will not be imposed.