

Appendix A

Collaborative Research Planning

(1) **Research Title.**

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

(3) **Research Term.**

From _____, _____ through _____, _____

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

Meiji: _____

AAA: _____

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

Meiji: a) _____

b) _____

c) _____

AAA: a) _____

b) _____

c) _____

(6) **Schedule.**

		[20xx']									[20yy']		
		Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
Meiji	a)												
	b)												
	c)												
AAA	a)												
	b)												
	c)												

(7) **Research Locations.**

Meiji: _____

AAA: _____

(8) Research Expenses.

Total Amount of Direct Expenses	[*,***,***)	JPY
General and Administrative Overheads*	[*,***,***)	JPY
All National & Local Consumption Tax**	[*,***,***/	JPY
	untaxable]	
<hr/> Total	<hr/> [*,***,***)	<hr/> 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.