**[Project summary]**

Date: month date, 20xx

**Short-term Research Visit (Project No.: )**

 To the Director of the Disaster Prevention Research Institute, Kyoto University,

　　　　　　　　　　　　　　　　　　　Applicant (Principal Investigator)

　　　　　　　　　　　　　　　　　　　 　Name:

　　　　　　　　　　　　　　　　　 　　　Position:

　　　　　　　　　　　　　　　　　　 　Affiliation:

　 The results of the collaborative research are reported as follows.

Project title:

Principal Investigator:

Affiliation:

Name of DPRI CP (contact person)

Research period: mm.dd, 20xx ~ mm.dd, 20xx

Research location:

Number of participants in the collaborative research: (DPRI: non-DPRI: )

- Number of graduate students: (Masters: Doctoral students: ) (Included number)

- Participation role of graduate students [ ]

Anticipated impact on research and education

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|  |

Research report

(1) Purpose

(2) Summary of research progress

(3) Summary of research findings

(4) Publications of research findings

**Guidelines for Preparing Short-term Research Visit Project summary**

**1. Project number**

Indicate the Project Number in the Project summary Form.

**2. Number of participants in the collaborative research**

Provide the number of participants from DPRI and non-DPRI institutes including PI.

‘Participants in the collaborative research’ include, in addition to co-investigators listed in the application form, those who joined the project; i.e. graduate students who have got involved in the core part of the research. Please note that those who provided a little support to field works or organized data or documents are not applicable. The final decision on who will be counted as participants depends on the PI.

If there are any changes to the list of collaborators, please submit the updated list.

**3. Graduate students**

　　Describe the number of participants including collaborative researchers, general collaborators, and ancillary staff.

 Provide the numbers of Masters and Doctoral students.

　　Briefly describe the role of the students in the collaborative research.

**4. Research report**

Describe briefly the following items. (About 500 words in total).

This will be published in the DPRI Annuals and on the website of DPRI.

(1) Purpose

(2) Summary of research progress

(3) Summary of research finding(s)

(4) Publication of research finding(s) (Include publications in preparation)

If you have published papers, please send a copy or published materials. Describe the schedule for publications in preparation.

For publications of papers from the collaborative research, please include, “This paper is based on achievements of the collaborative research program of the Disaster Prevention Research Institute of Kyoto University”.

**5. Submission**

**Deadline:** **The end of April of the year following the research period.**

**Method:** Submit the report in Microsoft Word format via email to the Joint Usage of Research

 Support Section, Uji Administrative Office, Kyoto University with the subject line:

“Collaborative research report \*\*-\*\*”

[\*\* is the project No.]

 E-mail address: kyododpri.kyoto-u.ac.jp

**6. Others**

1) After submitting this Project summary, please complete the **Project report** and submit **the electric** **form report in PDF format** and its **6 copies of book form report** with Kyoto University **Research Information Repository Registration Form by the end of May** of the year following the research period.

 Please refer to the attached PDF file for the front cover format of book form report.

2) Please contact the Joint Usage of Research Support Section for inquiries with the project number.

3) Please visit the website below for the application forms.

<http://www.dpri.kyoto-u.ac.jp/collaborative/>

Contact: Joint Usage of Research Support Section,

 Uji Administrative Office, Kyoto University

 TEL: 0774-38-3350 FAX: 0774-38-3369

e-mail: kyododpri.kyoto-u.ac.jp