**Form 2-3　　　　　　　　　　　　　　　　　　　　 　　　　　　　Project Report**

Date:

**Workshops and Symposia (Project No.: )**

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

　　　　　　　　　　　　　　　　　　　　Applicant (Principal Investigator)

　　　　　　　　　　　　　　　　　　　 　Name:

　　　　　　　　　　　　　　　　　 　　　Position:

　　　　　　　　　　　　　　　　　　 　Affiliation:

The results of the Workshop or Symposium are reported as follows.

Meeting title:

Name of co-sponsor:　 ※ In the case of joint sponsorship

Name of DPRI collaborative researcher:

Dates of meeting: xxx xx, 20xx

Venue for the meeting

The number of participants: persons (Provide numbers for DPRI and non-DPRI staff)

-Number of graduate students: (Provide numbers for Masters and Doctoral students)

(Included number)

- Participation role of the graduate students [ ] Anticipated impact for research and education

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|  |

Research meeting report

(1) Purpose

(2) Summary of findings

(3) Program

(4) Publication of research findings

Form 2-4

List of Participants for Research Meeting

　　　　　　　　　　　　　　　　　　　　　　　　［Principal Investigator］

　　　　　　　　　　　　　　Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Affiliation | Position (for students circle the appropriate designation) | | Remarks |
|  |  |  | Undergraduate/Master/Doctor | \* |
|  |  |  | Undergraduate/Master/Doctor |  |
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|  |  |  | Undergraduate/Master/Doctor |  |
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|  |  |  | Undergraduate/Master/Doctor |  |
|  |  |  | Undergraduate/Master/Doctor |  |

**\*) Please make note here if the participant is a foreign researcher or student.**

**Guidelines for Report of Workshops and Symposia**

**1. Name of co-sponsoring organization**

In the case of joint sponsorship, provide the name(s) of the other organizations.

**2. Number of participants**

Provide the number of participants, and submit the list of participants on Form 2-4. For students, circle the appropriate entry in the Position column. Please make note in the Remark column if the participant is a foreign researcher or student. A list similar to Form 2-4 can be used to provide the names of the participants.

**3. Graduate students**

　　Provide the number of participating graduate students.

　　Briefly describe the role of the students, such as the presenter, administrative support, etc.

**4. Research report**

Describe briefly the following items. (About 1,000 words in total).

The contents of the report are to be published in the Annual Report and on the website of DPRI.

(1) Purpose

(2) Summary of findings

(3) Program

(4) Publication of research findings (Include publications in preparation)

For published papers, send a copy or published materials to the program office. Describe the schedule for publications in preparation.

For publication 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 of report**

**Deadline:** The end of March (Note: usually April but this year is special) of the year following

the research period.

**Method:** E-mail to kyodo@dpri.kyoto-u.ac.jp with the subject line: “Workshop and Symposia report \*\*-\*\*”

[\*\* is the project No.]

**6. Other information**

　1) After submitting this Project Report, please submit 6 copies of summary documents (CD-ROM or book form) as soon as possible.

2) Queries should be made with referring the project number.

3) For the application forms, please see the website, “Collaborative research” of the Disaster Prevention Research Institute.

（http://www.dpri.kyoto-u.ac.jp/web\_e/index\_topics.html）

Person in charge of the joint usage of research support section of

Uji administration office of Kyoto University

　　　　TEL　0774-38-3350　FAX　0774-38-3369

E-mail address: kyodo@dpri.kyoto-u.ac.jp