**【Project summary】**

Date: month date, 20xx

**Topical Research Meeting (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

Principal Investigator

Dates of meeting: Month date, 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

List of Participants for Research Meeting

　　　　　　　　　　　　　　　　　　　　　　　　［Principal Investigator］

　　　　　　　　　　　　　　Name:

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

**\*) Please make note here if the participant is a researcher or student who belongs to an institution outside Japan.**

**Guidelines for Preparing Topical Research Meeting Project summary**

**1. Project number**

Indicate the Project Number in the Project summary Form.

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

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

**3. Number of participants**

Provide the number of participants including PI (provide numbers for DPRI and non-DPRI staff), and submit the “List of participants for Research Meeting”. For students, circle the appropriate entry in the Position column. Please make note in the Remark column if the participant is a researcher or student who belongs to an institution outside Japan. A list similar to the attached form can be used to provide the names of the participants.

**3. Graduate students**

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

 ancillary staff.

 Provide numbers for Masters and Doctoral students.

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

**4. Research meeting report**

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

The contents of the report are to be published in the DPRI Annuals 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**

**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