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**Form 4-1** 　　　　　　　　　　　　　　　　　　　　　　　　　　　　 (※ Leave here blank.)

Application Form for Long-/Short-term※ Research Visit

Date:

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

　　　　　　　　　Applicant (Principal Investigator)

 Name (Surname/Given name)

 Phonetic transcription of the name in Japanese kana (or hiragana)

　　　　　　　　　Position

　　　　　　　　　Affiliation

　　　　　　　　　Address

　　　　　　　　　Tel ( ) -

　　　　　　　　　e-mail address

　　　　　　　　　Name of DPRI Contact Person (DPRI CP)

I would like to conduct collaborative research as described below and submit this application.

|  |  |
| --- | --- |
|  Project Title | (English) |
| (Japanese) |
| Research Location |  |
| Period of Stay | From Month dd, 20yy to Month dd, 20yy |
| Research Objectives and Significance (\*1) |  |

※ Edit the title for either Long-term or Short-term in the application title, according to the objective.

**Form 4-2**

|  |  |
| --- | --- |
| Research Plan(\*2) |  |
| Research Collaborators(\*3) | Name | Position | Affiliation | Roles in this project |
| *\* Principal Investigator* | [ ] Put a tick mark, if PI’s affiliation joins GADRI or has an academic exchange agreement with DPRI. |  |
|  |  |
|  |  |  |  |

**Form 4-3**

|  |  |
| --- | --- |
| DPRI Facilities to be Used (\*4) (See appendix II) |  |
| Expenses | Consumables/Equipment(Put a circle before equipment.)(\*5) | Travel Expenses (\*6) | Others, incl. personnel expenses, service fees, venue rental fees, printing expenses, and DPRI facilities use fees, etc. (\*7) |
| Item | Amount (Units:1000 yen) | Item | Amount (Units:1000 yen) | Item | Amount  (Units:1000 yen) |
|  |  |  |  |  |  |
| Subtotal |  | Subtotal |  | Subtotal |  |
| Total | (Units:1000 yen) |
| Related Major ResearchPublications in the last 5 years (\*8) |  |

**Form 4-4**

**Applications by Graduate Students (Doctoral Course)**

|  |  |
| --- | --- |
| Doctoral Advisor: Name, Position, Affiliation |  |
| Comments by the Doctoral Advisor |  |

(\*1) Describe research objectives and significance, including development of ideas.

(\*2) As a general rule, only one person (principal investigator only) is required to make a round-trip application for a long-term stay joint research project. However, if there is a need for more than one person to stay in order to conduct the research, please indicate the stay schedule and expense plan for each person.

(\*3) DPRI staff should be included as the research collaborator. Put a tick mark in the form, if the PI’s affiliation joins GADRI or has an academic exchange agreement (AEA) with DPRI. Also describe the relationship between the project and GADRI or the AEA in the “research project” box.

(\*4) Note the specific DPRI facilities, equipment, instruments, or data used by this research project.

(\*5) In principle, expenses for equipment\* will not be approved. However, this shall not apply to equipment to be used for experiments/observations, only if PI and DPRI CP can take full responsibility for managing them. If you have specific reasons for purchasing equipment, list the equipment in the form (with a circle before it) and provide additional documents (format optional) that justify the need.

\* DPRI defines “equipment” as durable goods that can be repeatedly/continuously used for more than one year and are purchased at a cost of more than 100,000 yen. Items that can be easily sold for cash as defined by Kyoto University (PCs, tablet computers, digital cameras, video cameras, televisions, recording devices, radio-controlled aerial vehicles weighing 100g or more) are also regarded as equipment, even if they cost less than 100,000 yen.

(\*6) e.g.) Fieldwork expenses (Uji–field work site, 2 nights 3 days, 3 persons, 3 times) / Research meeting (Uji–Tokyo, 1 night 2 days, 1 person, 1 time)

(\*7) Personnel expenses will not be approved for employing a researcher. However, it is possible to employ students as research assistants.
Indicate costs for the usage of DPRI facilities by consulting with the DPRI Contact Person.

(\*8) Describe each publication’s author, year, paper title, journal name, volume and page numbers.

(\*9) The space for each item in the application form can be adjusted, as long as the total document remains within 3 pages excluding Form 4-4. These annotations can be deleted.

**This form must be submitted in Microsoft Word format via e-mail by the DPRI Contact Person. The subject line of the email should be “Application for Short-term Research Visits ([Name of the Principal Investigator]) or “Application for Long-term Research Visits ([Name of the Principal Investigator]) .”**

**Submit to:**

**Joint Usage of Research Support Section of the Uji Administrative Office**

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

\* If you do not receive a confirmation of receipt within 3 days after submission, please contact us.