US Grants Workshop
Guidelines for Applicants

1. Objectives

   To realize the goal set by the Ministry of Education, Culture, Sports, Science and Technology "Program for Promoting the Enhancement of Research Universities" of early-stage entrance into the top 100 rankings of world universities, the Tokyo Institute of Technology Office of Research and Innovation works to enhance research capabilities, implementing various measures to support initiatives including "promotion of international joint research", "establishment of an international research environment" and "further strengthening of top fields."

   Achieving greater adoption of overseas research funds by Tokyo Tech researchers for promotion of international joint research is important for international dissemination of the university's research capabilities and is indispensable for future development of the university.

   This measure concerns holding a workshop consisting of lectures and practice (exercises) in English for researchers at Tokyo Tech aiming to acquire overseas research funds and faculty and staff supporting them, providing research fund information, and improving application writing skills. Tokyo Tech researchers will effectively apply for overseas research funds, and by acquiring skills to achieve the acquisition of larger external funds, will ultimately be able to conceptualize and produce content leading to opportunities to actively disseminate their research internationally.

2. Eligibility

   Applicants must be one of the following:
   - Tokyo Tech assistant professor, associate professor, professor, or research staff (including fixed-term positions; excluding students)
   - Visiting international researcher engaging in collaborative research with Tokyo Tech
   - Tokyo Tech URA, industry liaison coordinator, or other faculty or staff engaged in supporting acquisition of overseas research funds

3. Screening and Selection
   First come, first served basis.

4. Number of Seats Available
   40/day

5. Workshop Details
   The workshop will be offered at Ookayama Campus. Content will be provided over the course of two days.

[Dates]   (doors open at 8:45)
     Day 1: Monday, March 4, 2019, 9:00 – 17:00
     Day 2: Tuesday, March 5, 2019, 9:00 – 17:00

[Venue]
     ~~Ishikawadai Bldg. 8 (ELSI-2), Floor 1, Lounge~~
     Ishikawadai Bldg. 8 (ELSI 2), Floor 4, Room 407

[Curriculum]
   Day 1
   - Terminology and where to find funding
   - NIH Funding Opportunities (including subawards)
   - NSF Funding Opportunities (including subawards)
   - Grant Submission/ Grant Negotiation/ Grant Management
   - Online submission/reporting system walk-through
   - Financial regulation and rules

   Day 2
   - The Importance of International Collaboration in Basic Research and Science
     Diplomacy
   - The Role of Research Administrators in International Collaboration and Best Practices
   - Proposal Development
   - Overview of other International Collaboration Opportunities (Horizon 2020)
   - Hands-on exercise: Proposal and Budget development for NIH and NSF
   - IP and Technology Transfer

   Each day will be approximately 8 hours long, including breaks, and will have Q&A
sessions, practical exercises, and discussions. Applicants are recommended to attend both
sessions. However, applications for only one day will be accepted.

[Lecturers]
   Lecturers are provided by the National Council of University Research Administrators
(NCURA).

Kim Moreland, Associate Vice Chancellor for Research and Sponsored Programs,
University of Wisconsin - Madison

   Kim Moreland is the Associate Vice Chancellor for Research and Sponsored Programs
   at the University of Wisconsin - Madison. She is a Distinguished Educator and former
   president of NCURA. She has chaired the NCURA Select Committee on Global Affairs,
   and has also served on the Advisory Committee for Business and Operations of NSF.

Toni Shaklee, Assistant Vice President for Research, Oklahoma State University

   Toni Shaklee is the Assistant Vice President for Research at Oklahoma State
   University. She is a certified research administrator, certified pre-award research
   administrator, and has a Ph.D. in environmental science. She also serves as senior editor
   for NCURA Magazine.

[Language] English

     * No fee is required to attend the workshop.
     * Attendees may bring a dictionary.

6. Application Procedures
   After carefully reading the objectives of the workshop, complete and submit the application form on the following webpage:

[Web Application Form]　(Internal access only)
　　https://www.ura.titech.ac.jp/forms/index.php/137128?lang=en

7. Application Deadline
　~~Friday, February 22, 2019, 17:00~~
　Wednesday, February 27, 2019, 17:00

8. Notification of Results
   Registration by eligible applicants is accepted on a first come, first served basis. All applicants will be notified after registration is complete.

[Contact]
Office of Research and Innovation
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