

**APPLICATION GUIDELINES
MIZUTANI FOUNDATION FOR GLYCOSCIENCE
RESEARCH GRANT**

2011

(for Grants to be Awarded in 2011)

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General Information: Mizutani Foundation for Glycoscience is a non-profit organization established on October 1, 1992 with funds donated by Mr. Masakane Mizutani, former Emeritus Chairman of Seikagaku Corporation, Tokyo, Japan. The objective of the Foundation is to promote world-wide progress in glycoscience. In accordance with this objective, the Foundation provides research grants to outstanding proposals for basic studies on glycoconjugates: their organic chemistry, biochemistry, biophysics, molecular biology, cellular biology and medical applications.

Eligibility: The applicant (principal investigator) must (a) have a doctorate (corresponding to Ph.D. or M.D. degree in the USA) in a field relevant to the proposed project, (b) have a documented capability of performing independent studies, (c) be a member of a scientific institution (applicant organization) where he or she can carry out the proposed study and (d) have not been awarded the Mizutani grant between 2006 and 2010 (the grantee may re-apply after a period of five years).

Grant: In principle, a grant will be approved for one (1) year, from April 1, 2011 to March 31, 2012. However, if desired, the period can be extended another year without any additional grant after obtaining the approval of the Foundation. The maximum amount of a grant is 7,000,000 yen (approximately US\$77,000 as of February, 2010). The total budget for the grants is 70,000,000 yen per annum. The grant may be used for various items necessary for the proposed study, but not for the salaries of the principal or collaborative investigators. The proposed study may be a part of a large project, including an international collaboration. However, only a single investigator is considered to be the principal investigator. As much as 10% of the total grant may be used for indirect costs (overheads).

Review: In regular selections, new applications will be evaluated by a Review Committee consisting of knowledgeable specialists appointed by the Foundation. The review criteria will include 1) glycoscience field, 2) originality, 3) scientific merit and 4) feasibility. The track record of the applicant and the research environment reported by him or her are also considered. In a separate selection, one or two projects out of the all applications will be chosen from the viewpoint of "exploratory glycoscience". Here, the selection criteria will emphasize potential outcomes especially benefiting human life environments or bringing progress of glycoscience into new directions.

Terms: If a grant is awarded as a result of this application, the applicant organization would assume the legal and financial accountability for the grant as grantee. The organization *must file a detailed financial report* within two (2) months following the end of the fiscal year (March 31 in Japan). Also, the applicant would become the principal investigator and assume responsibilities on the scientific aspect of the proposed study. He or she *must file a progress report* within two (2) months following the end of the fiscal year (March 31 in Japan). He or she *must write an appropriate acknowledgment* to the Foundation in all the publications resulted from the study and *file two (2) copies (reprints) of each publication* to the Foundation.

Deadlines: The application will be accepted from July 1 through September 1, 2010 (Tokyo Time). Mizutani Foundation will not acknowledge the receipt of any application unless a self-addressed fax sheet is included. The decision letter will be airmailed no later than February 10, 2011. The name of the Grantees and their titles of the projects will be announced on our Home Page later. The grants will be remitted by the end of March. The Awards will be effective on April 1, 2011.

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Specific Information for Preparation of an Application

General:

- 1) The applicant must **(1) make online registration from this home page and at the same time (2) submit a set of application documents by post.** Both the online registration and application package should reach the Foundation between July and September 1, 2010. Application packages should preferably be sent by certified mail.
- 2) Applications must be written in English and printed on the official application form. Unless otherwise specified, copies of a blank page included in this package may be used for additional pages. Please file your complete checklist on p.4 with your application documents.
- 3) Application document must be typed with a font size of 11 point or larger on A4 or letter size papers and the margins on left and right side should be at least 2.5cm.
- 4) Application document must be stapled. Do not use ring file or other binder.

Item 0. Online registration Number: Enter your online registration number you obtained.

Item 1. Applicant: Enter your name, *the Last Name, the First Name and the Middle Name in order and the Last Name in boldface.* If a grant is awarded as a result of this application, you would assume the responsibilities of the principal investigator (P.I.) of the proposed project. Do not write more than one name. If the proposed project involves joint studies by more than one investigator in an institution, one of them should take the responsibilities of the principal investigator. If more than one institution (applicant organization) are involved, and each institution requests its own budget, separate applications should be filed for each applicant organization. Under these conditions, a collaborative nature of the applications should be indicated under Item 11 (Abstract) and Item 16 (Research Plan). On the other hand, a P.I. may share his or her grant with collaborators in other institutions as long as the P.I. and his or her institution would take scientific and financial responsibilities for the entire project.

Item 2. Degree & Title: Enter your degree (Ph. D.,M. D.) and title/position in your organization.

Item 3. Institution: Enter the name, postal and e-mail addresses, as well as phone & fax numbers of the institution to which you are affiliated. If the application is filed by a third party (ex. Regent of the University), its name and address should be printed on the right half of the space provided along with the aforementioned mailing address of the principal investigator.

Item 4. Title: The title should be descriptive but should *not exceed 80 typewriter spaces*, including blank spaces and punctuation.

Item 5. Funds Requested: Enter in US Dollars.

Item 6. Financial or administrative official: Enter the name, mailing address and phone, fax & e-mail numbers of a person who would be, if a grant is awarded, for bookkeeping and reporting detailed financial record to the Foundation. The project research member cannot be a Financial/Administrative Official for the Grant. *The Foundation may ask to this individual to which bank account (usually that of the grantee organization) the grant money should be transferred.*

Item 7. Individual who represents the grantee organization: Enter the name and mailing, phone, fax & e-mail addresses of a person who is authorized to act for the applicant organization and to assume, if a grant is awarded, the obligations imposed by the grant.

Item 8. Signatures: Enter signatures of the individuals whose names appear under Items 1, 6 and 7.

Item 9. Project team: Describe your research group by listing all the individuals who would be involved in the proposed project. If the proposed project is a part of a large program, list also the key personnel in the program.

Item 10. Research facilities: Describe that your laboratory and institution are sufficiently well equipped for the proposed study.

Item 11. Abstract: The abstract should begin with the project title (Item 4). If the proposed project is a part of a large (collaborative) program, clearly indicate it in the abstract. Mizutani Foundation will use this page to select the primary reviewer for your application. Therefore, the abstract should be informative and well focused. Include *ten (10) extra copies* of this page in your application.

Item 12. Human subject etc.: If your project involves human subjects, vertebrate animals, radioisotopes, biohazards, or recombinant DNAs, follow the policies of your institution. *Copies (three each)* of the institutional approval should be submitted, as appendix materials, with the application.

Item 13. Detailed budget: Prepare the budget in US Dollars. The budget may include the costs of salaries and fringe benefits for supporting personnel, equipment, supplies, travel and other miscellaneous items that are necessary for the execution of the proposed study. The budget may also be used for indirect costs (overheads) as long as the latter do not exceed 10% of the total budget. Note that the overheads are included in your total grant. The grant may not be used for the salaries of the principal or collaborative investigators, either in full or in part. If a major change must be made in the budgets after the grant is awarded, obtain a permission from the Foundation.

Item 14. Justification: Justifications must be provided for the costs of personnel, equipment, major supplies, travel and major items in other expenses. Use additional pages if necessary.

Item 15. Biographical sketches: Describe academic profiles of the principal and other investigators listed above under Item 9. List in chronological order (a) education, (b) professional employment and (c) representative publications (including their titles and names of authors). Do not exceed two (2) pages for each investigator. [A project team can select maximum five (5) representative publications and submit the reprints in duplicate as appendix materials.]

Item 16. Research plan: Provide sufficient information for the proper evaluation of your research proposal. If the proposed study is a part of a large program, provide in this section the title and summary statement of the large program, and describe the role and significance of your work in the program. *Do not exceed ten (10) pages* including tables, figures and references.

CHECKLIST:

A complete application package should consist of the following items

- (1) One set of the properly signed original application.
 - (a) Make certain to include (i) country name, (ii) country code for phone & fax and (iii) e-mail address in Items 3, 6 and 7.
 - (b) See the instruction (for Item 3) how to include the address of the Board of Regent of the University under Item 3. Note that the primary function of Item 3 is to show the mailing address of the applicant (Principal Investigator).
 - (c) Enter the page numbers in the space provided at the bottom center (disregard the original numbers printed at right).
- (2) Two (2) copies of the entire, aforementioned application.
- (3) Ten (10) extra copies of the abstract page.
- (4) Two(2) sets of the selected papers (maximum 5 in total in the project) published by the investigators of the project.
- (5) Two each of any other appendix materials.
- (6) If your project involves the subjects stated under Item 12, three copies of relevant permission(s).
- (7) Each appendix material (Items 4 & 5 above) must show the applicant's name at the upper right corner and be numbered sequentially.
- (8) A self-addressed fax page acknowledging the receipt of the application (optional).
- (9) One copy of on-line registration form.
- (9) Deadline: September 1, 2010 (Tokyo Time).

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Mailing Address:

Mizutani Foundation for Glycoscience
Marunouchi Center Building 10F, 1-6-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005, Japan

CHECK SHEET

	Yes	No
1. Have you entered your registration number?		
2. Have you made your online registration?		
3. One (1) set of the properly signed original application and two (2) copies of them.		
4. Ten (10) extra copies of the abstract page.		
5. Two (2) sets of selected papers (maximum 5 in total) published by your project members.		
6. Two (2) sets of any other appendix materials.		
7. If your project involves the subjects stated in Item 12, three (3) copies of relevant permission(s) are necessary.		
8. One copy of on-line registration form		
9. Self-addressed fax sheet acknowledging the receipt of the application. (optional)		

Applicant's Name _____

9. Project Team: List the persons involved in the proposed study.

Name	Degree	Position/Title	Organization (if different from Item 3)	Roles in the Project
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10. Research Facilities Available:

Applicant's Name _____

11. Abstract of the proposed project (include the project title; *do not exceed the space provided*).

Key words (five or less):

12. Does the proposed research involve:

- a) Human subjects? Yes__ No __. If yes, date approved: _____
- b) Vertebrate animals? Yes__ No __. If yes, date approved: _____
- c) Radioisotopes? Yes__ No __. If yes, date approved: _____
- d) Biohazards? Yes__ No __. If yes, date approved: _____
- e) Recombinant DNAs? Yes__ No __. If yes, date approved: _____

Applicant's Name _____

13. Detailed Budget (itemize and enter in US Dollars; *do not exceed the space provided*):

Budget category (itemize) US\$

Personnel:

Base salary:

Fringe benefits:

Equipment:

Supplies:

Travel:

Other expenses:

Indirect costs (%):

Total:

Applicant's Name _____

14. Justification for the above budget (itemize; use additional pages if necessary):

Applicant's Name _____

15. Biographical sketches: See the instruction in "Application Guidelines". Do not exceed two (2) pages for each investigator.

Applicant's Name _____

16. Research plan including: (a) specific aims, (b) background and significance, (c) preliminary studies, (d) research design and methods, (e) expected results and (f) references cited. Do not exceed ten (10) pages.

Applicant's Name _____

(Make copies of this page, and use them for additional pages.)