APPLICATION GUIDELINES
MIZUTANI FOUNDATION FOR GLYCOSCIENCE
THE 31st RESEARCH GRANT (for 2024)

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General Information: Mizutani Foundation for Glycoscience is a non-profit organization established on October 1, 1992 with funds donated by the late 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 researchers submitting outstanding proposals for basic and applied studies on glycoconjugates in the fields of organic chemistry, biochemistry, biophysics, molecular biology, cellular biology and medical sciences.

Eligibility: The applicant (principal investigator) must
1) have a doctoral degree or its equivalent in a field relevant to the proposed project
2) have a documented capability of performing independent studies,
3) be a member of a scientific organization (applicant organization) where the applicant can carry out the proposed project
4) not have been awarded a Mizutani grant between 2019 and 2023 (grantees may re-apply after a period of five years.)

Grant:
1) In principle, the grant will be approved for one year, from April 1, 2024 to March 31, 2025. However, if desired, the period can be extended for not more than one year further upon approval of the Foundation (Note: An interim report and a statement of reasons for the extension must be submitted to the Foundation by the end of February 2025.) No further additional funds will be provided.
2) The maximum amount of a grant is 7,000,000 yen (approximately US$52,000 as of March 2023.) The total budget for all 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 personnel cost of the principal or collaborative investigators. As much as 10% of the grant may be used for indirect costs (overhead). The proposed study may be part of a large project, including international collaborations. However, only one investigator is considered to be the principal investigator.

Selection: In regular selections, the applications will be evaluated by a Selection Committee consisting of knowledgeable specialists appointed by the Foundation. The review criteria will include 1) relevance to the glycoscience field, 2) originality, 3) scientific and social merit and 4) feasibility. The track record of the applicant and the research environment reported by the applicant are also taken into consideration. The Foundation will select 10 to 15 projects.

Terms:
1) The applicant will be the principal investigator and assume responsibility for the scientific aspect of the proposed study. Also, **the applicant must file a progress report within two months of the end of the fiscal year (March 31, 2025, in Japan.)** Note that an abstract of the progress report will be open to the public on our web site.
2) The funds will be remitted to the applicant organization. The organization will assume legal and financial accountability for the grant as grantee and **must file a detailed financial report within two months after March 31**.
3) The name, organization and project title of the grantee will be disclosed on the web site and in print.
4) The grantee must write an appropriate acknowledgment to the Foundation in all publications that result from the study and file two copies (reprints) of each publication to the Foundation.

Application: Applicant must

1) **Register your Last name, First name and e-mail address** on the web site
   (https://mizutanifdn.or.jp/member/registration/)
2) URL of the submission page and password will be sent to you immediately.
3) Access this page and fill in all necessary items.
   Create pdf files of the application documents, papers selected by the applicant (maximum of 5) and relevant permission(s) respectively.
   IMPORTANT: Write your Last Name and First Name at the head of the PDF file name.
   EXAMPLE: Application: A- your Last Name and First Name.pdf
                   Papers: B1- your Last Name and First Name.pdf, B2- your Last Name and First Name.pdf …B5- your Last Name and First Name.pdf
                   Permission(s): C- your Last Name and First Name.pdf
4) Create ZIP folder consisted of the above pdf files. Then upload it to the submission page.
   IMPORTANT: Write your Last Name and First Name at the head of the ZIP folder name.
   EXAMPLE: da Vinci_Leonardo.zip
5) Applications will be accepted from July 1 through September 1, 2023(Japan Time).

Results of selection:

Selection results will be mailed no later than February 20, 2023.
The grant funds will be remitted by the end of March 2024. The awards will be effective as of April 1, 2023. Note that we do not provide detailed information regarding the evaluation.

Contact: Mizutani Foundation for Glycoscience
          Marunouchi Center Bldg. 9F, 1-6-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005, Japan
          Tel: 81-3-3211-0861   Fax: 81-3-3211-0862
          E-mail: info@mizutanifdn.or.jp

Specific Information for Preparation of the Application
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General:

    1) Use this application form. All application documents must be written in English. Copies of a blank page included in this form may be used for additional pages.

    2) The following documents are required for application:
- ①   A properly signed application (PDF)
- ②   Papers selected by the applicant (maximum of 5) (PDF)
- ③   Copies of relevant permission as applicable to item 12 (PDF)

◆**Note: Write your Last Name and First Name at the head of the PDF file name.**

Item 1. Applicant:

    1) **Enter your Last Name, First Name and Middle Name in that order with the Last Name in boldface.** If a grant is awarded as a result of this application, the applicant must assume responsibility as principal investigator (P.I.) of the proposed project. Do not write more than one name.

    2) If the proposed project involves joint studies by more than one investigator in an organization or other organizations, one of them should take responsibility as principal investigator. If each investigator or each organization requests its own budget, make a detailed budget (Item 13) or provide justification (Item 14) to clear its own budget. Under these conditions, the collaborative nature of the applications should be indicated under Item 11 (Abstract) and Item 16 (Research Plan). On the other hand, the P.I. may share the grant funds with collaborators in other organizations as long as the P.I. and the applicant organization take scientific and financial responsibility for the entire project.

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

Item 3. Organization: Enter the name, postal and the applicant's e-mail address, as well as phone & fax numbers of the affiliate organization. If the application is filed by a third party (ex. Regent of the University), the name and address should be printed on the right half of the space provided together with the aforementioned mailing address of the principal investigator.

Item 4. Title: The title should be descriptive but must **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, phone & fax numbers and e-mail address of the person who would be, if a grant is awarded, responsible for bookkeeping and providing a detailed financial report to the Foundation at the end of the research period. The applicant cannot be a Financial/Administrative Official for the Grant. **The Foundation may make inquiry to this person about the bank account (usually that of the applicant organization) into which the grant funds should be remitted.**

Item 7. Individual who represents the applicant organization: Enter the name and mailing, phone, fax & e-mail addresses of the 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: List all the individuals of your team that would be involved in the proposed project. If the proposed project is part of a large program, list also the key personnel in the program.

Item 10. Research facilities: Provide a description of your laboratory and organization to show that they are sufficiently well equipped for the proposed study.

Item 11. Abstract:
1) The abstract should begin with the Project Title (Item 4) and your Last Name. If the proposed project is part of a large (collaborative) program, clearly indicate this in the abstract.
2) A graphical abstract should be included.
3) Key words (5 or less) should be listed at the end of the abstract.

make   ◆**Note:The Foundation will use these pages to select primary reviewers for your application so sure the abstract is informative and well focused. Do not exceed 2 pages in total.**

Item 12. Subjects: If your project involves human subjects, vertebrate animals, radioisotopes, biohazards, or recombinant DNAs, follow the policies of your organization. Copies of the organizational approval (PDF) should be uploaded.

Item 13. Detailed budget:
1) Prepare the budget in US dollars.
2) The budget may include the personnel costs for the project team, equipment, supplies, travel and other miscellaneous expenses that are necessary for the execution of the proposed study.
3) The budget may also be used for indirect costs (overhead) as long as the latter do not exceed 10% of the total budget. Note that overhead is included in your total grant.
4) The grant may not be used for the personnel cost of the principal or collaborative investigators, either in full or in part.
5) If a major change must be made in the budget after the grant is awarded, obtain permission from the Foundation.

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

Item 15. Academic profiles:
1) Provide 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 the titles and names of authors). Do not exceed 2 pages for each investigator.
2) The applicant may select a maximum of 5 representative publications (highlight the titles chosen by the applicant) and upload the selected papers (PDF).

Item 16. Research plan: Do not exceed 10 pages including tables, figures and references.

1) Provide sufficient information on the following items for proper evaluation of your research proposal (a) Specific aims, (b) Background and significance, (c) Preliminary studies, (d) Research design and methods and (e) Expected results if the research proposal is completed as planned.
2) 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.

APPLICATION DOCUMENTS CHECKLIST

Your completed application documents should consist of the following items:

Item	Check
(1)　A properly signed application form (PDF). 　(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 instructions for how to include the address of the Board of Regents 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.)	☐
(2)　The selected papers (maximum of 5 chosen by the applicant) published by the investigators of the project (PDF). Each paper must show the applicant's name at the upper right corner and be numbered sequentially.	☐
(3)　If your project involves one or more of the subjects stated under Item 12, copies of relevant permission(s) (PDF).	☐

IMPORTANT: Application Deadline
　　Deadline is September 1, 2023 (Japan Time).
　　Please make sure to apply well in advance.

Contact:
Mizutani Foundation for Glycoscience
Marunouchi Center Bldg. 9F, 1-6-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005, Japan
Tel: 81-3-3211-0861　Fax: 81-3-3211-0862　E-mail: info@mizutanifdn.or.jp

Application for the 31st (2024) Research Grant of the Mizutani Foundation for Glycoscience

1. Name of Applicant:
  (Last name)   (First name)   (Middle Initial)

2. Degree & Title/Position:

3. Organization: （Name of Organization）

(Mailing Address of applicant)

(Phone)   (Fax)   (E-mail address of applicant)

4. Title of the Proposed Project (do not exceed 80 typewriter spaces):

5. Funds Requested: <u>US$ </u>

6. Financial/Administrative Official for the Grant:
(Name)   (Title)

(Mailing Address)

(Phone with country code)   (Fax)   (E-mail address)

7. Representative of the Applicant Organization:
(Name)   (Title)

(Mailing Address)

(Phone with country code)   (Fax)   (E-mail address)

8. We, the undersigned, certify that *the statements herein are true and complete to the best of our knowledge. If a grant is awarded, we agree to and accept the terms and conditions stipulated by the Foundation.*

Applicant:

          Type/Print   Signature   Date

Financial/Administrative
official:

          Type/Print   Signature   Date

 Representative
of the Organization:

          Type/Print   Signature   Date

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

Name	Degree	Position/Title	Organization (if different from Item 3)	Role in the Project

10. Research Facilities :

Applicant's Name_____

11. Abstract of the proposed project (Font size: 12 point. Include the project title, a graphical abstract and key words; *do not exceed 2 pages in total*).

(Title of the project)

Key words (five or less):

12. Subjects:
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:_____

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

Budget category (Itemize)	US$

Support personnel cost:

Equipment:

Supplies:

Travel:

Other expenses:

Indirect cost:

Total:

14. Justification for the Detailed budget (Use additional pages if necessary):
Itemize the personnel costs for the project team, equipment, supplies, travel and other miscellaneous expenses that are necessary for execution of the proposed study.

15. Academic profiles:

1) 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 the titles and names of authors). Do not exceed 2 pages for each investigator.

2) The applicant may select a maximum of 5 representative published works (highlight the titles chosen by the applicant) and upload the selected papers (PDF).

16. Research plan including: Font size 12 point. Do not exceed ten (10) pages.

1) (a) specific aims, (b) background and significance, (c) preliminary studies, (d) research design and methods (include a chart of the time schedule), (e) expected results if the research proposal is completed as planned.

2) If the proposed study is part of a large program, provide in this section the title and a summary statement of the large program, and describe the role and significance of your work within the program.

(a) Specific aims

(b) Background and significance

(c) Preliminary studies

(d) Research design and methods (include a chart of the time schedule)

(e) Expected results

Applicant's Name_____