

Guidelines for Research Grant Program

These guidelines are made in Japanese and translated into English. The Japanese version is the original and the English version is for reference purposes. If there is any conflict or inconsistency between these two versions, the Japanese version shall prevail.

Article 1 Purpose

These Guidelines aim to establish procedures, etc. for research grant activities conducted by Carbon Recycling Fund Institute (hereinafter referred to as the “Institute”).

Article 2 Scope of Applicants

The Institute subsidizes the part of the costs necessary for research to Researchers (principal investigator or research team organized by the principal investigator, and the same applies hereinafter) engaged in research into the research grant target selected pursuant to the provisions of Article 3.

Article 3 Selection of Research Grant Targets

- (1) The Institute shall have applicants submit the grant application form that includes details of the research pertaining to the research grant target and other necessary information as well as documents, electronic data, or the like separately designated by the Institute by the deadline separately designated by the Institute.
- (2) Upon receipt of a Research Grant Application Form pursuant to the provisions of the preceding paragraph, the Institute shall discuss and review the content at a separately established screening committee.
- (3) When, following the screening provided in the preceding paragraph, the screening committee acknowledges that a grant should be awarded, the Institute shall notify the researchers, etc. to such effect and of the upper limit of the grant using Form 3: Notice of Decision to Award a Research Grant (hereinafter referred to as the “Grant Decision Notice”).
- (4) The Institute may set necessary conditions when deciding to award a grant. In the case referred to in the preceding paragraph, the Institute may decide to

award a grant by modifying details relating to the grant application, if necessary, to properly award a grant.

- (5) The Institute shall notify researchers, etc. to such effect when the screening committee concludes that the contents of application are not appropriate.

Article 4 Selection Criteria

The Institute shall select a research eligible for the grant based on the following criteria:

- (i) There is sufficient research capability to accurately perform the research;
- (ii) There is appropriate capacity to handle accounting and other administrative tasks relating to the research;
- (iii) The research scope shall be expected by the carbon recycling industry;
- (iv) The research shall be original, innovative or superior;
- (v) The research has a detailed plan that is both viable and feasible;
- (vi) The research is highly probable to be adopted by industry.

Article 5 Grant Target Expenses, etc.

Grant are available only for the direct expenses of the research.

Article 6 Submission of Acknowledgment

Researchers, etc. should submit Form 4: Acknowledgment of Research Grant to the Institute after receiving a Grant Decision Notice.

Article 7 Confirmation of Research Results

The Institute shall have the grant researchers, etc. submit Form 5: Results Report by the date of completion of the research grant program. The Institute shall review the report and notify the grant researchers of its confirmation of their results using Form 6: Results Confirmation Notice.

Article 8 Payment of Grants

- (1) The Institute shall deposit grants into an account designated by the institution to which the principal investigator is affiliated after the Institute confirms the Acknowledgement of Research Grant pursuant to Article 6.
- (2) Notwithstanding the foregoing, at the time of the decision being made to award the grant, the Institute may consult with the applicant to determine the timing and method of the grant payment.

Article 9 Submission of Final Progress Reports

The Institute shall have grant researchers submit Form 7: Final Progress Report within 30 days of completion of the Research Grant Program. The Institute may have grant researchers present the details of their report at a final progress reports meeting organized by the Institute, in accordance with instructions from the Institute.

Article 10 Unforeseen Circumstances

The grant researchers should promptly inform the Institute and obtain instructions when they do not expect to be able to complete their Research Grant Program within the scheduled period or if it becomes difficult to carry out the Research Grant Program due to unforeseen circumstances.

Article 11 Dissemination of Research Results

- (1) The Institute shall endeavor to disseminate research results together with the grant researchers.
- (2) In addition to the preceding paragraph, the grant researchers shall clearly state that their results are the results of the Research Grant Program when presenting the results at a conference or publishing the results in a journal, etc.

Supplementary Provisions

These Guidelines come into effect as of April 27, 2020.

Partially revised on April 26, 2021.

Partially revised on April 26, 2022.

Example of direct expense details

Expense Category	Example of details
1. Equipment cost	● Cost of Civil engineering / construction work
	● Cost of manufacturing / purchasing the equipment
	● Cost of Installation, maintenance, modification and repair
	● Other equipment cost
2. Other expenses	● Direct labor cost
	● Consumables cost
	● Travel expenses
	● Outsourcing cost
	● Others

Carbon Recycling Fund Institute
20** Research Grant Application Form
Cover Sheet

○Title

Title of the Research

○Affiliated institution

Name of the affiliated institution of principal investigator

○Name of the principal investigator

20**年 月 日

一般社団法人カーボンリサイクルファンド
会長 福田 信夫 殿

住 所
所属機関名
所属機関長 (印)

20**年度研究助成交付申請書
(20**年 月から20**年 月まで)

研究助成金の交付を受けたいので、助成金交付規程第3条第1項の規定に基づき、下記のとおり申請します。

記

1. 研究課題名

2. 助成金交付申請額 金 円
内訳は、別紙3「助成研究費支出計画表」のとおり

3. 助成事業の開始及び終了予定年月日
開 始年月日 20**年 月 日
終了予定年月日 20**年 月 日

4. 助成事業の概要
概要は別紙1のとおり

5. 研究代表者連絡先
 - ・所属機関名 :
 - ・氏 名 :
 - ・住 所 :
 - ・Tel :
 - ・E-mail :

Outline of Grant Research

The Outline of Grant Research must be limited to two pages (two slides).
* The red letters should be deleted before submission.

Title of the
Research

(The title must be limited to approx. 20 words.)

1. Outline of the R&D

- Describe briefly the research's innovation, originality, superiority to existing research, as well as contribution to the spread of the carbon recycling and other knock-on effects.
- Provide clear description using diagrams and charts as necessary.

Outline of Grant Research

The Outline of Grant Research must be limited to two pages (two slides).
* The red letters should be deleted before submission.

2. R&D organization	<input type="checkbox"/> Industry-academia collaboration <input type="checkbox"/> Solely by a company <input type="checkbox"/> Solely by a university, etc. * Please black out the box that applies to you. You should also describe briefly (in a few lines) the name and roles of respective organizations.
3. Research Field	Choose one of the research fields provided that is most related to your research and fill in this field. (If you choose "(B) Other themes," provide details within these parentheses.)
4. Relationship with our institute	<input type="checkbox"/> Members of this corporation <input type="checkbox"/> Continuing research (adopted in the past by this corporation) <input type="checkbox"/> New proposals (adopted by this corporation in the past) <input type="checkbox"/> Ideas for our working group? If applicable, fill in ■.
5. Research period and desired amount of grant	Research period: From month, year through month, year Desired amount of grant: XXX yen
6. Companies supposed to collaborate	Describe the name of company(ies) that is/are supposed to collaborate in the future to implement the research achievements in society.
7. Applicant information (Describe the name and affiliated organization of the principal investigator)	Name of affiliated organization (corporation): Example: XXX Corporation, YY Section/Department: XXX Section, YYY Department Name/Title: Name, Section Manager (Age: XX) Location: Street address, city, prefecture (zip code: XXX-YYYY) Phone: 1234-56-7890 (main) (mobile phone number) Email: *****@***** Title and name of the person responsible for accounting: Name, Section Manager Phone: 1234-56-7890 Email: *****@*****

[3. Selection of research field]
 (1) Technologies related to CO₂ separation and capture (including direct air capture (DAC)), technologies for CO₂ fixation through mineralization, etc.;
 (2) Technologies for conversion to fuels or chemicals;
 (3) Social science, institutional design (attachment of value to CO₂) to promote carbon recycling, and other fields;
 (4) Technologies related to circulation of carbon resources (including plastics);
 (5) Technologies using living organisms and the like (including germs, bacteria, and the like, biomimicking);
 (6) Technologies related to increasing the value of carbon recycling (including CO₂ visualization supported by AI and IoT technologies, conversion to high added-value materials using CO₂);
 (7) Negative emission field utilizing CO₂ sinks (including soils, fast-growing trees, forestation, blue carbon, agriculture, forestry, and fisheries); or
 (8) Other themes (hydrogen production, ammonia production, technologies contributing to mitigation of climate change)

Describe the Content of the Research within no more than five (5) pages without changing the format.

Use of diagrams, photographs, graphs, etc. is permitted.

*The red letters should be deleted before submission.

Content of the Research Funded by Carbon Recycling Fund Institute

I: Purpose, Content, etc. of the Research

Please describe: (1) background and purpose; and (2) content of the research.
(For (1), clarify issues hindering practical application first and then describe the research problem and its purpose.)
(For (2), describe the research content for each research items in a specific and easy-to-understand manner, showing the innovation, originality, or superiority to existing technologies, etc.)
(For (2), describe the research achievements that are expected to be accomplished at the time of the completion of the research period. Although it is not necessarily required to show them by numerical values, the expected achievements must be described specifically so that the level of progress can be assessed objectively.)

II: Effects of Practical Applications

(Describe contributions to the spread of the carbon recycling, CO₂ reduction effects, high likelihood of being applied in industry (e.g. economic effects). If there are other knock-on effects (e.g. creation of a safe production process, domestic production, improved self-sufficiency rate, etc.), they should also be described.

III: Research Plan, Research Systems, etc.

Describe the followings: 1) research period; 2) research schedule; and 3) research organization and its roles to assume, etc.
(For 2, a Gantt chart should be provided for each of the research items shown in “I. Purpose, Content, etc. of the Research” to demonstrate that the research plan is highly probable and feasible.)

IV. Research Achievement, etc.

1) Related papers submitted or going to be submitted; 2) related intellectual property rights filed or going to be filed; 3) If the same or similar research and development was carried out in the past or is now being carried out with public funding, or if currently applying for public funding for such research, describe the funding system utilized, as well as the research and development theme and details.

V. Information on Key Researchers

Organization	Name	Title	Biography	Roles to assume
(Add lines according to the number of researchers.)			(In a reverse chronological order; the most recent educational qualification should be listed first.)	

VI: Breakdown of Research Expenses by Organization (unit: ¥1,000)

Name of Organization	Total Amount	(Breakdown)	
		Equipment expense	Other expenses
(Describe by organization.) (Add lines according to the number of organizations.)			

Currently-held major equipment, devices, etc. that will be used for the proposal

Create the list for each organization.
* The red letters should be deleted before submission.

Name of Organization

Name of Equipment	Description (Describe the purpose of use, specifications, etc.)

Research Expense Plan
(From month, year through month, year)

Create the list for each organization.

* The red letters should be deleted before submission.

Name of Organization

(Unit: 1,000 yen)

Expense Category	Amount	Details of Major Expenses		
		Item Name	Unit price/Quantity	Subtotal
1. Equipment cost	0	*****	0/0	0
		*****	0/0	0
2. Other expenses	0	*****	0/0	0
		*****	0/0	0
Total expense	0			

20**年 月 日

《研究者等所属機関名》

《研究者所属機関長》 殿

一般社団法人カーボンリサイクルファンド
会長 福田 信夫

年度研究助成金交付決定通知書

20**年 月 日付けで申請がありました 年度研究助成金について、下記のとおり交付することに決定したので、助成金交付規程第3条第3項の規定に基づき、通知します。

記

申請者番号：

研究課題名：

1. 助成金の対象となる事業及び内容

20**年 月 日付けで受理した申請のとおりとする。

ただし、助成事業の開始及び終了予定年月日は、次のとおりとする。

開 始年月日 20**年 月 日

終了予定年月日 20**年 月 日

2. 助成金は次のとおりとする。

助成金の額 金 《助成金合計》円

3. 交付条件

以上

(Form 4)

20**年 月 日

一般社団法人カーボンリサイクルファンド
会長 福田 信夫 殿

住 所
所属機関名
所属機関長 (印)

年度研究助成金交付請書
(20**年 月から20**年 月まで)

下記研究課題について、別紙の研究助成金交付条件及び助成金交付規程に従い、実施することとするため、助成金交付規程第6条の規定に基づき、請書を提出いたします。

記

1. 研究課題名

2. 助成金交付申請額 金 円

3. 助成事業の開始及び終了予定年月日

開 始年月日 20**年 月 日

終了予定年月日 20**年 月 日

4. 助成研究費支出計画

20**年 月 日付の交付決定通知書の助成金の額に対して、別紙のとおり提出する。

以上

研究助成金交付条件

- ① 助成金の交付の決定の内容及びこれに付した条件に従い、善良な管理者の注意をもって助成研究を行う。
- ② 研究助成は「研究助成交付申請書」記載内容に基づき実施する。
- ③ 助成研究の実施過程において、上記内容を変更する必要がある場合は、速やかに当法人に報告し協議する。
- ④ 助成研究が終了したときは、研究結果概要を記載した実績報告書を当法人に提出する。また、30日以内に当法人に成果報告書を提出する。
- ⑤ 助成終了後は当法人が開催する成果報告会でその内容を発表する。
- ⑥ 助成研究の成果に基づき新たな研究を行う場合又は成果を事業化する場合には、その内容及び方法につき当法人との協議に応ずる。
- ⑦ 助成研究に関して論文などを発表する場合は、当法人の助成を受けた旨明記する。
- ⑧ 「研究助成交付申請書」に記載した研究を実施しなかった場合は、助成金を返還する。
- ⑨ 真に研究に必要な資金であれば、特に用途についての制限はない。ただし、申請者が所属する機関の間接経費に充ててはならない。
- ⑩ 帳簿を備え、助成研究に係る経理を他の経理と区別し、当法人等から照会があった場合はこれに応ずる。
- ⑪ 当法人が研究施設への訪問を希望した場合は、可能な範囲で対応すること。
- ⑫ 受託した助成金及び研究に使用する費目に係る会計処理及び税務処理は、助成金の受領者の責任において行う。
- ⑬ 当法人が主催するセミナーなどの講演を依頼した場合や実施期間中の資料作成などを依頼した場合は、可能な範囲で対応すること。

以 上

(Form 5)

20**年 月 日

一般社団法人カーボンリサイクルファンド
会長 福田 信夫 殿

住 所
所属機関名
所属機関長 (印)

実 績 報 告 書

20**年 月 日付けをもって交付の決定の通知を受けた一般社団法人カーボンリサイクルファンド 年度研究助成活動に係る助成金について、助成金交付規程第7条第1項の規定に基づき、下記のとおり実績を報告します。

記

1. 研究課題名

2. 助成金交付決定額 金 円
(20**年 月から20**年 月まで)

3. 研究成果報告
(別紙1) 研究成果報告のとおり

4. 助成研究費支出実績
(別紙2) 助成研究費支出実績表のとおり

以上

助成研究費支出実績表
(20**年 月から 20**年 月まで)

組織ごとに作成して下さい。
※提出の際は、赤字は削除して下さい。

組織名： _____

(単位：円)

経費区分	金額	主な積算内訳		
		費目	単価・数量	小計
1. 設備備品代	0	*****	0・0	0
		*****	0・0	0
2. その他経費	0	*****	0・0	0
		*****	0・0	0
助成研究費合計	0			

20**年 月 日

《助成研究者所属機関名》

《研究者所属機関長》 殿

一般社団法人カーボンリサイクルファンド
会長 福田 信夫

一般社団法人カーボンリサイクルファンド
年度研究助成活動に係る実績確認通知書

20**年 月 日付けをもって交付の決定の通知を行った一般社団法人カーボンリサイクルファンド 年度研究助成活動について、20**年 月 日付けで提出された実績報告書（20**年 月から20**年 月まで）の内容を審査した結果、助成金交付規程第7条の規定に基づき、下記のとおり、実績をを確認したので、通知します。

記

1. 研究課題名

2. 助成金額 金 円

以上

一般社団法人カーボンリサイクルファンド

20〇〇年度研究助成活動

《研究課題名》

成果報告書

20〇〇年〇〇月

※研究助成終了月を記載する。

研究代表者所属機関

共同研究者所属機関 1

• • •

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和文要約

英文要約

記載内容

成果報告書への記載内容は研究背景、研究目的、助成終了時点における実用化に向けた課題や今後の計画、論文・特許・学会発表等の成果についても記載して下さい。また、参考文献がある場合は、適宜記載して下さい。記載方法は、脚注、文末脚注等特に限定するものではありません。

書式

成果報告書は、A4 縦の横書きを基本とし、必要に応じて A4 横、A3 などをお使い下さい。また、図表番号、単位等の記載方法については全体で統一させて下さい。参照しやすいようページ番号は記載して下さい。その他、書式については特に限定するものではありません。

この研究は、一般社団法人カーボンリサイクルファンドからの助成で実施した成果である。

本件についてのお問合せ先

(内容等)

〒 - 研究代表者所属機関住所

研究代表者所属機関名

研究代表者所属部署

研究代表者名

Tel :

E-mail :