English Translation for Reference Use Only

Attachment 1

Special instructions for preparing a written proposal

1. Prepare your written proposal by reference to the examples on the pages that follow. Note, please delete *all unnecessary examples* before submitting the proposal.

2. Use sheets of A4 paper with the left side bound. Except the front page, print both side of a sheet of paper. Fasten upper left corner with staples or clips and make punch holes. Filing into paper file, etc. are not necessary.

3. Submit 12 copies of your written proposal (one original copy and 11 duplicate copies)

4. Place the page number at the bottom center of each page of your written proposal.

5. Using the format in Attachment 11, create a proposal summary, and submit it along with the written proposal.

Attachment 11 may be published if the proposal is adopted.

We updated the words underlined and highlighted in Red (Attachment 1 P1, 4, 13, 16 and 25, and Attachment 7 P53) on April 10, 2020.

(An example of the written proposal)

Front page

Written Proposal for the *Moonshot Research and Development Program/Realization of sustainable resource circulation to recover the global environment by 2050*

Name of this research and development project:

*Research and Development of ●●●●●*

Name of PM candidate:

*●●●●● Co, Ltd. (Please record 1 party for the entire proposal.)*

*(\* Please have all organizations involved in the proposal develop, sign, and place their seals on their own cover pages (excluding Re-Entrusted Contractors). Please provide point of contact information for someone who can appropriately respond to inquiries regarding this proposal.)*

Proposal document receipt certificate shall be sent to the representative proposer.

[●●month] [●●day], [●●year]

Company name　*●●●●● Co, Ltd. (corporation number)*　　　　　　　　　　　Seal

Name of representative *(representative director and president in the case of a company)*Seal (or signature)

Company address: 　　*.... , ●●-shi, ●● Prefecture ●●●–●●●●, Japan)*

Contact information:　*●● Section, ●● Department*

Title: *●●●●●, General Manager*

Name:　*●● ●●*

Address: 　　*.... , ●●-shi, ●● Prefecture ●●●–●●●●, Japan)*

*\* If the address in the contact information is different from the company address, write the* former.

Phone: *●●●●–●●–●●●● (main) extension ●●●● Fax: ●●●●–●●–●●●● E-mail: \*\*\*\*\*@\*\*\*\*\*\*\*\*\**

|  |  |
| --- | --- |
| Research institution code in e-Rad (ten digits) |  |

Confirming the absence of interested parties

In implementing adoption examination, *NEDO* holds the Adoption Examination Committee by outside experts invited from universities, research institutions, companies, and so on. In the Adoption Examination Committee, as well as conducting fair examination, the use of the proposed information obtained through these meetings is prohibited.

*NEDO* is also trying to exclude any interested party from the committee meetings with the highest care in the stage of selecting the committee members. Furthermore, *NEDO* is asking the committee members themselves to confirm in advance that they are not interested parties; if NEDO determines that they are indeed interested parties, NEDO may take certain measures such as precluding them from examination in this matter, with the aim of ensuring fair and equitable examination.

As such, *NEDO* asks all proposers to describe the information that shall be presented to the adoption examination committee members for preview. *NEDO* shall present the names of proposers, name of the research and development project, and technical points described in this document to the adoption examination committee members so that each member is able to judge whether or not he/she himself/herself is an interested party, more importantly, a competitor. Concerning technical points, *NEDO* would like you to describe your technical aspects to the extent considered necessary for identifying a competitive relationship between the parties.

Furthermore, please provide specific details regarding any possibility that the proposer and the PD may be interested parties. The definition of interested party shall be as described below. As NEDO seeks to assemble top-class research and development capabilities and various forms of knowledge in its business endeavors, it will not be excluding parties from the implementation system through application of a uniform standard to assess the existence of interested parties. NEDO will determine whether participation by the party in question is appropriate based on the necessity, rationality, and appropriateness, among other factors, of the relationship at issue. Note that NEDO may determine that the parties are interested parties based on information other than what is provided.

1) The PD’s spouse, blood relative within the fourth degree, marital relatives within the third degree, or family living with the PD

2) Parties who were in the same class, laboratory, etc. at the same university or research organization as the PD, or were employed in the same business as the PD

3) Proposer who is a member of the same research project as or a joint researcher of the PD, or the university, research organization, business, or other entity with which the PD is affiliated

4) Proposer who is in a direct and competitive relationship with the PD, or the university, research organization, business, or other entity with which the PD is affiliated

5) Any other party who may be an interested party of the PD, or the university, research organization, business, or other entity with which the PD is affiliated

Additionally, if there is anyone that you believe is an interested party in the process of *NEDO* selecting adoption examination committee members, you may feel free to voluntarily describe your concern in the corresponding entry column in the attachment. If the adoption examination committee members comment that they are unable to judge whether or not they are interested parties, *NEDO* may request you for additional information. In that case, *NEDO* will appreciate your cooperation.

|  |
| --- |
| (The names of proposers) *(\*When you make joint proposals, write all your partners as well. If the proposer is a university or public research institution, and if the representative researcher is a researcher who belongs to a university or graduate school, describe his/her affiliation down to a department or major level. If the representative researcher is a researcher who belongs to a public research institution, explain his/her association down to a section or center level.* *The above information is required for Re-Entrusted Contractors as well.)*  *●●●● Co., Ltd.*  *Professor ●● ●●, ●● Department, the Faculty of ●●, ●● University*  *Professor ●● ●●, ●● Course, Graduate School of ●●*  *●● ●●, Department Head, ●● Department, ●● Research Laboratory* |

|  |
| --- |
| (Name of this research and development project)  *Research and Development of ●●* |

|  |
| --- |
| (Technical points) |

|  |
| --- |
| (Information regarding interested party relationship with PD)  There is a possibility that the proposer and the PD are interested parties: ( ) Yes ( ) No \*Select one answer  If “Yes,” give specific reasons: |

|  |
| --- |
| (If there is someone that you believe is an interested party in the adoption examination committee members, describe your concern voluntarily.) |

Body text

Name of this research and development project *Moonshot Research and Development Program/Realization of sustainable resource circulation to recover the global environment by 2050*

Research and development project “*Research and Development of ●●●●●”*

1. Contents and goals of this research and development

1-1. Goals of this research and development

(1) Global warming or environmental pollution problems to be solved

*Propose a specific problem you seek to solve via the realization of sustainable resource circulation, and provide a logical and objective explanation (such as through reference to reports put out by public organizations).*

*Proposals for goals other than the recovery of the environment (such as proposals seeking to secure precious resources) are excluded from this public call.*

*If a proposal seeks to resolve multiple environmental problems, please provide explanations regarding how the proposal will respond to each environmental problem, including scenarios oriented toward the achievement of the goals described below, as well as the ripple effect of the proposal.*

(2) The resource circulation to be realized

(i) The substances subject to circulation

*Please provide simple descriptions regarding substances subject to resource circulation that are difficult to recover using existing technology, and are causes of environmental problems.*

(ii) Condition of substances subject to circulation

Please check the boxes below that correspond to the condition of the subject substances described (please be sure to select either one or both items.)

□ Substances spread widely into the environment

□ Substances being released into the environment in low concentrations

(iii) Proposed method to realize resource circulation

*Please check the boxes below that correspond to the proposed method for realizing resource circulation (please be sure to select either one or both items.)*

□ Technologies that can recover the subject substances and convert them into valuable materials

*\*Partial proposals addressing either recovery or conversion are possible, but in such an event, please also demonstrate a complete image including the remaining portion (from resource recovery to use) in (iv) below.*

□ Technologies that decompose or detoxify the subject substances

(iv) Plants and products oriented toward practical application

*Please describe what plants and products you will develop as a result of this research and development.*

*\*Regarding plant development, even if you made a partial proposal addressing either recovery or conversion in (iii) above, here, please demonstrate a complete image that also includes the remaining portion (from resource recovery to use).*

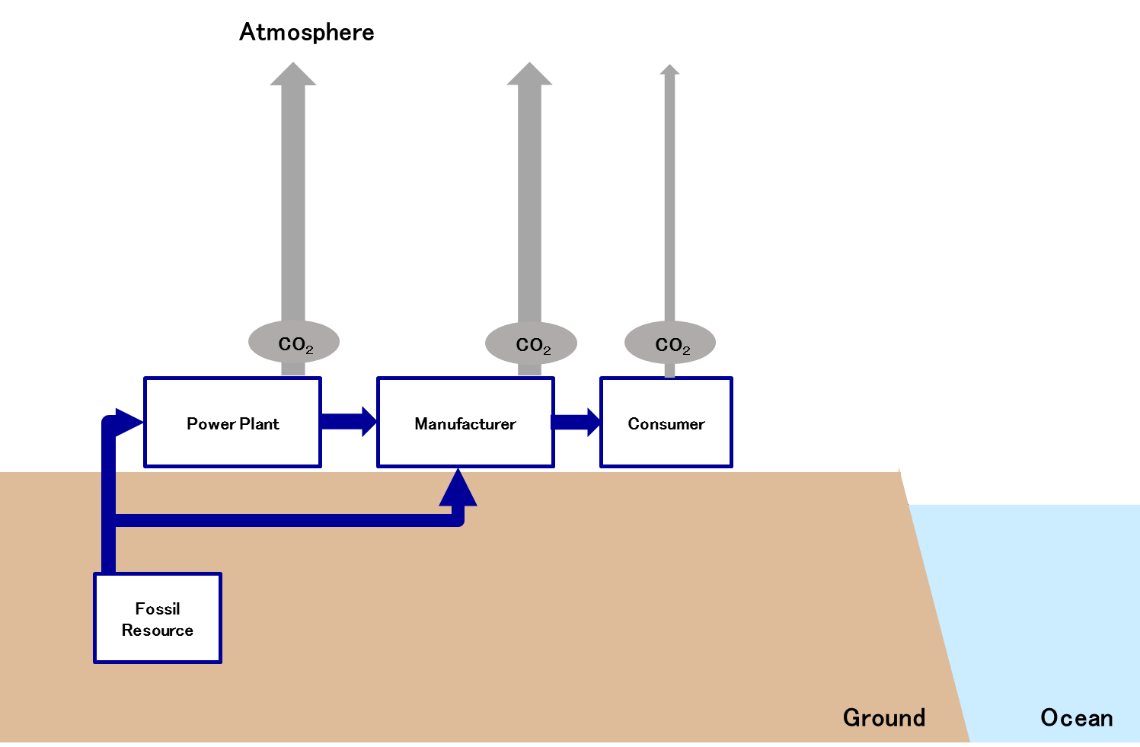
*With respect to product development, please provide specific descriptions regarding new functions or anticipated uses below.*

*Note, if there are portions of the proposal that anticipate developments outside of the public call or developments taking place after the conclusion of the public call, please describe them in an easy-to-understand way.*

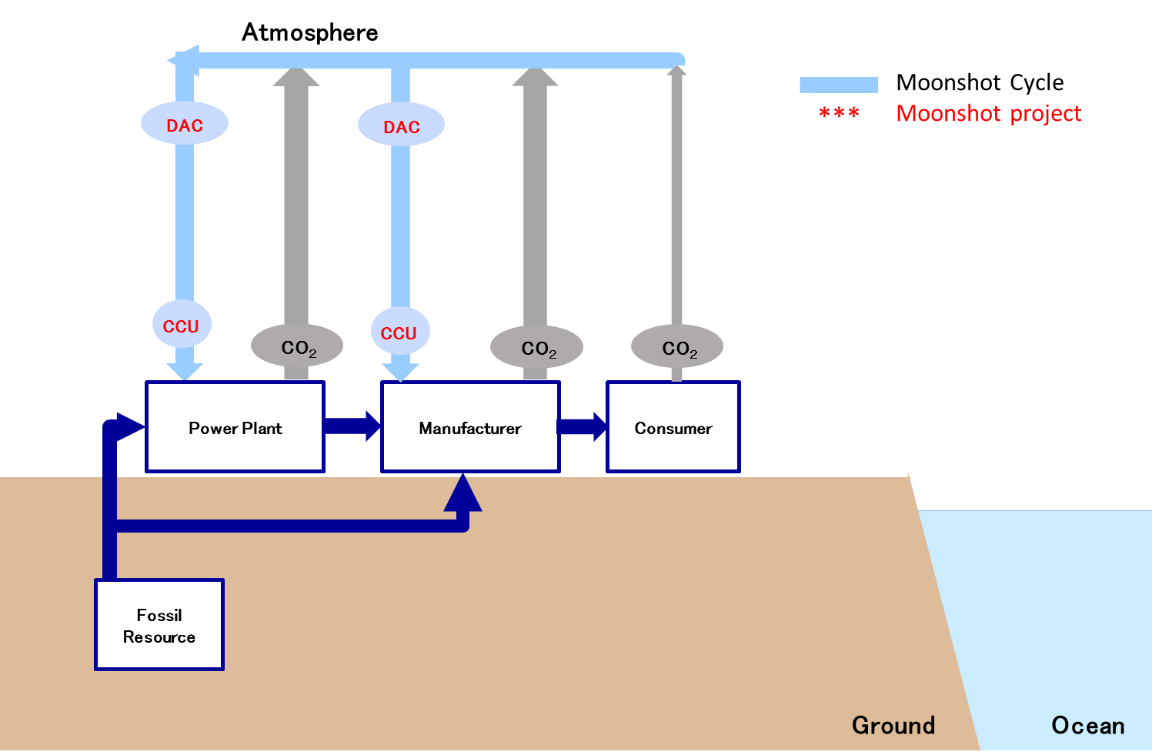
(v) Overall image of resource circulation

*Please explain how the plants and products described in (iv) above will constitute the overall moonshot goal of resource circulation as part of an overall image of the “present situation” and “sustainable resource circulation to recover the global environment,” such as in the example below. If the subject material will be converted in such a situation, please record chemical formulas and the like in an easy-to-understand manner.*

*Example:*



*Chart Present Situation (Ex.)*



*Chart Resource Circulation to be Developed (Ex.)*

1-2. Scenario envisioning MS Goal achievement by 2050

1. Scenario envisioning MS Goal achievement by 2050 through the proposal

*Please explain how you will realize sustainable resource circulation, possible scenarios and issues to be solved between the end of this Project (after achieving 1-4 Targets of this research and development) and 2050, from a technological perspective, as well as the non-technological perspective of social implementation including roles of the government and the public. In this case, please explain the scenarios as your entire proposal, considering 1-5. Viability of practical application and commercialization of research and development results If, at this point, in order to accelerate research results or to realize smooth social implementation, you plan to engage, act, or transact in some other way with ELSI (Ethical, Legal and Social Issues) or cross-disciplinary researchers, or are considering the same, please provide details on such plans or considerations below.*

*Example)*

*Technical issue 1) Realization of ●● technology*

*Solution)*

*Technical issue 2) Construction of ●● system*

*Solution)*

*Social issue 1) Institution of ●●’s permission*

*Solution)*

(2) Contributions to recovery of global environment and Japan’s economy

*Please explain, including background data how the practical application and commercialization of this Project’s results will contribute toward the resolution of the global environmental problems established in "1-1. Goals of this research and development ", with specificity regarding what effects are anticipated with respect to the reduction of greenhouse gases, environmental pollution, and other factors.*

*Provide a specific explanation, including background data\*, regarding the contribution this proposal will make toward the realization of enhanced economic activity in Japan, expressed in forms such as increases to domestic production and employment, exports, domestic and foreign license income, ripple and induction effects on domestic production, and convenience to Japanese citizens.*

*\*: Key background data forming the basis for the above (background, numbers, etc.)*

1-3. Details of this research and development

(1) Current stage of research and development

*Please check the boxes below that correspond to the stage of development of the proposed technology (please be sure to select one of the two items.)*

*Note that research and development with respect to technologies that are already at the pilot scope or prototype level will be excluded from this public call.*

□ Laboratory level

□ Bench tests level

(*Reference)*

|  |  |
| --- | --- |
| *Laboratory* | *Testing of each unit element at the beaker scale* |
| *Bench tests* | *Testing a system combining unit elements in a simulated environment, or developing a sample possessing basic capabilities* |
| *Pilot testing and prototypes* | *Testing using real environments at a scale that can provide information necessary for commercial plants and product designs, or provision of prototypes that can be evaluated in real environments after commercialization* |
| *Commercialization* | *Start of commercial plant activities or product sales* |

(2) Details of this research and development

*“XXXX research and development (XXXX research and development)” (XX Co., Ltd.)*

[Details of Research and Development]

*Please provide, as specifically as possible, the proposed research and development details in accordance with the MS Goal and Research and Development concept*

*Please provide easy-to-understand explanations regarding the methods used to solve technological problems that need to be solved in order to fulfill the “1-4. Targets of this research and development,” such as through comparisons of the proposed methods to existing, generally used methods.*

*Please provide details regarding the participating organizations, partnerships, and other entities, and clarify the allocated responsibilities of each. For example, in order to describe each responsibility of the entity, it is one of the good way to describe the details of research and development by allocated organizations, like examples as below, (In this case, please describe the items shall be matched to the 1-4 Targets of this research and development.)*

*If the applicant is either the National Research and Development Agency or a public interest corporation, please clarify in your proposal that you have a technological advantage with respect to the Project’s technological field.*

*If the party has any referential history as a Re-Entrusted Contractor or a Joint Contractor, please clearly explain each party’s allocated responsibilities. Note that re-entrustment by the National Research and Development Agency to private businesses, or joint performance between the same (excluding situations where there is no flow of funding to Re-Entrusted Contractors or Joint Contractors.) are generally not permitted.*

*If engaging in international collaboration (a foreign business participates as an Entrustee, or as a Re-Entrusted Contractor or Joint Contractor, a foreign researcher participates after becoming affiliated with a Japanese business or other entity, or a “co-funding” method whereby a foreign business, or other entity, personally secures research fees or secures such fees through the support of research and development supporting organizations of its nation, etc.), please record the details of such collaboration and allocation of responsibilities between parties.*

*Further, if, in order to accelerate research results or to realize smooth social implementation, you plan to engage, act, or transact in some other way with ELSI (Ethical, Legal and Social Issues) or cross-disciplinary researchers, or are considering the same, please provide details on such plans or considerations below.*

*In case you will do the activities to explain the contents and technical results of their research activities to society and people in an easily understandable way (Scientific and Technical Dialogue with the People), please describe the details of the activities.*

*Examples)*

*(i) “XXXX research and development (XXXX research and development)” (XX Co., Ltd.)*

*[Details of Research and Development]*

*(ii) “XXXX research and development (XXXX research and development)” (XX Co., Ltd.)*

*[Details of Research and Development]*

1-4. Targets of this research and development

(1) Final targets (targets for 2029 (if you are planning on a research term of less than 10 years, please change.))

*Please set the 2029 (if the research term is less than 10 years, please change the year) final targets for this Project (number of qualitative and quantitative investigations, etc.) so that they correspond to one of the options below, and set the targets in a specific and quantitative manner. (Examples include: “XXXX is possible.” “It is of XXXX type.” “XXXX is at XX or more.” “We will XX with respect to XX units or more.” Utilize other expressions as necessary, and make your expressions as specific and quantitative as possible)*

*・ Development of circulation technology on a pilot scale for reducing greenhouse gases that is also effective in terms of life cycle assessment (LCA).*

*<Considerations for responses to global warming>*

*Based on the explanations in 1-1. (2) (iv), assuming total system and considering cost and energy balance, target for the development theme shall be set.*

*・Development of technology on a pilot scale or in a form of prototype that converts environmentally harmful substances into valuable or harmless materials.*

*<Considerations for responses to environmental pollution>*

*Based on the explanations in 1-1. (2) (iv), taking into consideration of costs and byproducts, target for the development theme shall be set..*

(2) Mid-term targets

*Specifically describe the mid-term targets for 2022, 2024, and 2027 (number of qualitative and quantitative considerations, etc.). (Examples include: “XXXX is possible.” “It is of XXXX type.” “XXXX is at XX or more.” “We will XX with respect to XX units or more.” Utilize other expressions as necessary, and make your expressions as specific and quantitative as possible.)*

*Please also provide a simple explanation for why the mid-term targets above (qualitative and quantitative characteristics, etc.) and the final targets (qualitative and quantitative characteristics, etc.) were set this way. Also, please clarify targets of your research and development by the items described in 1-3 Details of this research and development and by roles sharing.*

1-5. Viability of practical application and commercialization of research and development results

・ *Please record ripple effects into industry anticipated by the research and development results, plans to commercialize and put into practical use the research and development results\*, time required for practical use and commercialization, and the ability of proposer to commercialize and put into practical use the results, among other factors into ”Plans for the commercialization of research and development results” (Attachment 3). (After the research has been completed, NEDO will ask you to participate in follow-up surveys and evaluations implemented by NEDO.)*

*Note, if you have no participating businesses, etc. that were responsible for practical application and commercialization from the beginning of your involvement, please explain whether you intend to participate in a performance structure during the Project, or plan to start up such a structure during the Project, among other possible explanations.*

*Describe the development status, or the possibility of development, of a system of collaboration between divisions such as technological transfer divisions, as well as businesses, etc. that will handle the productization and service provision related to the developed technologies, as well as any plans you yourself have to start your own businesses for developing and providing such products and services, among other plans.*

*\*The “commercialization and practical use” described here refers to the start of social application of prototypes, services, etc. (i.e. provision to customers, etc.) related to the present research and development, or application to business activities (sales increases, etc.) by sale or use of the products, commodities, and services, etc. related to the present research and development, and includes the “commercialization plan” described in Article 27 of the General Conditions of Business Entrustment Contract.*

*We will ask that you submit your commercialization plans available at the time you submit a written proposal to the public call.*

*If your proposal is adopted, and there have been changes to the plans submitted at the point of proposal, please submit the changed details to the NEDO department responsible for the present Project.*

*You will also need to either explain to NEDO what changes you plan to make, or consult with NEDO separately regarding those changes.*

*Note, if the proposal in question was made jointly by multiple business operators, each operator will be asked to provide detai*l*s, including Re-Entrusted Contractors. Furthermore, if you wish to keep your details secret from other proposing business operators (consolidating businesses, etc.), please have each business operator provide their own details in a sealed envelope, or other covert method, and submit them along with the written proposal.*

*Furthermore, if you plan to advance your research and development via joint proposal, consortium, or other collaborative method, and you plan to jointly work toward practical application and commercialization of your research and development, you are free to clarify how each party plans to contribute toward practical application and commercialization in a joint submission. Further, in such an event, please provide a whole idea for how you plan to collaborate on this practical application and commercialization.*

2. Project implementation system

2-1. PM candidate

*Department/job title Name　●● ●●*

(1) Why this party is suitable as a PM for the present business

*Please provide information regarding the following items*

(i) The party has broad personal networks of domestic and foreign researchers, etc. and professional knowledge valuable to the advancement of leading-edge research and development.

(ii) The party has the management and leadership skills necessary to develop optimal research and development structures, and actively review said structures based on progress conditions and the like, among other capabilities sought in managers or leadership.

(2) Thought processes of PM candidates concerning performance of management of the research and development Project

*In light of the proposer’s own management experience up to this point, please explain which areas you believe need to be strengthened in order to effectively manage the proposed research and development project, and explain your action plans for actually strengthening those areas.*

*In particular, please explain what sorts of efforts you will undertake concerning financial management and research data management.*

(3) Degree of effort taken with respect to this research and development Project as well as other duties

*Please explain what degree of effort you have taken with respect to this research and development Project as well as other duties.*

(4) Support structure for PM management activities

*Please explain what sort of support structure you plan to implement, or you will need in order to effectively and efficiently effectuate your management.*

*This will allow us to calculate the necessary project expenses, as well as the necessary personnel expenses, such as for researchers, designers, engineers, temporary and part-time workers, etc. dedicated toward the management work needed by the PM, such as intellectual property management, compliance with international standards, publicity, and surveys of technological trends, among others.*

2-2. Administrator

*Please provide an administrator for each participating organization*

*Person in charge of administration: ●● Section, ●● Department Name ●● ●●*

*Phone ●●-●●●●-●●●● (ext.) Fax ●●-●●●●-●●●●*

*Person in charge of accounting: ●● Section, ●● Department Name ●● ●●*

*Phone ●●-●●●●-●●●● (ext.) Fax ●●-●●●●-●●●●*

2-3. Project implementation system chart

*Please provide a chart like the one below showing your implementation system chart if you are entrusted with this research and development. If you are providing a joint proposal, please include the other joint proposers, and develop the chart in a way that clarifies the roles of all participants.*

*(An example)*

*Project implementation system of ●●●●*

NEDO/PD

*PM shall belong to the　representative organization, which is Japanese business, university, or other entities.*

Instruction

・Consultation

PM candidate

・Affiliation

・Title

・Full Name

Entrustee

○○Technology Research Partnership

・Research Location:

○○Center (Tsukuba)

・Purpose of Research:

Development of ○○,

6 Companies (Fill in Names of Companies)

A University

・Research Location:

○Laboratory (Tsukuba)

・Purpose of Research:

○○Evaluation

○○Institute

・Research Location:

○○Center (Odaiba)

・Purpose of Research:

○○Evaluation

○○Inc. (Small and Medium Enterprises)

・Research Location:

○○Center (Osaka)

・Purpose of Research:

○○Technology

demonstration

Re-Entrusted Contractor

○○University (Tsukuba) △△ Technology

○○University (Tsukuba) ＊＊ Technology

*Note: Write the place of research and development implementation and the items to be studied by each institution.*

*Companies (excluding Re-Entrusted Contractors) need to write necessary information in the table below. Concerning the types of large companies, medium-sized, small and medium-sized, and venture companies, refer to the definitions described in the Guidelines for Public Call. The placement of an accounting auditor is one of the functions of a publicly traded company, which large companies and companies with a nominating committee, etc., are obliged to place under Article 337 of the Companies Act. Unlike corporate auditors, accounting auditors are tasked to audit financial statements and others from an independent standpoint. Publicly traded companies other than large companies and companies with a nominating committee are able to place an accounting auditor, too. If you place an accounting auditor, write the name of your certified public accountant or auditing company.*

*However, businesses, universities, or research organizations from outside of Japan (hereinafter referred to as “Foreign Businesses, etc.” ) will not need to be listed as “large, medium-sized, small and medium-sized, or venture companies.”*

A list of project implementation systems

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company name | Number of employees | Stated capital | Type of company: Large, medium-sized, small and medium-sized, or venture  *If no independent auditor has been established, please enter “none.”* | Accounting auditor name |
| *Publicly traded company A* |  |  |  |  |
| *Private limited company B* | *Please use the number of employees and capital funding applicable at the time of your application.*  *as the standard.* |  | *Please periodically confirm the latest versions of applicable laws for accurate. article, section, and item numbers.* |  |
|  |  |  |  |  |

*(Reference) Definitions of medium-sized, small and medium-sized, and venture companies*

*\* Medium-sized, small and medium-sized, and venture companies refer to companies and others that fall under any one of the following (a), (b), (c), or (d), with the shareholding of large companies not exceeding a certain percentage (Note 1).*

*(a) Companies as Small and Medium Enterprises*

*Article 2 of the Small and Medium Enterprises Basic Act (definitions of the range and terms of small and medium-sized enterprises) is applied mutatis mutandis to these companies, and they satisfy either the Stated Capital Standard or the Employee Standard shown in the table below.*

|  |  |  |
| --- | --- | --- |
| *Types of businesses conducted as principal businesses \*1* | *Stated Capital Standard \*2* | *Employee Standard \*3* |
|  |  |
| *Manufacturing business, construction business, transportation business, and other types of businesses*  *(excluding those listed below)* | *300 million yen or less* | *300 or less* |
|
| *Retailing business* | *50 million yen or less* | *50 or less* |
| *Service business* | *50 million yen or less* | *100 or less* |
| *Wholesale business* | *100 million yen or less* | *100 or less* |

*\*1 Business type classification is based on the provisions of Japan Standard Industry Classification*

*\*2 This refers to the amount of stated capital or the total amount of capital contribution*

*\*3 This refers to the number of full-time employees without including family employees, part-time employees, directors of public corporations, and business owners. Employees on temporary assignment outside the company are included in the number of employees.*

*(b) Partnerships as Small and Medium Enterprises*

*These partnerships refer to partnerships and others that fall under any one of the following items.*

*1. These partnerships are research and development partnerships, and two-thirds or more of their direct and indirect members are companies, enterprise cooperatives, or cooperative partnerships as Small and Medium Enterprises listed in the table of (a).*

*2. The business cooperatives and others stipulated in Article 6 (iii)(c) of the Industrial Technology Enhancement Act in addition to the partnerships described in 1.*

*(c) Companies as Medium-sized Companies*

*These are companies that satisfy any one of the following conditions: The number of their full-time employees (Note 2) is 1,000 or less, and their annual sales are 100 billion yen or less, but they are not small and medium-sized enterprises.*

*(d) Research and development-oriented ventures*

*These are companies that satisfy all of the following conditions.*

*• Their experiment and research expenses account for 3% or more of sales revenue, and the number of researchers is at least two and 10% or more of the total number of employees.*

*• These companies shall develop practical applications utilizing uncommercialized research and development results, such as unutilized technologies.*

*• Upon applying for this project, these companies should present evidence of satisfying the above requirements.*

*Note 1. The shareholding of large companies should exceed a certain percentage at the following companies.*

*• A large company (Note 3) possesses a half or more of the total number of issued shares or the overall contribution of the companies.*

*• Multiple large companies (Note 3) possess two-thirds or more of the total number of issued shares or the overall contribution of the companies.*

*Note 2. The number of full-time employees does not include family employees, part-time employees, directors of public corporations, and business owners. Employees on temporary assignment outside the company are included in the number of employees.*

*Note 3. Large companies do not fall under any of companies (a) through (d) in running their business. However, companies that fall under the following shall not be treated as large companies.*

*• Small and medium business investment & consultation companies stipulated in the Small and Medium Business Investment & Consultation Companies Act.*

*• Those who signed master contracts with the designated supporting institutions (venture foundations) stipulated in the Act on Temporary Measures concerning the**Promotion of the Creative Business Activities of Small and Medium Enterprise before abolition (specified venture capital companies).*

*• The investment limited partnerships specified in the Limited Partnership Act for Investment.*

*(Reference) Definitions of accounting auditors*

*Certified public accountants or auditing companies that perform audits of publicly traded companies. One of the functions of a publicly traded company, which large companies and companies with a nominating committee, etc., are obliged to place under Article 337 of the Companies Act. Unlike corporate auditors, accounting auditors are tasked to audit financial statements and others from an independent standpoint. Publicly traded companies other than large companies and companies with a nominating committee are able to place an accounting auditor, too.*

2-4. Place of research and development implementation

*Write the place of conducting research and development and the reason why you selected that place.*

*(An example)*

*Main research laboratory: ●●●● Research Laboratory*

*The reason for the selection: ●●●●*

*Sub research laboratory: ●●●● Co., Ltd. ●●●● Co., Ltd.*

*The reason for the selection: ●●●●*

3. A track record in research and development related to this technology or the related technologies

3-1. A track record in research and development considered useful for this proposal

*Describe the status of the system or method you propose in Japan and overseas and the applicant's track record in the related research and development and the positioning in the circumstances, which are conducive to this research and development or the smooth implementation of this research and development by quoting publication of research findings, and explain the applicant's ability to implement the content of the proposal to all of the research institutions involved (including Joint Contractors and Re-Entrusted Contractors).*

3-2. Possession of existing facilities, equipment, and others to be used for this proposal

*Concerning the facilities possibly needed to conduct this research and development, describe the status of the facilities the applicant possesses and their applications.*

*(An example)*

|  |  |  |
| --- | --- | --- |
| *Name of owned facilities* | *Description*  *(Write the purposes, specifications, and others)* |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4. Research and development budget, researcher deployment in each fiscal year, and estimated budget

4-1. Research and development budget and researcher deployment in each fiscal year

*Summarize what research and development items shall be studied in what procedures using how much of expenses in a table as shown below. A research and development period of up to 10 years is possible, but please make plans for the time period required.*

*In the case of a joint proposal, write the proposed division of research and development and necessary expenses for each company.*

*For reference purposes, write the number of researchers required in the fiscal year in the parentheses under each line showing the research and development schedule.*

*(An example)*

*Unit: million yen*

*The number of researchers in parentheses*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Research and development items* | *N1 FY*    ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）*** | *N2 FY*    ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）*** | *N3 FY*    ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）*** | *N4 FY*    ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）*** | *N5 FY*    ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）*** | *Subtotal* | *N6 FY* | *N7 FY* | *N8 FY* | *N9 FY* | *N10 FY*    ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）***  ***＊＊＊***  ***（＊）*** | **Total** |
| *1. Research and Development of ●●●●●*  *1-1. Surveys of ●●●●●*  *1-2. Development of ●●●●●*  *2. Research and Development of ●●●●●*  *2-1. Research of ●●●●●*  *2-2. Research of ●●●●●* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Total* | ***＊＊＊***  ***（＊）*** | ***＊＊＊***  ***（＊）*** | ***＊＊＊***  ***（＊）*** | ***＊＊＊***  ***（＊）*** |  |  |  |  |  |  |  |  |

*Notes:*

*1. Book consumption tax for each research and development item including the tax amount. If foreign companies having a head office or research laboratories outside Japan need to pay the amount of tax equivalent to Japan's consumption tax in their**home countries, book their expenses with the charge included. In such an event, calculate the expenses in yen, and note the exchange rate used in the margins.*

*2. The total project cost for a research and development period of ● years is suggested to book the research and development cost needed for the proposer to implement the research and development project.*

4-2. Budget estimation

*Write the estimated amounts of the expenses needed for research and development according to the expense line items specified in the calculation criteria for contract work expenses (https://www.nedo.go.jp/itaku-gyomu/yakkan.html).*

(1) Summary table

*Summarize the estimated amounts of the expenses needed for research and development. When developing your summary table, please use the sheet titled “4-2.(1) Summary Table” found in Attachment 2, and insert the developed summary table into the proposal itself. The pages may be oriented in the vertical or horizontal.*

(2) A summary table of Entrustees, joint research contractors, and branch offices

*Please develop a summary chart for each corporation depicting estimated expenses necessary for research and development.*

*a. The case of companies and others*

*Write the estimated amounts of the expenses needed for research and development according to the expense line items specified in the calculation criteria for contract work expenses (*[*https://www.nedo.go.jp/itaku-gyomu/yakkan.html*](https://www.nedo.go.jp/itaku-gyomu/yakkan.html)*). When developing your summary table, please use the sheet titled “(2) Entrustee Summary Table (A. Businesses, etc.)” found in Attachment 2, and insert the developed summary table into the proposal itself. The pages may be oriented in the vertical or horizontal.*

*b. The case of national research and development agencies \*1*

*\*1: National research and development agencies and incorporated administrative agencies*

*In the case of a national research and development agency, prepare a summary table according to the calculation criteria of national research and development agencies. When developing your summary table, please use the sheet titled “(2) Entrustee Summary Table (B. National Research and Development Agency)” found in Attachment 2, and insert the developed summary table into the proposal itself. The pages may be oriented in the vertical or horizontal.*

*Calculation Criteria for Contract Work Expenses (national research and development agencies): Refer to* [*https://www.nedo.go.jp/itaku-gyomu/yakkan.html*](http://www.nedo.go.jp/itaku-gyomu/yakkan.html)

*c. The case of universities and others \*2*

*\*2: National university corporations, public universities, private universities, technical colleges, and inter-university research institute corporations.*

*In the case of universities and others, prepare a summary list according to the calculation criteria for universities. When developing your summary table, please use the sheet titled “(2) Entrustee Summary Table (C. Universities, etc.)” found in Attachment 2, and insert the developed summary table into the proposal itself. The pages may be oriented in the vertical or horizontal.*

*Calculation Criteria for Contract Work Expenses (universities and others): Refer to https://www.nedo.go.jp/itaku-gyomu/yakkan.html*

*d. In the case of consumption tax-exempt business entities and others*

*In the case of consumption tax-exempt business entities and others, write a taxable amount depending on the content of the item.*

*Write the estimated amounts of the expenses needed for research and development according to the expense line items specified in the calculation criteria for contract work expenses. (*[*https://www.nedo.go.jp/itaku-gyomu/yakkan.html*](https://www.nedo.go.jp/itaku-gyomu/yakkan.html)*). When developing your summary table, please use the sheet titled “(2) Entrustee Summary Table (D. Consumption Tax Exempt Business Operators, etc.)” found in Attachment 2, and insert the developed summary table into the proposal itself. The pages may be oriented in the vertical or horizontal.*

(3) A summary table of Re-Entrusted Contractors and Joint Contractors

*Prepare a summary table by applying mutatis mutandis the various sheets of Attachment 2, depending on the types of Re-Entrusted Contractors and Joint Contractors (companies, incorporated administrative agencies, universities, tax-exempt business entities, and so on). In this case, you do not need to write in the columns for Re-entrustment and joint performance costs, the amount borne by NEDO (inclusive), and the amount of consumption tax borne by NEDO (inclusive).*

5. Similar research and development

5-1. Similar research and development supported by public funds which you are currently implementing or applying for, or attempting to apply for

*If there are similar research and development supported by public funds which you are currently implementing or applying for, or attempting to apply for, explain the scheme, research and development themes, and contents. (This includes Re-Entrusted Contractors and others.)*

5-2. Similar research and development supported by private funds which you are currently implementing

*After entrusting this research and development, if you will continue to implement your similar research in parallel, articulate the research outline and targets (such as performance). Explain that you are able to distinguish your similar research from the research (including Re-entrusted Contractors research) you want to be entrusted in this project.*

*If making a collaborative proposal, please obtain agreements from all representatives of each of the joint proposers in this form: “‘XXXX (representative name),’ ‘XXXX (representative name),’ and ‘XXXX (representative name),”*

6. Agreement on this contract

*Upon signing the contract of this project Research and Development of ●●●●●, ●●　●● (representative name (Note)) submits its written proposal after confirming the absence of any objection to the terms and conditions described in the contract (draft) NEDO presented. The contractor shall implement this contract work according to the paperwork manual NEDO presented.*

*Note: Write the name of the representative of the company or corporation.*

*In case you have doubts or questions on the contract, please attach the document describing such details of your doubts or questions.*