

# <<Taikichiro Mori Memorial Research Fund>> Graduate Student Research Development Grant Check List for Applicants

Applicants may use the following check list to ensure they have provided necessary information prior to submitting their application forms

Check Mark		
	1	Did you provide the names of the Research Project and Research Project Leader, Type of Program (Master's or Doctoral Program), Student Year, and Contact Information (Telephone Number, Email Address) correctly?
	2	Master's Students: Did you provide the name of your Research Advisor? When submitting a hard copy, did you obtain a seal from your Research Advisor? (When submitting by email, did you forward a copy to your Research Advisor?)
	3	Is the Total Research Expense amount within the maximum prescribed limit? (400,000 yen for Doctoral students and 300,000 yen for Master's students)
	4	Are the figures given in 1,000 yen denomination?
	5	Do the amount written in "Research Expenses" and the added total of "Breakdowns" match?
	6	Do the amounts written in "Breakdown"(page 1) match each column of the expenses (page 2)?
	7	Equipment Expenses apply to the products that cost 200,000 yen or more for one item or one set of items, excluding software. Does the equipment you purchased adhere to the above-mentioned condition? Did you provide the name of the product and its specification?
	8	Supplies Expenses apply to the products that cost less than 200,000 yen for one item or one set of items. Softwares are Supplies Expenses regardless of their price. Do the supplies you purchased adhere to the above-mentioned condition?
	9	Is your Research Plan written down clearly on pages 3 and 4 of the application form?
	10	Only one completed application form is accepted from each applicant. Multiple applications are not allowed.
	11	Please make sure you provided all necessary information correctly.
	12	<b>The deadline for submission is at noon on Tuesday, May 31, 2011 . Applications cannot be accepted or replaced after the deadline.</b>