

## Budget Application for the UEC Next Generation Program

### 1. About research funding

The research funds provided to the next generation researchers by this program will be divided into two categories: (1) challenging research budget and (2) recurrent education tool development budget. The maximum amount per year is set for each category. You will be asked to fill out a budget application form for each of these items, and after each budget application form has been checked by the evaluation group, you will be able to make purchases. The budget application form must be submitted each fiscal year.

- (1) The Challenging Research Budget is intended to support your own professional research (Research theme of the doctoral program) through this program.

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In addition to goods, travel expenses (domestic and overseas trips), article processing charges, conference participation fees, etc. can be used for this budget. Please check the following site for the documents that need to be submitted.

<https://sites.google.com/gl.cc.uec.ac.jp/uec-dsso/top> (now Japanese only)

- (2) The Recurrent Education Tool Development Budget aims to develop educational tools for actual working people and researchers in companies. Eventually, the tools developed by the participants will be posted as products on the website for sale.

We will ask you to submit regular reports on the development status.

### 2. Precautions for purchased items, etc.

- (1) The University treats items under 100,000 yen as "consumables" and items over 100,000 yen as "equipment". You are responsible for managing your own consumables. After the completion of the program, you will need to return or transfer the supplies to the supervising organization.

Please refer to the following website for detailed information on the handling of supplies.

(only Japanese)

<http://zaimu.office.uec.ac.jp/gakunai/keiyaku/bihin01.html> (Available only on campus)

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- (2) As a general rule, purchase of goods is invoice payment. University will pay based on the invoice. If you prefer a method other than invoice payment (for example, advance payment),

please contact the Ph.D Students Support Office.

### **3. Fill out the application form**

- (1) Separate the items for consumables and equipment.
- (2) For consumables, it is acceptable to separate the detailed items into categories to some extent.  
(e.g. (a) Capacitors, transistors, circuit boards  $\Rightarrow$  "Electronic circuit parts" (b) Mirror mounts, pedestals  $\Rightarrow$  "Optical parts" (c) Tubes, pipe fittings  $\Rightarrow$  "Piping Parts")
- (3) If equipment is included in the budget, please submit the application form for equipment purchase and the quotation for the equipment together.
- (4) The actual amount of purchase does not need to match the budget application to the fraction.
- (5) The content of the application form is not necessarily evaluated by a judge in a field close to your own specialized research, so please write it in an easy-to-understand manner.
- (6) Please fill in the application form so that we can understand how to use the budget.
- (7) (5) If the items to be purchased are expected to differ significantly from those described in the budget application, please resubmit the budget application.

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### **4. Handling of goods after the program is completed**

After completing the program, the handling of goods purchased with each budget will be as follows.

- (1) Consumables purchased with a challenging research budget:  
You or other members of your laboratory can use it in the laboratory (It is not possible to take it home)
- (2) Equipment purchased with a challenging research budget (items of over 100,000 yen):  
If you wish to continue using it in a laboratory, please submit a notification of change of user.  
If you do not wish to continue using it, please return it to the Ph.D Students Support Office.
- (3) About the goods purchased in the development of the recurrent tool:  
Please submit one set of finished products to the Ph.D Students Support Office as a recurrent education tool deliverable.  
For programs where the deliverables are stored on the PC, such as software development, please submit the data and the PC.  
If you haven't purchased a PC on a budget, submit only the data.  
If you have a manual for the developed tool, please submit it as an accessory at the same time.  
Consumables other than PCs can be used in the laboratory as they are.

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## **5. Inquiries about the application form**

If you have any questions about the application, please contact the following

Ph.D Students Support Office   E-mail: [jisedai@office.ucc.ac.jp](mailto:jisedai@office.ucc.ac.jp)