

The Toyota Foundation International Grant Program

Main Questions and Answers in the Briefing Sessions in 2023

1. Project Representative and Members

Q1. Can a researcher affiliated with an overseas university be the project representative? (His/her main office is overseas, but he/she has a Japanese researcher number and also has an affiliation with a Japanese university.

Q2. Is it acceptable for the project to be mainly implemented by an overseas organization, as long as the representative is affiliated with a Japanese organization? The project will be joint implementation.

Q3. Is a local organization in Myanmar eligible to apply?

Q4. Is it acceptable to apply if the organization of the project representative has been selected for a grant project in the past?

Q5. Regarding the project member list of the proposal, is it acceptable for the overall representative and the regional representative for Japan to be the same?

Q6. There are two areas of activities in Japan. In the member list, can we list them separately as follows for example: (1) Tokyo, Japan, and (2) Yamanashi, Japan? There is another target country in Southeast Asia.

Q7. Regarding the professional history of the project members in the proposal, is that of the representative most important?

Q8. Is it necessary to have the same members who conduct research and analysis in the first phase, and those who conduct exchange and mutual learning in the middle phase of the project? Or is it acceptable to have different members participating at different phase?

Q9. Is it necessary to have participation from diverse sectors not only from Japan, but from other countries as well?

Q10. If a project member at the time of application leaves the organization due to some reasons, is it necessary to provide a replacement member?

Q11. If, in addition to Japan and Cambodia, there is a third country that are not included in the program target countries and regions, is it necessary to visit and learn from each other in all of Japan, Cambodia, and the third country? Also, is it necessary for all the target participants to join the mutual exchange? The target participants are the students involved in the project (approx. 30 students)?

2. Target Areas

Q12. Are the activities interacting between the main site and the new site within a single target country eligible?

Q13. Is it acceptable to have Japan and one other country as the target country?

3. Cost and budget

Q14. When is the timing of grant payment?

Q15. Is it possible to start the project before the start of the grant period? Are costs incurred prior to the start of the grant period covered by the grant?

Q16. Is there a possibility that a project is approved with conditions, for example, a project budget of 7 million yen may be accepted if the budget is 6 million yen?

Q17. What is the subsidy rate for actual costs?

Q18. Are there any limitations on budget diversion?

Q19. Is there any criteria for the honorarium?

Q20. Is it possible to pay for the personnel expenses of the project representatives and members as long as they do not exceed 30% of the overall budget?

Q21. Is it possible to pay honoraria to non-Japanese members who reside outside of Japan and do not have a Japanese bank account?

Q22. When conducting training, is it acceptable to pay trainees a participation fee as an incentive in addition to the transportation fee?

Q23. Are there any requirements for the purchase of items, such as obtaining quotes from other companies for price comparisons, etc.?

Q24. The grant will be administered by the applicant's university as an endowment. Is it possible to pay the university's administrative fees from the grant?

Q25. Is it acceptable to overlap with other grants or public funds as long as the project content and use of the funds are different?

Q26. Is it acceptable to earn income from the grant project?

4. Selection of grant projects

Q27. Is the selection process only based on the application documents?

Q28. Could you explain the evaluation points of the screening process in detail?

Q29. Are English applications reviewed equally with Japanese applications?

Q30. Is a project, which consists of a part of large-scale projects, more highly evaluated from the viewpoint of spreading ripple effects and significance, compared to the small-scale project planned to be completed by this grant?

5. Others

Q31. Can I apply for a two-year grant for an activity that takes about one year and six months to complete?

Q32. Can I ask for a prior consultation by e-mailing an outline of the project by May 22?

Q33. May I receive prior consultation more than one time?

1. Project Representative and Members

Q1. Can a researcher affiliated with an overseas university be the project representative? (His/her main office is overseas, but he/she has a Japanese researcher number and also has an affiliation with a Japanese university.

A1. Yes. Please provide an address in Japan as the contact information.

Q2. Is it acceptable for the project to be mainly implemented by an overseas organization, as long as the representative is affiliated with a Japanese organization? The project will be joint implementation.

A2. Yes.

Q3. Is a local organization in Myanmar eligible to apply?

A3. Yes, as long as the representative's primary residence is in Japan.

Q4. Is it acceptable to apply if the organization of the project representative has been selected for a grant project in the past?

A4. Yes.

Q5. Regarding the project member list of the proposal, is it acceptable for the overall representative and the regional representative for Japan to be the same?

A5. It depends on the nature of the project. If a person serves more than one role, she/he may be listed more than once in the project member list.

Q6. There are two areas of activities in Japan. In the member list, can we list them separately as follows for example: (1) Tokyo, Japan, and (2) Yamanashi, Japan? There is another target country in Southeast Asia.

A6. Yes, it is possible but not necessary.

Q7. Regarding the professional history of the project members in the proposal, is that of the representative most important?

A7. Please provide information of the key members of the project. This will help us determine whether the team has sufficient capacity to carry out the project. This will help us understand the capabilities to carry out the project as the team.

Q8. Is it necessary to have the same members who conduct research and analysis in the first phase, and those who conduct exchange and mutual learning in the middle phase of the project? Or is it acceptable to have different members participating at different phase?

A8. Please list all members participating in the project. There is also a space for describing the role of each member. Although it is not necessary for all members to participate in all activities, each

member should play a role as a team and carry out the project with an awareness of learning from each other's perspectives from multiple perspectives.

Q9. Is it necessary to have participation from diverse sectors not only from Japan, but from other countries as well?

A9. There is no difference in requirements for members and structure between Japan and other countries. Although they may differ depending on the situation in the target country, it is recommended that teams be organized to incorporate diverse perspectives from multiple sectors, in order to respond to the target issue.

Q10. If a project member at the time of application leaves the organization due to some reasons, is it necessary to provide a replacement member?

A10. Since the grant is directed to individuals, not organizations, it is not necessary that a member leave the project when she/he changes her/his affiliation. If a member needs to leave the project for any reason, please maintain a membership structure that can pursue the purpose of the project.

Q11. In addition to Japan and Cambodia, if there is a third country not included in the program target countries and regions, is it necessary to plan mutual visits and learn from each other in all of Japan, Cambodia, and the third country?

Also, is it necessary for all the target participants to join the mutual exchange? The target participants are the students involved in the project (approx. 30 students)?

A11. While equal mutual learning and exchange between the target countries/region are required, it is not necessary for the third country outside the target countries/region to conduct that equivalent mutual learning and exchanges. In the case of your question, mutual visits between members from Japan and Cambodia are required, but visits from a third country to Japan and Cambodia and from Japan and Cambodia to a third country should be considered as needed. If not all participants (students) are able to travel due to cost or other reasons, please explain how you will decide who will travel, how the learning of those who travel will be shared with others, and how those who do not travel will learn from each other (e.g., through online exchanges).

2. Target Areas

Q12. Are the activities interacting between the main site and the new site within a single target country eligible?

A12. No. Learning together of two regions within one country is not eligible.

Q13. Is it acceptable to have Japan and one other country as the target country?

A13. Yes.

3. Cost and budget

Q14. When is the timing of grant payment?

A14. The first transfer will be made in early November 2023. Thereafter, payments will be made to the designated account every 6 months, divided into 2 installments for 1-year projects and 4 installments for 2-year projects.

Q15. Is it possible to start the project before the start of the grant period? Are costs incurred prior to the start of the grant period covered by the grant?

A15. Only activities during the grant period (starting November 1, 2023) can be covered by the grant. You may conduct related activities with your own financial resources prior to the start of the grant period, and it is fine to include the grant project as a partial period of a long-term project.

Q16. Is there a possibility that a project is approved with conditions, for example, a project budget of 7 million yen may be accepted if the budget is 6 million yen?

A16. Yes. There is a possibility that the application will be approved under the condition, such as the budget is reduced by a certain amount from the proposal.

Q17. What is the subsidy rate for actual costs?

A17. We do not require self-financing, so there is no problem if you implement the program with 100% grant funds.

Q18. Are there any limitations on budget diversion?

A18. Diversion between expense categories, such as from travel to meeting expenses, is possible depending on various changes in circumstances during the grant period. Please consult with the Program Officer in advance and submit a "Request for making changes" and get approval from the foundation. In such cases, the restriction "the total of personnel expenses and honorarium must be less than 30% of the total budget" will still apply.

Q19. Are there any criteria for the honorarium?

A19. There is no specific regulation, but please include the expected amount of honorarium (unit price x number of times, etc.) in the budget form. The appropriateness of the budget will also be a factor to be considered in the selection process.

Q20. Is it possible to pay for the personnel expenses of the project representatives and members as long as they do not exceed 30% of the overall budget?

A20. Yes.

Q21. Is it possible to pay honoraria to non-Japanese members who reside outside of Japan and do not have a Japanese bank account?

A21. Yes.

Q22. When conducting training, is it acceptable to pay trainees a participation fee as an incentive in addition to the transportation fee?

A22. Yes. It may also be expressed as a per diem. Please note that the sustainability of the activity requiring incentives may be questioned in the selection process.

Q23. Are there any requirements for the purchase of items, such as obtaining quotes from other companies for price comparisons, etc.?

A23. No quotes are required, but please indicate on your budget form what items and for how much you plan to purchase.

Q24. The grant will be administered by the applicant's university as an endowment. Is it possible to pay the university's administrative fees from the grant?

A24. No, indirect expenses are not covered by the grant.

Q25. Is it acceptable to overlap with other grants or public funds as long as the project content and use of the funds are different?

A25. No problem. Please describe any related activities that will be conducted using other financial resources in the last page of the application form (free description section), if necessary.

Q26. Is it acceptable to earn income from the grant project?

A26. There is no problem with generating project income, but if this is considered the primary purpose of the project, it will be given a lower priority in the selection process.

4. Selection of grant projects

Q27. Is the selection process only based on the application documents?

A27. Yes, but there may be questions from the selection committee members during the selection process. In that case, please cooperate in answering the questions.

Q28. Could you explain the evaluation points of the screening process in detail?

A28. The minimum requirement is that the applicants must meet the objectives and requirements as stated in the project guidelines. Selection will be conducted by an external selection committee, and the selection process will not be made public. The selection will be based on such as the

appropriateness of the members and budget, feasibility, expected results and ripple effects and other factors, in addition to the consistency with the Toyota Foundation's "Guiding Principles for Grants" as well as the purpose of the program as stated in the program application guideline. Regional balance and other factors may also be taken into consideration, but the content of the project is always given priority.

[Q29. Are English applications reviewed equally with Japanese applications?](#)

A29. Yes. Both Japanese and English applications will be selected equally by the same selection committee.

[Q30. Is a project, which consists of a part of large-scale projects, more highly evaluated from the viewpoint of spreading ripple effects and significance, compared to the small-scale project planned to be completed by this grant?](#)

A30. It depends on the issue and content of the project. Please consider taking an opportunity of the prior consultation about the match with the purpose of the program.

5. Others

[Q31. Can I apply for a two-year grant for an activity that takes about one year and six months to complete?](#)

A31. If your project period is longer than one year, please apply for the two-year category.

[Q32. Can I ask for a prior consultation by e-mailing an outline of the project by May 22?](#)

A32. Yes. In addition to e-mail, the pre-application prior consultation can be done in person at the Toyota Foundation office or online.

[Q33. May I receive prior consultation more than one time?](#)

A33. Priority will be given to first-time applicants, but second-time applicants may be accepted if time allows within the pre-application consulting period.

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