

# The Melco Foundation

## Round 2 Research Grant Application Guide for Candidates

September 2019

### (Purpose of the Grant)

The purpose of the grant is to contribute to the promotion and development of culture, arts and sciences in Japan through supporting researches that aims to formulate or theorize the excellent management accounting practices exercised in Japanese companies.

### 1 . Research Grant

#### (1) Areas Eligible for the Grant

Researches related to formulation or theorization of the excellent management accounting practices exercised in Japanese companies, or researches related to the neighboring areas. Especially, researches that study management accounting techniques, management accounting systems, business succession systems, and other related management systems.

#### (2) Applicants Eligible for the Grant

(i) An individual applicant: Must be a researcher or a Ph.D. student who belongs to Japanese universities or research institutes.

Ph.D. students on leave (or planning to go on leave) cannot apply.

(ii) A Research group (collaborative research) applicant:

- The principal researcher must belong to a Japanese university or research institute.
- Ph.D. students cannot be a principle researcher of the collaborative researchers.

(iii) Applicants must belong to universities or research institutes during the period of the research grant. However, transferring between research institutions are not hindered.

#### (3) Use of Grant

The use of the research grant is based on the use specified in the application form. However, the use can be modified if needed for accomplishing the research objectives.

#### (4) Amount of Grant and Number of Projects

1. Research grant A (for researchers and Ph.D. students)

Approx. 300,000JPY to 2 million JPY per project, up to approx. 10 grant projects.

2. Research grant B (for Ph.D. students)

Approx. 600,000JPY per person for 3 years, up to approx. 1 grant projects.

Grant total approx. 6.5 million JPY.

#### (5) Period of Research Grant

1. Research grant A One year per project (January 1<sup>st</sup>, 2020 through the end of the year)

Two-years research projects may also be exceptionally accepted. In that case, the lump sum of grant for the two-years project (January 1<sup>st</sup>, 2020 through the end of 2021) will be awarded on the first year.

2. Research grant B Three years per project (January 1<sup>st</sup>, 2020 through the end of 2022)

The amount of approved grant will be awarded annually for three years.

(6) Recommender

A recommender shall be a representative, a dean, a director, or their equivalent of a university or research institution that applicants belong to. Please write down necessary information on the prescribed form of a letter of recommendation, and submit one copy.

A recommendation from the academic advisor is required additionally for Ph.D. students.

(7) Report Duties of Grantees

The grantees of this fiscal year must submit a research grant report within 3 months (by the end of Spring) after the termination of the period of research grant. If the period of research grant lasts longer than 2 years, a research grant mid-term report must be submitted within 3 months after the end of every year since the commencement of research. Additionally, a research grant report must be submitted by the end of Spring on a year the period of research grant terminates.

(8) Duties for Research Paper Submission

The grantees must write a research paper on the research achievements and submit it to the head office of the Foundation within 6 months (by the end of June) after the termination of the period of research grant. The submitted paper will undergo a prescribed review process of “Melco Journal of Management Accounting Research”.

(9) Application Document

- The research grant application form (Research-1)(One copy: Double-sided printings are accepted)
- A letter of recommendation for the research grant candidate (Common) (Research-2a) \*(One copy)
- Major articles or books that are recently published and related to the research (Up to three of them, one copy each)  
\*For books, either the actual copies or photocopies are accepted. For articles, either offprints or photocopies are accepted. (Double-sided printings or photocopies are accepted.)

\*Note In case of Ph.D. applicants, the submission of a letter of recommendation for the research grant candidate (For Ph.D. students) (Research-2b) is also required.

## 1. Grant for International Research Exchange

(1) Grant Eligibility

An international research exchange that is applicable to below, and promotes researches in management accounting:

- (i) Dispatch of postgraduate students to conferences: Dispatch of MA and Ph.D. students to conferences held overseas (Maximum 4 solicitations per year).
- (ii) Dispatch for presentations at conferences : Dispatch to conferences or workshops held overseas (including those for Ph.D. students and young researchers) (Maximum 4 solicitations per year).
- (iii) Short-term dispatch: Dispatch to overseas universities and other research institutes.
- (iv) Medium-term dispatch: Dispatch to overseas universities and other research institutes.
- (v) Invitation: Invitation of excellent researchers based in overseas research institutions to Japan.

(2) Applicants Eligible for the Grant

An applicant must be applicable to below and scheduling to depart or invite between December 1<sup>st</sup> to the end of November next year.

- (i) A researcher or a postgraduate student who belongs to Japanese universities or research institutes.  
Postgraduate students cannot apply for the invitation.
  - (ii) An applicant who has adequate language skills to conduct the international research exchange.
  - (iii) In case of (1)-(i) mentioned above, it is limited to postgraduate students enrolled in Japanese graduate schools.
  - (iv) In case of (1)-(ii) mentioned above, an applicant must be presenting the research by him/herself at the overseas conference.
- (3) Amount of Grant and Number of Projects
- (i) Dispatch of postgraduate students to conferences (within 1 week): Approx. 200,000JPY per project, up to approx. 5 grant projects.
  - (ii) Dispatch for presentations at conferences (within 1 week): Approx. 300,000JPY per project, up to approx. 4 grant projects.
  - (iii) Short-term dispatch (within 3 months): Up to 500,000JPY per project, up to approx. 1 grant projects.
  - (iv) Medium-term dispatch (within 4 to 24 months): 100,000JPY/month per project, up to approx. 1 grant project.  
(The lump sum of the grant for the whole dispatched months will be awarded before the first month of dispatch.)
  - (v) Invitation: Up to 500,000JPY per project, up to approx. 1 grant projects.
  - (vi) Total grant will be approx. 4 million JPY, and will aid travel expenses (round-trip) and a part of living expenses.
- (4) Recommender
- A recommender shall be a representative, a dean, a director, or their equivalent of a university or research institution that applicants belong to. Please write down necessary information on the prescribed form of a letter of recommendation, and submit one copy.
- A recommendation from the academic advisor is required additionally for postgraduate students.
- (5) Report Duties of Grantees
- (i) The grantees of the grant for international research exchange must submit a report on the international research exchanges grant within 3 months after the termination of the period of the international research exchange. (In case of invitations, a seminar program, an invitation card, a photo of the venue, and a list of participants of the seminar held as an international research exchange activity must be submitted along with the report on the international research exchange grant).
  - (ii) In case of (1)-(i) “dispatch of postgraduate students to conferences” mentioned above, a conference program, an invitation card, a photo of the venue, reports obtained and other documents must be attached to the report on the international research exchange grant and submitted to the head office of the Foundation within 3 months after returning to Japan.
  - (iii) In case of (1)-(ii) “dispatch for presentations at conferences” and (1)-(iii) “short-term dispatch” mentioned above, an English manuscript presented at the overseas conferences or workshops, or the revised version of the said manuscript must be submitted to the head office of the Foundation within 3 months after returning to Japan. The Foundation will undertake prescribed processes including checking the English of the manuscript, then publish it as a discussion paper on the Foundation’s website.
  - (iv) In case the dispatch period exceeds 12 months for (1)-(iv) ”medium-term dispatch” mentioned above, a research grant mid-term report must be submitted to the head office of the Foundation within 3

months after the half of the entire period has passed. Also, within 6 months after returning to Japan, research achievements must be written on a research paper and the paper must be submitted to the head office of the Foundation. The submitted paper will undergo a prescribed review process of “Melco Journal of Management Accounting Research”.

(6) Application Document

(i) Dispatch of postgraduate students to conferences

- The grant for international research exchange (for dispatch MA or Ph.D. students to conferences) application form (International Graduate Students-1)(One copy)
- A letter of recommendation for the grant for international research exchange candidate (Common) (International-2a)(One copy)
- A letter of recommendation for the grant for international research exchange candidate (For MA or Ph.D. students) (International-2b)(One copy)
- An itinerary, a conference program, travel expense regulations of the institution (duplicates are accepted.)

(ii) Dispatch for presentations at conferences \*1

- The grant for international research exchange (dispatch for presentations at conferences) application form (International Conference-1)(One copy)  
In case there are more than two people presenting at the conference, please clarify the division of roles of all participants.
- A letter of recommendation for the grant for international research exchange candidate (Common) (International-2a) \*2 (One copy)
- A certificate that permits to present at the conference, a conference program, a presentation manuscript in English, etc.

(One copy each, duplicates are accepted for both.)

(iii) Short-term dispatch

- The grant for international research exchange (short-and medium-term dispatch) application form (International Short-and Medium-Term -1)(One copy)
- A letter of recommendation for the grant for international research exchange candidate (Common) (International-2a)\*2 (One copy)
- A letter of acceptance

(iv) Medium-term dispatch

- The grant for international research exchange (short-and medium-term dispatch) application form (International Short-and Medium-Term -1)(One copy)
- A letter of recommendation for the grant for international research exchange candidate (Common) (International-2a)\*2 (One copy)
- A letter of acceptance

(v) Invitation

- The grant for international research exchange (invitation) application form (International Invitation-1) (One copy)
- A letter of recommendation for the grant for international research exchange candidate (Common) (International-2a) (One copy)

- A letter of invitation, and a letter of invitation acceptance (duplicates are accepted for both.)

**\*Notes**

- \*1 You can still apply even if a presentation at the conference is yet to be confirmed.  
In such cases, please submit the presentation manuscript in English (one copy) as well as the conference program at the time of application, and submit the certificate that permits presentation at the conference later, as soon as the presentation at the conference is confirmed. The grant funding will be transferred to the university or the research institution after the verification of those documents.
- \*2 In case of postgraduate applicants, the submission of a letter of recommendation for the grant for International research exchange candidate (For MA or Ph.D. students) (International-2b) is also required.
- \*3 Among the submission documents, all application forms, itineraries, conference programs, travel regulations of the institutions, and English manuscripts can be double-sided printings or double-sided photocopies.

### **3. Publication Grant**

(1) Grant Eligibility

Publications must be on research achievements related to management accounting and its neighboring areas. This includes excellent translations. As a general rule, the approved research achievements will be published from a publisher as a part of the research series of the Foundation.

(2) Publications Eligible for the Grant

Only limited to those that can publish the research achievements from a publisher as a part of the research series of the Foundation, between January 1<sup>st</sup>, 2020 and the end of June, 2020. The maximum volume of the finished publication will be within 350 pages in A5 format with horizontal writing.

(3) Amount of Grant and Number of Projects

Maximum 1.5 million JPY per project, and the total shall be within 1.5 million JPY.

(4) Recommender

A recommender shall be a representative, a dean, a director, or their equivalent of a university or research institution that applicants belong to. Please write down necessary information on the prescribed form of a letter of recommendation, and submit one copy.

(5) Report Duties of Grantees

The grantees must submit the published document as well as the publication grant report within 3 months after the publication.

(6) Application document

- The publication grant application form (Publication-1)(One copy: Double-sided printings are accepted.)
- A letter of recommendation for the publication grant candidate (Publication-2) (One copy)
- The final manuscript of the research achievements that is scheduled for publication (An electronic file created by Word or other Japanese word processors, as well as its PDF data.)
- Reprinted articles or photocopies of the major relevant research articles written by the applicant (or, in case of a research group, the principle researcher) (Up to three of them, one copy each: Double-sided

printings or double-sided photocopies are accepted.)

(7) **Royalty Management**

Royalty management will follow the approaches separately specified.

**4. Dual Applications with Other Grants**

Please refrain from applying if you are an individual or a group who is already receiving or is scheduled to receive grants from other foundations or entities on a similar topic.

**5. Application Deadline**

**The application must be received by October 10<sup>th</sup> (Thu), 2019.**

**6. Selection Process**

After the screening by the Selection Committee, the Board of Directors will finalize the decision.

(Titles omitted: As of June 2019)

Chairman of Selection Committee	TAKAHASHI, Masaru	Professor, Graduate School of International Social Sciences, Yokohama National University
Vice Chairman of Selection Committee	YOKOTA, Eri	Professor, Faculty of Business and Commerce, Keio University
Selection Committee	ITO, Kazunori	Professor, School of Commerce, Senshu University
Selection Committee	KOROGLI, Shin'ichi	Professor, Faculty of Commerce, Kurume University
Selection Committee	NAGASAKA, Yoshiyuki	President, Konan University, and Professor, Faculty of Business Administration, Konan University

**7. Grant Approval and Award**

The grant approval is scheduled to be finalized in late November, 2019. The results will be notified to applicants and recommenders in writing.

The research grant funding will be transferred to the financial institutions appointed by universities or other research institutions after the award ceremony scheduled in December, 2019.

**8. Management of Grant Funding**

- (1) As a general rule, grant funding will be granted as “accounting-commissioned fund” to the university or other research institution that the grantees belong to.
- (2) The grant funding includes overhead costs incurred at the research institutions.

**9. Grant Refund**

In case the research, international research exchange, or publication is not carried out as specified in the application forms, or any act against the objectives of the award is performed, grant funding should be refunded.

## **10. Where to Submit the Application Document and Contact Information**

After verifying all the necessary documents, please send the application document to the address below by a registered mail or a “Letter Pack”, a service provided by Japan Post. Please indicate “Grant Application document Enclosed” on the envelope.

Please note that the application document will not be returned even if the grant was not approved.

Application document will not be used outside the purpose of screening and selection process for the grant application of the Foundation.

The Melco Foundation Grant Information Desk  
1701-2, Shimada 4-chome, Tenpaku-ku, Nagoya 468-0056, Japan  
TEL +81(52)249-8421  
E-mail [info@melco-foundation.jp](mailto:info@melco-foundation.jp)

**\*Please download the application forms and other formats from the website of the Foundation.**

<http://melco-foundation.jp/>