

Maki Makoto Foundation (formerly Melco Foundation)

Research Grant Application II Guidelines for Candidates

August 2024

(Purpose of the grant)

This grant aims to contribute to the promotion and development of academics and culture in Japan by supporting research intended to formulate or theorize the excellent management accounting practices of Japanese companies.

1. Research Grant

(1) Areas Eligible for the Grant

Research on formulating or theorizing excellent management accounting practices of Japanese companies or on related areas that include these practices, especially, research on 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 PhD student from Japanese universities or research institutes.

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

(ii) A research group (collaborative research)

- The principal researcher must be affiliated with a Japanese university or research institute.
- PhD students cannot be the principal researcher of the group.

(iii) Applicants must be affiliated with universities or research institutes during the period of the research grant. However, transferring between research institutions is 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) Grant Amount and Number of Projects

1. Research grant A (for researchers and PhD students)

- Original and pioneering research conducted by a researcher or a PhD student alone or as part of a research group.

Around 300,000 JPY to 2 million JPY per project, up to 15 grant projects.

2. Research grant B (for PhD students)

- Original and pioneering research conducted by a PhD student alone.

Around 600,000 JPY per person for 3 years, up to a few grant projects.

3. Exploratory challenging research grant (for researchers and PhD students)

- Research with a strong exploratory nature or in the early stages of research, aiming to significantly change or transform the existing academic system or direction in the fields covered by the grant and has the potential for rapid development.

Around 300,000 JPY to 2 million JPY per project, up to a few grants projects

Grant total approx. 20 million JPY.

(5) Period of Research Grant

1. Research grant A: One year per project (January 1, 2025 - December 31, 2025)
2-year research projects may also be exceptionally accepted. In such cases, the lump sum of grant for a 2-year project (January 1, 2025 - December 31, 2026) will be awarded in the first year.
2. Research grant B: Three years per project (January 1, 2025 - December 31, 2027)
Amount of approved grant will be awarded annually for 3 years.
3. Exploratory challenging research grant: One year per project (January 1, 2025 - December 31, 2025)
2-year research projects may also be exceptionally accepted. In such cases, the lump sum of grant for a 2-year project (January 1, 2025 - December 31, 2026) will be awarded in the first year.

(6) Recommender

A recommender shall be a representative, a dean, a director, or their equivalent from the university or research institution with which the applicants are affiliated. Please include the necessary information in the prescribed form of a letter of recommendation and submit one copy.

An additional recommendation from an academic advisor is required for PhD students.

(7) Report Duties of Grantees

Grantees of this fiscal year must submit a research grant report within 3 months (end of March) after the termination of the research grant period. If the research grant period lasts longer than 2 years, a research grant midterm report must be submitted within 3 months after the end of every year since the beginning of the research. Additionally, a research grant report must be submitted by the end of March of the year when the termination of the research grant.

(8) Duties for Research Paper Submission

Grantees must write a 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 research grant period. The submitted paper will undergo the prescribed review process of “Melco Journal of Management Accounting Research.”

(9) Application Documents

- The research grant application form (Research-1) (one copy: double-sided printings are accepted for mailed applications)

Please check page 6 “9. Notes on Application” to prepare the application form.

- A letter of recommendation for the research grant candidate (Research-2a) ¹(1 copy)
- Major articles or books that were recently published and related to the research (up to three, one copy each) ²

*Regarding documents requiring a seal other than that of the principal researcher, such as recommendation forms:

If it is difficult to affix the seal, please prepare a copy of the e-mail showing an approval (and in the case of a recommendation letter, fact of the recommendation) in place of the seal. In such cases, a seal is not required.

¹For PhD applicants, the submission of a letter of recommendation for the research grant (Research-2b) is also required.

²For books, either the actual copies or photocopies are accepted. For articles, either offprints or photocopies are accepted.
(Double-sided printings or photocopies are accepted for mailed applications.)

2. Grant for International Research Exchange

(1) Grant Eligibility

An international research exchange promoting research in management accounting and conforming to any of the items below

- (i) Dispatch of postgraduate students to conferences: Dispatch of MA and PhD students to conferences held overseas.(maximum of 4 solicitations per year)
- (ii) Dispatch for presentations at conferences: Dispatch to conferences or workshops held overseas (including those for PhD students and young researchers) (maximum of 4 solicitations per year)
- (iii) Dispatch for workshop reports: Dispatch to "Workshop for Qualitative Research" organized by the Foundation(scheduled to be held in March 2025).
- (iv) Short-term dispatch: Dispatch to overseas universities and other research institutes.
- (v) Medium-term dispatch: Dispatch to overseas universities and other research institutes.
- (vi) Invitation: Invitation of excellent researchers based in overseas research institutions to Japan.

***Invitations for dispatch of postgraduate students to conferences, presentation for conferences, and workshop reports, including those conducted remotely..**

(2) Applicants Eligible for the Grant

An applicant must be scheduled to depart or be invited between December 15, 2024 and November 30, 2025, and must conform to any of the following:

- (i) A researcher or a postgraduate student affiliated with 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 the case of (1)-(i) above, eligibility is limited to postgraduate students enrolled in Japanese graduate schools.
- (iv) In the case of (1)-(ii) above, an applicant must be presenting the research by themselves at the overseas conference.
- (v) In the case of (1)-(iii) above, an applicant who will participate in the "Workshop for Qualitative Research" organized by the Foundation must present the report by themselves.

(3) Grant Amount and Number of Projects

- (i) Dispatch of postgraduate students to conferences (within 1 week): Around 400,000 JPY per project, up to 5 grant projects.³
- (ii) Dispatch for presentations at conferences (within 1 week): around 600,000 JPY per project, up to 4 grant projects.³
- (iii) Dispatch for workshop reports: around 600,000 JPY per project, up to a few grant projects.³
- (iv) Short-term dispatch (within 3 months): up to 1,000,000 JPY per project, up to a few grant projects.
- (v) Medium-term dispatch(within 4 to 24 months): up to 200,000 JPY per month per project, up to a few grant projects.(The lump sum of the grant for the whole dispatched months will be awarded before the first month of dispatch.)
- (vi) Invitation: up to 1,000,000 JPY per project, up to a few grant projects.
- (vii) The total grant amount will be approximately 5.5 million JPY, including travel expenses (round trip) and a portion of the living expenses, in addition to research-related expenses.

³You 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) and the conference program at the time of application and submit the certificate permitting presentation at the conference later or as soon as the presentation at the conference is confirmed.

(4) Recommender

A recommender shall be a representative, a dean, a director, or their equivalent from the university or research institution with which the applicants are affiliated. Please include the necessary information in the prescribed form of a letter of recommendation and submit one copy.

An additional recommendation from an academic advisor is required for PhD students.

(5) Report Duties of Grant Recipients

- (i) Grantees of the 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 the 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 the 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 the case of (1)-(ii) “Dispatch for presentation at conferences,” (1)-(iii) “Dispatch for workshop reports,” and (1)-(iv) “Short-term dispatch” mentioned above, an English manuscript presented at 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 the English language check of the manuscript, then publish it as a discussion paper on the Foundation’s website.
- (iv) In the case of (1)-(v) “Medium-term dispatch” mentioned above, if the dispatch period exceeds 12 months, a research grant midterm report must be submitted to the head office of the Foundation within 3 months after half of the entire period has elapsed. Additionally, within a year of returning to Japan, research achievements must be reported in a paper and then submitted to the head office of the Foundation. The submitted paper will undergo the prescribed review process of the “Melco Journal of Management Accounting Research.”

(6) Application Documents

- (i) Dispatch of postgraduate students to conferences⁴
 - The grant for international research exchange (for dispatch of MA or PhD students to conferences) application form (International Graduate Students-1; one copy)
 - A letter of recommendation for the grant for the international research exchange candidate (International-2a; one copy)
 - A letter of recommendation for the grant for the international research exchange candidate (for MA or PhD students) (International-2b; one copy)
 - An itinerary, a conference program, and travel expense regulations of the institution (duplicates are accepted.)
- (ii) Dispatch for presentations at conferences⁴
 - The grant for international research exchange (dispatch for presentations at conferences) application form (International Conference-1; one copy)
In case more than two people presented at the conference, please clarify the division of roles of all participants.

⁴You 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) and the conference program at the time of application and submit the certificate permitting presentation at the conference later or as soon as the presentation at the conference is confirmed. Furthermore, in the case of joint research, only one representative will be dispatched.

- A letter of recommendation for the grant for the international research exchange candidate (International-2a; one copy) ⁵
 - A certificate authorizing presentation at the conference, a conference program, a presentation manuscript in English, and so on. (One copy each, duplicates are accepted for both.)
- (iii) Dispatch for workshop reports⁴
- The grant for international research exchange (Dispatch for workshop reports) application form (International WS-1; one copy)
 - A letter of recommendation for the grant for the international research exchange candidates (International-2a; one copy) ⁵
 - The English presentation manuscript that you wish to present at the workshop (Full paper) ⁶
- (iv) 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 the international research exchange candidates (International-2a; one copy) ⁵
 - A letter of acceptance
- (v) 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 the international research exchange candidates (International-2a; one copy) ⁵
 - A letter of acceptance
- (vi) Invitation
- Grant for international research exchange (invitation) application form (International Invitation-1; one copy)
 - A letter of recommendation for the grant for the international research exchange candidate (International-2a; one copy)
 - A letter of invitation, and a letter of invitation acceptance (duplicates are accepted for both)

*Addendum

Among the submission documents, all application forms, itineraries, conference programs, travel regulations of the institutions, and English manuscripts can be double-sided printings or photocopies (for mailed applications).

*Regarding documents requiring a seal other than that of the principal researcher, such as the letter of recommendation:

If it is difficult to affix the seal, please prepare a copy of the e-mail showing an approval (and in the case of a recommendation letter, fact of the recommendation) in place of the seal. In such cases, a seal is not required.

⁵For postgraduate applicants, the submission of a letter of recommendation for the grant for International research exchange candidate (For MA or PhD students) (International-2b) is also required.

⁶Manuscript to be reported at the "Workshop for Qualitative Research" (scheduled to be held in March 2025) sponsored by the Foundation.

3. 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.

4. Application Deadline

The application must be received by October 10, 2024 (Thursday).

5. Selection Process

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

(in alphabetical order/titles omitted: as of August 2024)

Chairman of the Selection Committee	TASAKA, Ko	Professor, Faculty of Commerce, Fukuoka University
Vice Chairman of the Selection Committee	SHIMIZU, Takashi	Professor, Faculty of Commerce, Graduate School of Accountancy, Waseda University
Selection Committee	ITO, Katsuhiko	Professor, Faculty of Business Administration, Seikei University
Selection Committee	NAKAGAWA, Masaru	Professor, Faculty of Commerce, Doshisha University
Selection Committee	MIYA, Hiroshi	Professor, Graduate School of Business Administration, Kobe University

6. Grant Approval and Award

Grant approval is scheduled for finalization in early December 2024. Applicants and recommenders will be notified of the results in writing. Research grant funding will be transferred to the financial institutions appointed by universities or other research institutions.

7. Management of Grant Funding

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

8. 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, the grant funding should be refunded.

9. Notes on Application

Regarding the “Breakdown of the Use of Grant Funds” in the Research Grant Application Form (Research - 1)

- (1) If transcription or other work is required, please consider the use of the latest IT tools as well as outsourcing to a contractor before submitting your application. If you use a contractor, please specify the reason for using a contractor.
- (2) Please submit an application for gratuities only if they are to be paid to part-time workers or to speakers at research meetings, etc. Please refrain from applying for gratuities for incentivizing subjects for questionnaire surveys, interview surveys, etc.

10. Where to Submit the Application Documents and Contact Information

After verifying all the necessary documents, please send the application through either of the following methods:

(1) E-mail Applications

Please convert each document into PDF format and send it to the following e-mail address with the title "2024 Grant Application II".

Maki Makoto Foundation Grant Information Desk
E-mail info@melco-foundation.jp

*If the file size becomes too large, please send it in multiple batches or use a file transfer service.

(2) Physical Mail Applications

Please send the application form to the address below by registered mail or "Letter Pack," a service provided by Japan Post. Please indicate "Grant Application Document Enclosed" on the envelope:

Maki Makoto Foundation Grant Information Desk
1701-2 Shimada 4-chome, Tenpaku-ku, Nagoya, 468-0056, Japan
TEL 052-249-8421

Please note that application documents will not be returned even if not selected for the grant. However, the application documents will not be used for any purpose other than the screening and selection of Foundation grant applications.

Contact Information

Maki Makoto Foundation Grant Information Desk
1701-2 Shimada 4-chome, Tenpaku-ku, Nagoya, 468-0056, Japan
TEL 052-249-8421
E-mail info@melco-foundation.jp

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

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