

# **FY2024 Step-up Research Grant Application Guideline**

## **1. Purpose of Step-up Research Grant**

The Astellas Foundation for Research on Metabolic Disorders' (AFRMD) mission is to encourage life science research, especially the development and practical application of drug discovery and treatments, and to contribute to the development of public health, and medical progress, and the advancement of therapeutic drugs. While always keeping an eye on the direction and development of life sciences in the world, AFRMD has contributed to medical and life sciences through the awarding of grants for research initiatives which will open a new era of life science, as well as the discovery and nurturing of brilliant young talent and support for researchers to study abroad.

We will provide Step-up Research Grant to strengthen unique research that will bring about innovation in the future and continuous support for the next generation of innovators, rather than immediate results.

We will continue to support research with high expectations for the next generation from the perspectives of drug discovery and development, practical application of treatments, the creation of new research areas, and the discovery and training of young human resources,

As a research embodiment, in addition to the applicant continuing the research independently, we also recommend collaborative research and interdisciplinary collaborative research.

## **2. Number of recipients of fiscal year 2023 Step-up Research Grant**

We received 45 applications for fiscal year 2023 Step-up Research Grant. After in-depth scientific review by Selection Committee members, 10 applications have been selected to give Step-up Research Grant of ¥4 million per application. Therefore, in total, ¥40 million has been given to the selected 10 applicants.

## **3. Application period**

**From 9 AM, April 1 to 4 PM, May 31, 2024**

Just before the application deadline, many applications may come together and this over-the-capacity burden on the application system may make it difficult for applicants to apply research proposals smoothly. As you will not be able to proceed application on application system after the deadline, please prepare your application in well advance of the deadline.

## **4. Eligibility**

Researchers who would like to promote the research programs that were supported from AFRMD in 2019, 2020 (including COVID-19 research grant), and 2021 are eligible to apply. However, please carefully check "5. Precautions" at the bottom.

- 1) No references are required.
- 2) There are no age limits.
- 3) No research grant will be awarded if a researcher has already received funding exceeding ¥25 million per project for fiscal year 2024 (direct costs excluding overhead) as the project leader as

of the time of application, i.e., dispatch of the application form. This involves grants for fiscal 2024 and for multiple fiscal years including 2024.

- 4) If you are a researcher being dispatched to a public research institution from a profit-making organization, you are not eligible to apply.
- 5) If you would like your eligibility to be considered due to life events, etc., please contact the secretariat.

## **5. Precautions**

- 1) Applicants cannot apply for the Step-up Research Grant and the overseas study grant at the same time. You can apply for both of the Research Grant and the Step-up Research Grant, however, you cannot receive them at the same time.
- 2) You can apply for either individual research or collaborative research. When applying as collaborative research, only if an applicant that is a recipient of the Research Grant of AFRMD and a principal investigator, is eligible to apply for the Step-up Research Grant. On the other hand, the collaborators do not have to be supported by AFRMD.
- 3) The Step-up Research Grant can be received up to once with the same research.
- 4) A clinical study proposal to use products of Astellas Pharma in the market or under the development is not subject for funding of research.
- 5) Research to aim to gain personal or corporate profits is not subject of funding of AFRMD.
- 6) We will not support those who have received overseas study grant or research grant from AFRMD and have not complied with the recipient's obligations, such as submission of various report documents.
- 7) Research grants are issued for the purpose of purchasing goods and consumables related to the promotion of adopted research, and are not intended to be used for research support expenses (so-called overhead expenses) for the affiliated institution. We accept applications from applicants who agree with our policy.
- 8) Use of our designated donation application and overhead exemption request forms is a condition for research grant funding. We appreciate your cooperation in simplifying the procedures.

**6. Subject** Research that benefits understanding of specific disease conditions and development of breakthrough treatments, and/or the creation of new research areas

**7. Funding** Standard ¥4 million per project (maximal ¥10 million)  
Maximal 10 projects in total  
Total available: ¥40 million

## **8. Duration to use Research Grant**

January 2025 to December 2026

**9. Selection** Recipients will be selected by the Selection Committee and finalized by the Board of Directors

**10. Notify of the result** With regard to pass/fail, applicants will be notified via email during the period from the end of October to early November 2024.

**11. Issuance** January 2025

## **12. Obligations as a Research Grant recipient**

### **1) Submission of Financial Statement**

Recipients will be required to submit a Financial Statement (January 2025 - December 2026) to AFRMD by the end of January 2027.

### **2) Submission of Research Report**

Recipients will be required to write up the results of their research in the form of a Research Report and submit it to AFRMD by the end of January 2027. Research Reports will be published in March 2028 at AFRMD website. Please bear that date to publish in mind when writing your report.

### **3) Acknowledgement in scientific/medical journals or other publications**

When recipients will publish results of the study which is supported by the Step-up Research Grant, recipients are requested to list the name of Astellas Foundation for Research on Metabolic Disorders in the section of Acknowledgement of scientific/medical journals or other publications and submit a copy of the article or summary of the article to AFRMD. Submission of electronic version of the article to AFRMD is accepted.

### **4) Attendance at Research Conference**

Recipients will be required to give a presentation on progress or the results of their funded research at Research Conference organized by AFRMD (scheduled on February 6<sup>th</sup> in 2027). Presentation by someone on behalf of a recipient will not be accepted. The Research Conference will be open to the public so that we can provide opportunities for further collaboration after the completion of the Step-up Research Grant.

## **13. Compliance with the Act on the Protection of Personal Information**

- 1) AFRMD will only use personal information obtained in relation to the above Step-up Research Grant program for administrative purposes including the selection process, notification of pass/fail to applications, requests to recipients to prepare essays to be listed in AFRMD website or to respond to questionnaire prepared by AFRMD.
- 2) Once Step-up Research Grants have been finalized, AFRMD will publish details of recipients on its website and in other publications, including recipients' names, job titles and the nature of their research.
- 3) Any inquiries regarding personal information should be directed as follows.

#### 14. Languages permitted on application form

Japanese or English

#### 15. Application steps

The application steps are as follows.

- 1) Create My Page
- 2) Submit application documents through “My Page”

#### 16. Application procedure

Application Form/English Version <Sample, For Viewing Purpose Only>

※This is a sample for viewing purpose only. For application, please download the application form from “MY PAGE”.

##### 1) Application procedure

###### (1) Creating “My Page”

Create your account by clicking、"「基本情報登録 (ID・パスワードの取得)」Registration of basic information (acquisition of ID / password)" and fill out the form. You can continue to use My Page from next year onwards.

※If you already have “My Page”, please proceed to (2).

###### (2) Login to “My Page”

Please login to My Page using the ID and password you obtained.

Confirm your information by opening the "Confirm and Change" from My Page.

###### (3) Fill out the research grant application form and submit the required documents

After logging in to your account : My page, click the red button: 「応募はこちら」 under the “Information” tab and select the program, "Research Grant", "Step-up Research Grant", or "Overseas Research Grant". Or, you can also select the program by opening the "Submit Application" tab.

Fill out the " Step-up Research Grant Application Form 「助成申請受付フォーム」 ", download the application format, and prepare the application documents.

###### (4) Submit documents

Click “「確認する」 (Confirm) ” after filling out all the forms and uploading the required documents, then check the contents and click the "「応募する」 (Apply)" button at the bottom of the page.

The contents cannot be modified after submission, so please check carefully before submission.

##### 2) Preparation of application documents

###### (1) Required documents for the application

The filled-in application formats (PDF) is required documents for application.

**(2) Download the format**

The format is available on the application form on "My Page".

**(3) Points for the preparation of application documents**

**(i) The Application Formats**

Please check the followings when filling in the application format.

- Please enter your name in the upper right corner.
- Use 11 pt. font size or more (no specified font).
- You may change the size of the designated frame, but please briefly fill in the application items from [I] to [IX] within 5 pages. Please do not change the left and right margins as it will be printed. Applications that exceed 5 pages will not be accepted.
- Please include figures and tables such as preliminary data within the text, if necessary.
- Delete the "Notes in the frame" in the format and increase entry fields. Please delete the "Notes outside the frame" before submission.

• Graphical Abstract

- Summarize your research concept, appeal points, points to be stepped up, and future vision in a single conceptual diagram.
- Provide a simple conceptual diagram so that non-specialists can understand the main points easily. Please refer to the following links to create a conceptual diagram; 「Cell Press Graphical Abstract Guidelines」 ([https://www.cell.com/pb/assets/raw/shared/figureguidelines/GA\\_guide.pdf](https://www.cell.com/pb/assets/raw/shared/figureguidelines/GA_guide.pdf))、ACS Publications 「Guidelines for Table of Contents / Abstract Graphics」 ([https://pubsapp.acs.org/paragonplus/submission/toc\\_abstract\\_graphics\\_guidelines.pdf](https://pubsapp.acs.org/paragonplus/submission/toc_abstract_graphics_guidelines.pdf))、Royal Society of Chemistry Guideline (<https://www.rsc.org/journals-books-databases/author-and-reviewer-hub/authors-information/prepare-and-format/figures-graphics-images/>)
- Please use a font size of 11pt or more and keep the number of characters small. No font is specified. Japanese or English is acceptable as the language.

**(ii) PDF conversion of application documents and total file size**

- The completed application formats must be converted to PDF.
- Total file size of the application documents must be 3MB or less.

**17. Confidentiality**

All the AFRMD officers, the selection committee members, and secretariat members signed the "Pledge for Confidentiality" and obliged to retain confidential information such as contents of an application form.

**18. Inquiries**

Secretariat, Astellas Foundation for Research on Metabolic Disorders (AFRMD)

#702 Nihonbashi Life Science Building 2

3-11-5, Nihonbashi-Honcho, Chuo-ku, Tokyo 103-0023

Tel: 03-3244-3397

Email: [byoutai@jp.astellas.com](mailto:byoutai@jp.astellas.com)

Website: <https://www.astellas-foundation.or.jp/>