Instruction for filling out the application forms　(\* Please be sure to read.)

**Common to all forms**

・All forms must be written in Japanese or English.

・Fill in the forms in chronological order (oldest to newest).

**(Form 1) Résumé**

[Vocational Technical School, Junior College, College of Technology, University, Graduate School]

・Fill in your academic background starting from undergraduate education.

[Academic Degree]

・Fill in your academic degree (bachelor, master and doctor).

[Researcher ID, ORCID and KAKEN Researcher Number information ]

・At least one of the Your Researcher ID or ORCID information is necessary.

 N.B. The ID above or ORCID information can be confirmed from Clarivate Analytics or ORCID website.

・Fill in the form with your KAKEN Researcher Number if you have one.

[Work Experience (Employment History etc.)]

・If you have a period of unemployment, explain the gap.

**(Form 2) List of Research achievements**

・Put the serial numbers on items in each category.

・If you don’t have any achievement in the category, please write “None”. (Don’t delete the category title. ([Books], [Reviews]).

・List all authors’ names, translators’ names or presenters’ names, and underline your name.(e.g. Hiroshima T.) Please insert a comma (,) after the magazine name and a colon (:) before the page number.

・If you are Corresponding author of the publication, please put “\*” after your name. (e.g. Hiroshima T.\*)

・If you write about sharing writings in “Books”, specify which section you contributed.

・If you write about translated books, indicate it.

・You cannot include publications under submission.

・If you write publications in press, indicate it and attach the certifying document.

・You cannot include conference abstracts.

・Put a framed box on the number of your SCI / SSCI / A&HCI / ESCI publications. (e.g. )

・Choose 5 major publications representing your achievements , and write “Major publication” at the end of the publication details.

・When you write the publications that have Impact Factors, add the values referring to the latest year of “Journal Citation Reports” by Clarivate Analytics. (e.g. IF: 5.33 … rounding off to two decimal places)

・When you write Times Cited, add the values referring to ”Web of Science” by Clarivate Analytics. (e.g. TC:10)

・For the calculation of the G-index, please refer to SCOPUS, Web of Science, and Google Scholar (regardless of the programming language) and enter the highest value. If unknown, please write "unknown."）

[Activities in Society]

Please provide details of your activities in society that utilize research outcomes (e.g., committee memberships, lecturing, collaboration with local governments, etc.).

 [External Funding, etc.]

For external funding acquisition and other competitive external funding (including entrusted and collaborative research), please provide a chronological record of the past 10 years' acquisition status. Include the funding source (e.g., companies) and specify the type of funding, including scientific research grants. Additionally, make sure to provide the total amount of the respective external funding, research duration, role (principal investigator or collaborator), and research theme.

 (Form 2)

**List of Research achievements**

Name

|  |
| --- |
| [Doctoral dissertation] \*Author, Title, Name of university, Date(MM/YY)[Books]\*Authors or translators (all in order), Title, pp., Publisher, Date(MM/YY) (e.g. 1. Hiroshima T: Clinical ##### of #####････. Handbook of ････: pp 100-150, Publisher, March 2005)[Reviews]\*Authors (all in order), Title, Name of Journal, vol, pp., Date(MM/YY), Impact Factor, Times Cited[Original Papers (refereed)]\*Authors (all in order), Title, Name of Journal, vol, pp., Date(MM/YY), Impact Factor, Times Cited[ G-index: ] (e.g. 1. Hiroshima T.\*, Yamaguchi I, Okayama H: Lower levels of ･･･. Journal of ###, 15: 200-215, May 2008,【IF:1.35】,TC:10 Major publication )[Original Papers (non-refereed)]\*Authors (all in order), Title, Name of Journal, vol, pp., Date(MM/YY)[Presentations at International Conferences (Invited Lecture)]\*Presenters (all in order), Title, Conference Name , Date(MM/YY)[Presentations at International Conferences (Oral Presentation)]\*Presenters (all in order), Title, Conference Name , Date(MM/YY)[Presentations at International Conferences (Poster Presentation)]\*Presenters (all in order), Title, Conference Name , Date(MM/YY)[Activities in Society][External Funding, etc.](e.g. Organization/Foundation: XYZ FoundationGrant Amount: 5 million yenPeriod: 2003-2005Principal InvestigatorResearch Theme)(e.g.Grant: Grant-in-Aid for Scientific Research (Young Researchers)Grant Amount: 2 million yenYear: 2004ContributorResearch Theme) |