

Fiscal 2014
Joint Usage and Research Center, Institute of Economic Research,
Hitotsubashi University
Government Statistics Anonymous Data Usage Promotion Program
Implementation Guidelines

These materials set out the implementation guidelines adopted by the Joint Usage and Research Center, Institute of Economic Research, Hitotsubashi University for the Government Statistics Anonymous Data Usage Promotion Program for fiscal 2014. The following topics are covered in this document:

- I. Grant implementation and management
- II. Publication of research results
- III. Submission of research reports
- IV. Information disclosure
- V. Contact details

We trust this information will prove useful in your research activities.

I. Grant implementation and management

- The Institute will implement and manage the grant. The grant includes expenses necessary for carrying out research (supplies, travel and printing). The funds are disbursed through the Institute's budget in accordance with the University's accounting standards.
- For accounting purposes, please ensure that full amount of grant funds are used in accordance with the details given of the application form, "Research Expenses Required and Usage Breakdown", by the end of February 2015. We will inform you of the Institute's budget implementation schedule at a later date. Please note that expenses incurred traveling to research report meetings at the Institute and other domestic locations in March 2015 do not apply to this timeframe. However, in this instance, please complete a business travel application form by the end of February 2015.
- As a rule, please carry out all usage of grant funds through the Microdata Analysis Section of Research Centre for Information and Statistics of Social Science. The Institute's office will answer all queries, such as those regarding uncertainties about the implementation of grants, through the Microdata Analysis Section.

II. Publication of research results

- One important objective of Government Statistics Anonymous Data Usage Promotion Program is to widely disseminate research results; we ask for your cooperation not only during the project, but after its completion as well.
- When publishing the results of analysis of anonymous data pertaining to this program in journal articles or books, please be sure to acknowledge in the relevant publication the receipt of assistance from the "Joint Usage and Research Center, Institute of Economic

Research, Hitotsubashi University's fiscal 2014 Government Statistics Anonymous Data Usage Promotion Program."

- When the results of your project research are published, please inform the Microdata Analysis Section. The Institute is developing an archive of the Joint Usage and Research Center's project results. To this end, we ask that you kindly donate one copy of your publication to the Institute's reference room.

III. Submission of research reports

- By the end of April 2015, please submit the results of your research through the end of the grant period. Please fill in the necessary sections of **Form 1**, and send one printed and signed report by post and one electronic file of the report to the Micro Data Analysis Section.
- When sending a report by post, please write "GOVERNMENT STATISTICS SNONYMOUS DATA USAGE PROMOTION PROGRAM REPORT ENCLOSED" in block letters on the envelope.

IV. Information disclosure

- For the purposes of information dissemination, project research applications, and research reports may be published on the Institute's Joint Usage and Research Center's website in whole or in part.
- Application forms for this program, as well as research reports and research results, may be used in appropriate circumstances in business reports or other such publications put forth by the Institute.

V. Contact details

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 Joint Usage and Research Center, Institute of Economic Research,
 Hitotsubashi University
 Government Statistics Anonymous Data Usage Promotion Program
 Research Report

Date: ____ ____, 20__

To Institute of Economic Research, Hitotsubashi University

Applicant name: _____ [signature]
 Affiliation/position: _____
 Contact address: _____
 Telephone: _____
 Email: _____

I. Project title as written on the request form for anonymous data

II. Results

1. Overview of progress and results
2. Research results (Please list in the following order: books, journal articles, and discussion papers. For journal articles, for example, please write author's name, paper title, journal name, whether peer-reviewed, volume and issue, first and last page number, and year published. When there are several authors, please underline the names of the team leader and contributors.)
3. Research meetings, academic conferences, etc. (Please enter the following: presenter's name, topic, conference name, venue, and date. When there are multiple presenters, please underline the names of the team leader and contributors).