Fiscal 2016
Joint Usage and Research Center, Institute of Economic Research,
Hitotsubashi University
Government Statistics Anonymized 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 Anonymized Data Usage Promotion Program for fiscal 2016. 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 2016. 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 2016 do not apply to this timeframe. However, in this instance, please complete a business travel application form by the end of February 2016.

● 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 Anonymized 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 anonymized 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 2016 Government Statistics Anonymized Data

Usage Promotion Program." (Example sentence: This research was supported by the Joint Research Center, Institute of Economic Research, Hitotsubashi University.)

- 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 2016, 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

Address: Institute of Economic Research, Hitotsubashi University
2-1 Naka Kunitachi, Tokyo, 186-8603, Japan
Fax: +81 42 580 8333 (Please specify a recipient's name.)

Section	Person in charge	Office	Phone	E-mail
Micro Data Analysis Section, Research Centre for Information and Statistics of Social Science		3rd Floor, Research Centre for Information and Statistics of Social Science		micro@ier.hit-u.ac.jp
Library, Research Centre for Information and Statistics of Social Science		2nd Floor, Research Centre for Information and Statistics of Social Science	+81-42-580-8391	center@ier.hit-u.ac.jp
Joint Center Usage &Joint Research Committee	Prof. Naohito Abe		+81 42-580-8347	nabe@ier.hit-u.ac.jp iwaisako@ier.hit-u.ac.jp
Faculty Support Office	Yuki Matsuzaki	2nd Floor, East building, IER	+81-42-580-8327	Kyodo-riyou@ier.hit-u.ac.jp
	Akemi Okayasu	1st Floor, East building, IER	+81-42-580-8382	
Administration Office		1st Floor, East building, IER	+81-42-580-8312	
IER Library		1st Floor,West building, IER	+81-42-580-8320	Library-info@ier.hit-u.ac.jp

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Joint Usage and Research Center, Institute of Economic Research,
Hitotsubashi University
Government Statistics Anonymized 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 anonymized 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).