

Fiscal 2017
Joint Usage and Research Center, Institute of Economic Research,
Hitotsubashi University
Project Research Implementation Guidelines

These materials set out the implementation guidelines adopted by the Joint Usage and Research Center, Institute of Economic Research (IER), Hitotsubashi University for project research conducted in fiscal 2017. As a rule, project research entails travelling to the Institute and performing research activities on site. This document covers the following topics:

- I. Grant implementation and management
- II. Holding research symposia
- III. Research facilities and equipment available for use
- IV. Publication of research results
- V. Submission of research reports
- VI. Information disclosure
- VII. Contact details

We trust this information will prove useful in your research activities. **Please read these guidelines carefully before your project starts.**

I. Grant implementation and management

- The Institute will implement and manage the grant. The grant includes expenses necessary for carrying out research (supplies, travel, honorarium, venue usage, printing, etc.). The funds are disbursed through the Institute's budget in accordance with the University's accounting standards. **Please note that it is required that the goods you order are necessary materials for implementing the project.** As a general rule, due to the nature of our research expenses **we cannot cover the cost of common software for office use, computers, tablets, peripheral devices, or other information processing or telecommunications devices.**
- When **the research team leader or research contributors** use the grant, they are required to **submit the application form for travel, venue usage, honorarium, and supplies together with the necessary documents to the project research officer at the Faculty Support Office.** Also, the research team leader or research contributors are required to **take the initiative in making related arrangements with seminars when they are organized.** The use of out-of-pocket expenses is not allowed in normal cases, since the Institute implements and manages the grant, as mentioned above. The application form will be provided later. The Institute's office will answer all queries, such as those regarding uncertainties about the implementation of grants, through the project research officer at the Faculty Support Office.

- We will inform you of the Institute’s budget implementation schedule at a later date. For accounting purposes, **please inform the project research officer at the Faculty Support Office of the spending plan for the entire amount in accordance with the details given in Section V of the application form, “Requested grant amount” before the grant funds are used.** Although it is acceptable that you spend the money in January and afterward, the spending plan must be reported by mid-January. The details will be announced later.

II. Holding research symposia

- Grant funds may be used to hold research meetings, seminars, and conferences with research group members and invited researchers from Japan or overseas. There is no limit to the number of meetings that may be held.
- **One important objective of joint research projects is to disseminate research results that have been obtained using the project budget to the wider research community and the general public. Please hold at least one public research meeting or conference during your time at the Institute.** While it is desirable that you use facilities at the Institute or within Hitotsubashi University, you are not required to do so, depending on the objective and nature of the research meetings. The Institute posts information about public research meetings and conferences on its website. When you hold such an event, please inform the project research officer at the Faculty Support Office directly or through a faculty member who is a contributor on your research team.
- When you hold a meeting related to project research, please report to the Institute’s Faculty Support Office on each occasion using **Form 2**.

III. Research facilities and equipment available for use

1. Seminar and meeting rooms

- You may use seminar and meeting rooms within the Institute for joint study and workshops. These can be broadly classified into three categories: 1) joint research laboratories (two rooms), 2) seminar rooms (four rooms), and 3) conference room (one room). Joint research laboratories are special rooms that may be used by research groups on a priority basis for carrying out project-related research. As a rule, the laboratory may be used for a maximum of seven consecutive days, with all-day use permitted. Seminar rooms are used by the Institute and research staff for daily meetings and lectures; they may be used for short meetings and research workshops for up to 10 participants. The conference room is the largest meeting facility at the Institute and may be used for symposia of around 40 participants. For detailed specifications about the seminar rooms and conference room, please refer to the **separately attached materials**.
- Please reserve rooms in advance either through one of the Institute’s faculty (if they are participating as a contributor to the research group) or through the project research officer at the Faculty Support Office (if there are no Institute faculty in the research group). It is also possible to use the Institute’s study and seminar rooms at night and on weekends. The Institute will lend a limited number of keycards for accessing the premises to interested

individuals during their time at the Institute.

- When you use the facilities in the Institute of Economic Research, we ask that you sign **Form 1** and submit it to the Institute's Faculty Support Office on each occasion. When you hold a meeting related to project research, please use **Form 2** on each occasion.
- It is also possible to use Hitotsubashi University research facilities outside the Institute if necessary (charges may apply in some cases). **The separate attachment (reference)** shows facilities within the University that have relatively high usage. For details, please inquire with Institute faculty or the project research officer at the Faculty Support Office.

2. Books and other research materials

- You may use the IER library, the Research Centre for Information and Statistics of Social Science attached to the Institute, and the Hitotsubashi University library's book collection, among other research materials (including online journals and databases).
- A library card is needed to use the above facilities. Cards are issued in the IER library; please inquire at the IER library counter if you need one. Cards are generally issued on the day of application.
- The Institute can also order copies of books, journal articles, and so on in the event that they are not in the collections of the above facilities. Please order such reference materials at the IER library counter through either one of the Institute's faculty (if they are participating in the research group as a contributor) or through the project research officer at the Faculty Support Office (if there are no Institute faculty in the research group).
- The Institute will lend research group members from outside the Institute a limited number of copy cards for copying papers during their time at the Institute. Interested individuals should inquire with the project research officer at the Faculty Support Office either before they come to the Institute or upon their arrival.
- The cost of ordering or copying papers is deducted from grant funds.

3. Databases

- The databases produced by the Institute and by large-scale projects may be used. Additionally, government statistics microdata provided by the Research Centre for Information and Statistics of Social Science attached to the Institute may be used with the approval of the National Statistics Center. Please refer to the Institute's website and that of the Research Centre for Information and Statistics of Social Science for the type of information available and further details.
- It is also possible to use other databases that are currently being produced by the Institute's researchers and large-scale projects with the agreement of the party responsible for the particular database. For details, please contact a faculty member who is also a contributor in the research team or the project research officer at the Faculty Support Office.

4. Network

- Some technical procedures need to be completed to connect your computer to the Institute's

LAN and file server, including registering the physical address on the server and creating a network usage account. The Institute's Large-Scale Data Archiving and Processing Section can assist you with this. Please consult with the project research officer at the Faculty Support Office upon arriving at the Institute.

- During your time at the Institute, we can lend out a limited number of notebook computers running Windows in Japanese, English, and other languages. Interested individuals should contact the project research officer at the Faculty Support Office ahead of time.

5. On-site facility (Joint-Research Laboratory 1)

We offer an on-site facility, which is an isolated office, to assure security. In order to use this facility, please apply to the Microdata Analysis Section with the application form for the on-site facility. Alternatively, you can enter a tentative usage schedule on the research project application form. An active use of this facility is welcomed since it allows you to analyze data while discussing it in a safe environment. For details about the computation environment, please inquire at the Microdata Analysis Section.

IV. Publication of research results

- One important objective of joint research projects 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 project research in journal articles, books, or through other means, 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 2017 Project Research 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 project research officer at the Faculty Support Office directly or through a faculty member who is part of your research team. 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. Once the project period is over, we may have ongoing queries regarding the published results for project leaders and other team members. We ask for your understanding and cooperation in this matter.
- Research team members may release the results of project research as an Institute of Economic Research discussion paper both during the project research and up to one year after its completion. Prior to release, a faculty member in charge of discussion papers will review the contents of the paper. If you wish to publish any research results, please save the relevant information as a PDF file and email it to the Faculty Support Office. We are able to provide up to 90 hard copies of published discussion papers upon request.

V. Submission of research reports

- Research leaders should submit the results of the research by the end of April 2018. Please

fill in the necessary sections of **Form 3**, and send one printed and signed report by post and one electronic file to the Institute’s Faculty Support Office.

- When sending a report by post, please write “PROJECT RESEARCH REPORT ENCLOSED” in block letters on the envelope.

VI. 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 website in whole or in part.
- Applications for project research, research reports, research results, records of facilities usage at the Institute of Economic Research, research meeting reports, and other documentation related to the implementation of project research may be used when appropriate in business reports or other such publications produced by the Institute.

VII. 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
Joint Center Usage & Joint Research Committee	Prof. Kazuhiro Kumo		+81 42-580-8361	kumo@ier.hit-u.ac.jp
Faculty Support Office	Akemi Okayasu	1 st Floor, East building, IER	+81-42-580-8382	kyodo-riyou@ier.hit-u.ac.jp
	Yuki Matsuzaki	2 nd Floor, East building, IER	+81-42-580-8327	
Administration Office		1 st Floor, East building, IER	+81-42-580-8312	
IER Library		1 st Floor, West building, IER	+81-42-580-8320	library-www@ier.hit-u.ac.jp
Research Centre for Information and Statistics of Social Science		2 nd Floor, Research Centre for Information and Statistics of Social Science	+81-42-580-8391	center@ier.hit-u.ac.jp
Government Survey Micro Data		3 rd Floor, Research Centre for Information and Statistics of Social Science		micro@ier.hit-u.ac.jp

* The overall point of contact for business dealing with the Joint Usage and Research Center is Yuki Matsuzaki. For matters to do with the implementation of joint research projects, please contact Akemi Okayasu.

Attachment 1
 Institute seminar and conference rooms available for use in project research:
 overview and specifications

Rooms must be reserved prior to use. Please note that a key must be borrowed prior to use, as the joint research laboratories and seminar rooms are usually locked.

Name	Place	Capacity (people)	Equipment
On-site facility (Joint-Research Laboratory 1)	3 rd Floor, IER Library	4	Stata V.14
Joint-Research Laboratory 2	3 rd Floor, West building, IER	12	LAN, Screen, Whiteboard
Seminar Room (1)	3 rd Floor, East building, IER	12	LAN, LCD projector, PC, Screen
Seminar Room (2)	3 rd Floor, East building, IER	16	LAN, LCD touch screen, PC
Seminar Room (3)	3 rd Floor, East building, IER	12	LAN, LCD projector, PC, Screen
Seminar Room (4)	3 rd Floor, East building, IER	8	LAN, LCD projector, PC, Screen
Conference Room	3 rd Floor, East building, IER	40	LAN, LCD projector, PC, Screen
Hitotsubashi Hall	Chiyoda-ku, Tokyo	Please ask the Faculty Support Office staff for details.	

Reference: Hitotsubashi University meeting facilities

Name	Place	Capacity (people)	Equipment
Kanematsu Auditorium	West campus	1,080	PA system, Screen, Microphone
Mercury Hall	East campus	410	
Conference Room, Sano Shoin Hall	Nearby West campus	72	LAN, LCD projector, PC, Screen, Microphone
Seminar Room, Sano Shoin Hall	Nearby West campus	17	LAN, LCD projector, PC, Screen, Microphone
Sunroom, Sano Shoin Hall	Nearby West campus	50	LAN, Microphone, Video
Seminar Room, Faculty Building 3	East campus	24	LCD projector, Screen, Video, DVD, Microphone
Conference Room, Faculty Building 3	East campus	75	LCD projector, Screen, video, DVD, Microphone

* Reservation required prior to use. Fees may apply for use of some facilities.

* For a facility location map, please refer to

<http://www.hit-u.ac.jp/eng/about/direction/guide/campus/e-campus/index.html>

Fiscal 2017
 Joint Usage and Research Center, Institute of Economic Research,
 Hitotsubashi University
 Project Research
 Record of Facilities Usage at the Institute of Economic Research

1. Project title: _____

2. Date: from: day____ month____ year____
 until: day____ month____ year____

3. Research facilities used: (1) Institute’s seminar room
 (2) Joint-Research Laboratory (3) Others
 Note: when multiple facilities are used, please note all facilities

4. Overview of research activities during time at Institute: (Ex. Research meeting, Collaborative activity, etc.)

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5. List of users:

Name	Research organization/department	Position	Sex
			Male/Female
			Male/Female
			Male/Female
			Male/Female
			Male/Female
			Male/Female

Note: Please add fields as necessary.

Fiscal 2017
 Joint Usage and Research Center, Institute of Economic Research,
 Hitotsubashi University
 Project Research -- Research Meeting Report

1. Project title: _____

2. Meeting name: _____

3. Meeting date: from: day____ month____ year____
 until: day____ month____ year____

4. Meeting venue: (1) Institute's seminar room (2) Joint-Research Laboratory
 (3) Others

5. List of participants:

Name	Research organization/department	Position	Sex
			Male/Female
			Male/Female
			Male/Female
			Male/Female
			Male/Female
			Male/Female
			Male/Female
			Male/Female
			Male/Female

Note:

Please add fields as necessary.

Please attach the meeting program if you have it.

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 Joint Usage and Research Center, Institute of Economic Research,
 Hitotsubashi University
 Project Research -- Research Report

Date: ____ ____, 20__

To the Institute of Economic Research, Hitotsubashi University

Research team leader: _____ [signature]

Research organization/department/position: _____

Contact address: _____

Telephone: _____

Email: _____

I. Topic title

II. Research team

1. Team leader

Name	Research organization/department/position

2. Research contributors

Name	Research organization/department/position

Note: Please add fields as necessary.

III. 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).