

Fiscal 2019
Joint Usage and Research Center Programs
at the Institute of Economic Research, Hitotsubashi University
Project Research Program Implementation Guidelines

These materials set out the implementation guidelines adopted by the Joint Usage and Research Center Programs at the Institute of Economic Research (IER), Hitotsubashi University for the project research programs conducted in fiscal 2019. As a rule, project research entails travel to the IER 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 carefully these guidelines before your research activities start.**

I. Grant implementation and management

- The IER will implement and manage the grant. The grant includes expenses necessary for carrying out research (goods, travel, personnel expenditure and remuneration (as referred to hereinafter), and others). The funds are disbursed through the IER's budget in accordance with the University's accounting standards. **Please note it is strongly required that the goods which you order should be the actually needed materials to implement the project.**
- "Cashable goods" (such as personal computers) and goods with an acquisition price of 100 thousand yen or more must be registered as equipment at Hitotsubashi University. If a researcher who belongs to a research institution other than Hitotsubashi University wants to use such goods purchased by the project research budget at his/her research institution, **it is necessary to carry the procedures for lending the goods to his/her research institution.** Also, **lent goods must be returned promptly after the research period. Please note to this point when organizing your budget.**

"Cashable goods" list

- (1) Personal computer, liquid crystal display and monitor;
 - (2) Tablet computer;
 - (3) Digital camera;
 - (4) Video camera;
 - (5) Television;
 - (6) Video/Sound recording device;
 - (7) Electronic dictionary;
 - (8) Cash vouchers
- **As of fiscal 2018, funds cannot be used to pay remuneration for part-time work (clerical**

work assistance, data entry, filing, etc.) off-campus. To ask someone for such work on-campus and pay him/her remuneration, it is necessary to carry the procedures for Hitotsubashi University to hire him/her.

- When **the Principal Investigator or Co-Investigators** use the grant, they are required to **submit the application forms of travel, conference expenses, remuneration and purchasing goods together with the necessary documents to the Joint Usage and Research Center Programs Section, IER Administration Office (hereinafter referred as “the Administration Office.”)** Also, the Principal Investigator or Co-Investigators are required to **take the initiative in making related arrangements with the seminars when they organize.** It is not allowed the out-of-pocket expenses in normal cases since the IER implements and manages the grant, as mentioned above. The application forms will be provided later. The Administration Office will answer all queries, such as those regarding uncertainties about the implementation of grants.
- We will inform you of the IER’s budget implementation schedule at a later date. For accounting purposes, **please inform the Administration 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 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 the research period.** While it is desirable that you use facilities at the IER or within Hitotsubashi University, you are not required to do so, depending on the objective and nature of the research meetings. When you hold such an event, please inform the Administration Office directly or through the faculty member of the IER who is a Co-Investigator on your research group. The IER posts information on public research meetings and conferences on its website.
- When you hold a meeting related to project research, please report to the Administration 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 IER 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 IER 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 IER, 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 IER's faculty (if they are participating as a Co-Investigator to the research group) or through the Administration Office (if there are no IER faculty in the research group). It is also possible to use the IER's office and seminar rooms at night and on weekends. The IER will lend a limited number of keycards for accessing the premises to interested individuals during their time at the IER.
- When you use the facilities in the IER, we ask to sign on the **Form 1**, and submit it to the Administration 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 IER 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 IER faculty or the Administration Office.

2. Books and other research materials

- You may use the IER library, the library of 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 IER can also order copies of books, journal articles, and so on in the event 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 IER's faculty (if they are participating in the research group as a Co-Investigator) or through the Administration Office (if there are no IER faculty in the research group).
- The IER will lend research group members from outside the IER a limited number of copy cards for copying papers during their time at the IER. Interested individuals should inquire with the Administration Office, either before they come to the IER or when they arrive.
- The cost of ordering or copying papers is deducted from grant funds.

3. Databases

- The databases produced by the IER and by large-scale projects may be used. Additionally, government statistics micro data provided by the Research Centre for Information and

Statistics of Social Science attached to the IER may be used with the approval of the National Statistics Center. Please refer to the IER'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 IER'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 Co-Investigator in the research group or the Administration Office.

4. Network

- Some technical procedures need to be completed to connect your computer to the IER's LAN and file server, including registering the physical address on the server and creating a network usage account. The IER's Large-Scale Data Archiving and Processing Section (IT Section) can assist you with this. Please consult with the Administration Office upon arriving at the IER.
- During your time at the IER, we can lend out a limited number of notebook computer running Windows in Japanese, English, and other languages. Interested individuals should contact the Administration Office in advance.

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

We offer an on-site facility, which is an isolated office, to assure security. When you use this facility, please apply to the Microdata Analysis Section with the application form for the on-site facility, or you can enter a tentative usage schedule on the research project application form. An actively use of this facility is welcome since you can analyze data while discussing 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 Programs at the Institute of Economic Research, Hitotsubashi University. (Example sentence: "This research was supported by the Joint Usage and Research Center, Institute of Economic Research, Hitotsubashi University.")
- When the results of your project research are published, please inform the Administration Office directly or through a faculty member who is a Co-Investigator of your research group. The IER 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 IER library. Once the project period is over, we may have ongoing queries regarding the published results for project Principal Investigators and other group members. We ask for

your understanding and cooperation in this matter.

- Research group members may release the results of project research as an Institute of Economic Research discussion paper both during the project research and after its completion. Prior to release, a faculty member in charge of discussion papers will review the contents. If you wish to publish any research results, please save the relevant information as a PDF file and email it to the Administration Office.

V. Submission of research reports

- Principal Investigators should submit the results of the research by the end of April 2020. Please fill in the necessary sections of **Form 3**, and submit an electronic version of research report (PDF file as well as the Word file before converting into PDF) to the Administration Office (email address: kyodo-riyou@ier.hit-u.ac.jp).

VI. Information disclosure

- For the purposes of information dissemination, project research applications, and research reports may be published on the IER's Joint Usage and Research Center's website in whole or in part.
- Applications for project research, research reports, research results, record of facilities usage at the IER, research meeting report, 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 IER.

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 | Office | Phone | E-mail |
|--|---|-----------------|-----------------------------|
| Joint Usage and Research Center Programs Section, IER Administration Office | 1 st Floor, East building, IER | +81-42-580-8382 | kyodo-riyou@ier.hit-u.ac.jp |
| IER Library | 1 st Floor, West building, IER | +81-42-580-8320 | library-www@ier.hit-u.ac.jp |
| Library, 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 |
| Microdata Analysis Section, Research Centre for Information and Statistics of Social Science | 3 rd Floor, Research Centre for Information and Statistics of Social Science | | micro@ier.hit-u.ac.jp |

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 touch screen, PC, Screen |
| Seminar Room (2) | 3 rd Floor, East building, IER | 16 | LAN, LCD touch screen, PC, Screen |
| 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 to 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 to use some facilities.

* For facility location map, please refer to

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

Fiscal 2019
 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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| |
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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 2019
 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.

Fiscal 2019
 Joint Usage and Research Center, Institute of Economic Research,
 Hitotsubashi University
 Project Research -- Research Report

Date: ____ ____, 20__

To Institute of Economic Research, Hitotsubashi University

Research applicant name: _____

Research organization/department/position: _____

Contact address: _____

Telephone: _____

Email: _____

I. Project title

II. Research team

1. Principal Investigator

| Name | Research organization/department/position |
|------|---|
| | |

2. Co-Investigators

| Name | Research organization/department/position |
|------|---|
| | |
| | |
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| | |

Note: Please add fields as necessary.

III. Results

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| 1. Overview of progress and results |
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| 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 Principal Investigator 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 Principal Investigator and contributors). |
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