Fiscal 2027
Joint Usage / Research Center Programs
at the Institute of Economic Research, Hitotsubashi University
Project Research Program Implementation Guidelines

This document sets out the guidelines for conducting research activities under projects selected for fiscal year 2027 as part of the Joint Usage and Research Center Program of the Institute of Economic Research (IER), Hitotsubashi University. In principle, research activities under this program are expected to be conducted on-site at the IER. This document covers the following topics:

I. Management and expenditure of grant funds
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

Please read these guidelines carefully before starting your research activities.

I. Management and expenditure of grant funds

- The IER will manage and administer the grant. Within the approved budget, the IER will cover expenses necessary for conducting the research project (equipment and supplies, travel expenses, personnel expenses and remuneration, and other expenses), provided that such expenses can be paid through the IER's budget **in accordance with Hitotsubashi University's accounting standards**. **Goods purchased must be directly necessary for conducting the research project.**
- Items that can easily be converted into cash, such as personal computers, and items with an acquisition cost of 100,000 yen or more may be purchased **only if the project includes a Co-Investigator who belongs to the faculty of the IER and the items are installed or kept at the IER.** Researchers affiliated with institutions other than Hitotsubashi University are not permitted to use such items at their own institutions. Hitotsubashi University will make the final decision on whether the purchase of such items is permitted.
- List of items that can easily be converted into cash
  (1) Personal computer, liquid crystal display and monitor;
  (2) Tablet computer (including e-paper and e-book readers); (3) Digital camera;
  (4) Video camera; (5) Television; (6) Video/Sound recording device;
  (7) Electronic dictionary; (8) Cash vouchers

*Please note that personnel expenses may only be charged when used to pay salaries to Research Assistants (RAs) and equivalent personnel working at Hitotsubashi University. In such cases, a co-investigator affiliated with Hitotsubashi University must act as the supervisor. Additionally, please note that if you hire individuals who are not students enrolled at Hitotsubashi University, their employment period must be less than two months.

- When using the grant funds, **the Principal Investigator or Co-Investigators must prepare the necessary application forms** for travel expenses (including those of invited researchers), meeting expenses, remuneration, and purchases of goods, and submit them, together with the required supporting documents, **to the Joint Use and Joint Research Center Project Office at the IER Administration Office (the Administration Office)**. **The Principal Investigator or Co-Investigators are also responsible for making the necessary logistical arrangements for research meetings and handling arrangements related to meeting expenses.** As noted above, financial transactions are, in principle, handled by the IER, and reimbursement of expenses paid out of pocket by researchers is generally not permitted. The application forms will be provided separately. Any questions regarding the use of grant funds should be directed to the Administration Office.
- For accounting purposes, please **inform the Administration Office of your spending plan for the entire grant amount before making any expenditures, based on the information provided in Section VI of the application form, "Requested grant amount," and in accordance with the budget expenditure schedule to be announced later**. The spending plan should generally be submitted between December and mid-January (although actual expenditures may be made in January or later). Further details will be provided once the schedule has been finalized.

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. It is also possible to hold a research meeting online if necessary. **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 or an internal contact person 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. Please note that this format is subject to change, but we will notify you in advance.

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 (one room); 2) seminar rooms (five 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 or an internal contact person to the research group) or through the Administration Office. 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 you 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.

2. Books and other research materials

- You can use the IER library and the library of Research Centre for Information and Statistics of Social Science attached to the Institute as needed.
- A library card is required if you borrow books at the IER library. Please inquire at the IER library counter.
- A prior appointment is required for using the library of Research Centre for Information and Statistics of Social Science.
- We offer a service to order copies of books, journal articles. Please consult at the IER library counter.
- 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 or an internal contact person in the research group or the Administration Office.
  *Please refer to the following webpage for available databases.
  https://www1.ier.hit-u.ac.jp/databases/

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 computers 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 active 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 / Research Center Programs at the Institute of Economic Research, Hitotsubashi University.** (Example sentence: "This research was supported by the Joint Usage / Research Center, Institute of Economic Research, Hitotsubashi University. (Grant ID: IERPK27**)")
- 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 or an internal contact person 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 2028.** Please fill in the necessary sections of Form 3, and **submit an electronic version of research report (PDF file) to the Administration Office** (email address: ier-kyodo-riyou@ad.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 / 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	1st Floor, East building, IER	+81-42-580-8397	ier-kyodo-riyou@ad.hit-u.ac.jp
IER Library	1st Floor, West building, IER	+81-42-580-8320	ier-sj.lib@ad.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	ier-tj.g@ad.hit-u.ac.jp
Microdata Analysis Section, Research Centre for Information and Statistics of Social Science	3rd Floor, Research Centre for Information and Statistics of Social Science		ier-micro@ad.hit-u.ac.jp

Attachment

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 are usually locked.

Name	Place	Capacity (people)	Equipment
On-site facility (Joint-Research Laboratory 1)	3rd Floor, West building, IER	4	Stata V.18.0
Joint-Research Laboratory 2	3rd Floor, West building, IER	12	LAN, LCD touch screen, PC, Speakerphone, 360-degree camera
Seminar Room (1)	3rd Floor, East building, IER	12	LAN (Wi-Fi), LCD touch screen, PC, Speakerphone,
Seminar Room (2)	3rd Floor, East building, IER	16	LAN (Wi-Fi), LCD touch screen, PC, Speakerphone,
Seminar Room (3)	3rd Floor, East building, IER	12	LAN (Wi-Fi), Large-screen monitor, PC, Speakerphone,
Seminar Room (4)	3rd Floor, East building, IER	8	LAN (Wi-Fi), LCD projector, PC, Speakerphone, Screen
Seminar Room (5)	4th Floor, East building, IER	12	LAN (Wi-Fi), LCD projector, PC, Speakerphone, Screen
Conference Room	3rd Floor, East building, IER	40	LAN (Wi-Fi), LCD projector, PC, Speakerphone, Screen, Audio equipment (microphone & built-in speaker)