

Fiscal 2023
Joint Usage and Research Center Programs
at the 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 Programs at the Institute of Economic Research (IER), Hitotsubashi University for the Government Statistics Anonymized Data Usage Promotion Program for fiscal 2023. 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 IER will implement and manage the grant.
- The grants are available to assist with (1) a license fee for anonymous data paid to the National Statistics Center, (2) travel expenses for visiting the IER to pick up the anonymous data, (3) travel expenses and registration fees for presenting academic papers on research results using anonymous data at academic conferences, (4) travel expenses or shipping fee for returning anonymous data, based on the Hitotsubashi University's accounting criteria and implemented through the IER's budget. However, researchers or graduate students of Hitotsubashi University who are working or studying on Kunitachi campus can apply the budget to only (1) and (3). Applying the budget to expenses incurred after the grant period is not permitted.
- As a rule, please carry out all usage of grant funds through the Microdata Analysis Section of the Research Centre for Information and Statistics of Social Science. The IER Administration 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 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. (Grant ID: IERAD****)”)

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

III. Submission of research reports

- By the end of April 2024, 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 a PDF file, of the report to the Micro Data Analysis Section.

IV. Information disclosure

- For the purposes of information dissemination, applications for this program and research reports may be published on the IER’s Joint Usage and Research Center’s website in whole or in part.
- Applications 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 IER.

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 | Office | E-mail |
|--|---|-----------------------------|
| 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 |
| Library, Research Centre for Information and Statistics of Social Science | 2 nd Floor, Research Centre for Information and Statistics of Social Science | center@ier.hit-u.ac.jp |
| Joint Usage and Research Center Programs Section, IER Administration Office | 1 st Floor, East building, IER | kyodo-riyou@ier.hit-u.ac.jp |
| IER Library | 1 st Floor, West building, IER | library-www@ier.hit-u.ac.jp |

Fiscal 2023
 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

Research applicant name: _____

Research organization/department/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

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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 research contributors.)

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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 research contributors. In case the seminar/conference is canceled due to the COVID-19 infection, please write down that effect.)

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