

Fiscal 2024  
Joint Usage / 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 / Research Center Programs at the Institute of Economic Research (IER), Hitotsubashi University for the Government Statistics Anonymized Data Usage Promotion Program for fiscal 2024. The following topics are covered in this document:

- I. Grant implementation and management
- II. Publication of results
- III. Submission of reports
- IV. Information disclosure
- V. Contact details

We trust this information will prove useful in your research activities or educational 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 results

- One important objective of Government Statistics Anonymized Data Usage Promotion Program is to widely disseminate 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 / 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: IERAD24\*\*”)

- When the results pertaining to this program are published, please inform the Microdata Analysis Section. The IER is developing an archive of the Joint Usage / 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 reports

- By the end of April 2025, please submit the results of your activities through the end of the grant period. Please fill in the necessary sections of Form 1 or Form 2, 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 reports may be published on the IER’s Joint Usage / Research Center’s website in whole or in part.
- Applications for this program, as well as reports and 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 <sup>rd</sup> 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 <sup>nd</sup> Floor, Research Centre for Information and Statistics of Social Science	center@ier.hit-u.ac.jp
Joint Usage / Research Center Programs Section, IER Administration Office	1 <sup>st</sup> Floor, East building, IER	kyodo-riyou@ier.hit-u.ac.jp
IER Library	1 <sup>st</sup> Floor, West building, IER	library-www@ier.hit-u.ac.jp

Fiscal 2024  
 Joint Usage / Research Center, Institute of Economic Research,  
 Hitotsubashi University  
 Government Statistics Anonymized Data Usage Promotion Program  
 Report [ Research Purpose ]

Date: \_\_\_\_\_, 20\_\_\_\_

To Institute of Economic Research, Hitotsubashi University

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
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.)
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.)

Fiscal 2024  
Joint Usage / Research Center, Institute of Economic Research,  
Hitotsubashi University  
Government Statistics Anonymized Data Usage Promotion Program  
Report ( Educational Purpose )

Date: \_\_\_\_\_, 20\_\_\_\_

To Institute of Economic Research, Hitotsubashi University

Applicant name: \_\_\_\_\_  
Research organization/department/position: \_\_\_\_\_  
Contact address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

I . Project title as written on the request form for anonymized data

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II . Results

1. Overview of progress and results
2. Educational results