



**THE JOINT GUIDELINES FOR IMPLEMENTATION
OF
THE PROGRAM FOR JOINT FUNDING OF CONACYT-JST COLLABORATIVE
RESEARCH**

In accordance with Article IV of the Memorandum of Understanding (hereinafter referred to as “MOU”) signed on 1ST February, 2010 between the National Council on Science and Technology of The United Mexican States (hereinafter referred to as “CONACYT”) and Japan Science and Technology Agency (hereinafter referred to as “JST”), these Joint Guidelines provide methods of implementation of the Program between the two parties.

I. General Description

I-1. New Scheme for Joint Funding of CONACYT-JST Research Cooperation

Referring to the MOU, CONACYT and JST have agreed to establish a new scheme for joint funding of CONACYT-JST cooperative research projects. After consultations between CONACYT and JST, Life science has been selected as the field of research for which the joint funding scheme will be applied to.

I-2. Aim of Program and Research Field

The aim of the program is to strengthen the collaboration between CONACYT and JST within the field of Life science to achieve world-class scientific results, leading towards new innovative technologies.

This specific area is currently undergoing remarkable development and is considered important by both CONACYT and JST in order to achieve steady growth and sustainability in the long run.

Specific area within Life science for the first joint call for proposals is agreed between CONACYT and JST to be “Biomedicine”.

The current plan is to issue the first announcement of a joint call for proposals in *January 2011*. Each selected project will be funded for a period of three years. The dates of the second and third calls, in case CONACYT and JST decided to conduct them, will be agreed by e-mail.

I-3. Prospective Applicants

CONACYT and JST shall invite researchers in Mexico and Japan to submit proposals for cooperative research projects in the research areas described above. All applicants must fulfill national eligibility rules for research grant application. An important criterion of the proposed collaboration is that it should build on and reinforce already on-going research activities in each research group and contribute significant added value to these. Researchers from the industry may participate in the joint collaboration.

I-4. Financial Support

CONACYT and JST plan to support cooperative research projects including sending and inviting researchers to the counterpart country.

JST supports expenses for researchers in Japan, and CONACYT supports expenses for researchers in Mexico.

II. Support by CONACYT/JST

Depending on the number of proposals submitted, it is anticipated that up to 3 (three) bilateral projects could be funded by this Call.

II-1. Budget for a Cooperative Research Project

Due to budget limitations of this program, amounts will be adjusted each year.

Expenses for facilities and equipments may be requested, in principle, only for the first fiscal year.

II-1.1 CONACYT

Budget of a project may differ in each year, depending on the content of activities but the total budget for a 3 year period will not exceed 2 million Mexican pesos.

II-1.2 JST

Budget of a project may differ in each year, depending on the content of activities, but the total budget for the researcher in Japan over a full 3-year period (i.e., 36 months) should not exceed 15 million yen in principle, though this amount as well as the

maximum amount per project per year may be adjusted, due to the budget limitation of this program.

II-2. Cooperative Research Period

The cooperative research period shall be 3-years (i.e., 36 months) in total, beginning from the start date.

II-3. Details of Support

This program is designed to support additional expenses related to cooperation with a Mexican counterpart for a researcher in Japan or vice versa, such as expenses for travel and/or conducting seminars/symposiums, with the precondition that the main research infrastructure is already ensured by each research group.

II-3.1 Contract between Applicant and CONACYT

The contract between the Mexican institution and CONACYT will follow the R&D Funding Contract of CONACYT and the rules and the relevant regulations will be applied to all intellectual property rights (patents, utility model or design rights, rights to programs, databases and other intangible property and know-how, and so on.)

II-3.2 Contract between Applicant and JST

Support will be implemented according to a contract for commissioned research entered between JST and a university or research institute, etc. (hereinafter referred to as the “institution”).

The contract for commissioned research will be renewed each year over the cooperative research period.

Since the contract is concluded on condition that all administrative procedures related to this project be handled within the institution, the research leader should consult with the department in charge at his/her institution.

As for the contract between the Japanese institution and JST, it stipulates the Article 19 of the Industrial Technology Enhancement ACT (Japanese version of the Bayh-Dole Act) and the Article 25 of the ACT on Protection of the Creation, Protection and Exploitation of Content (tentative translation) shall be applied to all intellectual property rights (patents, utility model or design rights, rights to programs, databases and other intangible property and know-how, and so on) generated as a result of this project, and that these can be the properties of the institution with which the research leader is affiliated.

II-3.3 Contract between Researchers

If a contract for cooperative research is necessary for implementing actual research cooperation, such a contract should be concluded between the Japanese institutions and the Mexican institutions. It is strongly advised, though not required, that appropriate discussions of the issue of rights regarding intellectual properties with among the concerned parties take place, in order to ensure good collaboration. If an agreement is concluded, it should be reported in the application.

II-3.3 Funded expenses

Funding provided within this call is intended to enhance the capacity of the applicants to collaborate. Funding will therefore be provided mainly in support of the collaboration vectors and of the local research that is necessary for the collaboration. Projects will be funded for up to three years

- Stipend or salary for a PhD student, salary for a post-doctoral fellow (i.e. a temporary position for up to 3 years, financed according to national gross wages). In countries where national rules allow it, the salary of the young researcher may be included.
- Consumables
- Small equipments
- Travel and visiting costs.
- User charges for facilities.

All budget items must conform to the national rules relevant for each applicant.

III. Application

The applicants from Mexico and Japan shall write a common application that shall be handed in both to CONACYT and JST in parallel. The application shall be written in

English. For the Japanese applicants a Japanese version of the application is also required.

The application shall include:

- a) Project description including how collaboration will be carried out, with clear statements of what roles researchers from Mexico and Japan respectively will play respectively in the project;
- b) Description on the expected outcome of the proposed project, scientifically as well as in terms of its relevance for the industry and society;
- c) Description on the ongoing activities and specific advantages of the Mexican and Japanese groups respectively, which form the basis for the proposed joint project;
- d) Description on the expected added value from the proposed joint project, including how the competence, technology and other resources in each group complement each other;
- e) Description of how the project is expected to help strengthen research cooperation between Mexico and Japan over the longer term;
- f) Description on the added value expected from the multidisciplinary approach in the proposed joint project; and
- g) Discussion on how the proposed joint project compares with other comparable activities worldwide.

III -1. Application Forms

For Japanese researchers applying to JST, the following application forms shall be prepared, in Japanese (J) and English (E).

- Form 1J/E Application outline (title of cooperative research project, names of research leaders, cooperative research period)
- Form 2J/E Summary
- Form 3J/E Information on research leaders (their CVs*)
- Form 4J/E Name list of individuals committed to the cooperative research project in Mexico and Japan
- Form 5J/E Description of the cooperative research project including the points stated above *-maximum of 6 pages-*
- Form 6J/E Plan for the cooperative project
- Form 7 E Papers and other publications by the Japanese-side research leader in the past 5 years

Form 8 E Papers and other publications by the Mexican-side research leader in the past 5 years

Form 9J/E Budget plan for the project

** The description shall include short Curriculum Vitae (CV) from both Mexican and Japanese research leaders, which include basic information on education, past and present positions and membership of relevant organizations/associations. Each description should not be more than 1/2 page A4.*

For the Mexican researchers, the above Forms 1E to 9E shall be applied and submitted in English.

III-2. Preparation of Application Forms

Applicants should fill in the particulars in all the application forms listed in above 1.

III-3. Submittal of Application Forms for Mexican and Japanese Applicants

Applicants for the first call for proposals should send by 31st March, 2011.

Japanese applicants shall send their application forms by Online Application System at <http://www.e-rad.go.jp/index.html>.

For Mexican applicants, proposals should be send by 31st March, 2011.

Applicants shall complete the format Online at <http://www.conacyt.mx>.

IV. Evaluation of Project Proposals

IV-1. Evaluation Procedure

Committees consisting of experts selected by CONACYT and JST respectively will evaluate all proposals. Based on the results of the evaluation, CONACYT and JST will make a common decision regarding funding of selected proposals.

The members of the program committee in Mexico and Japan will be selected after the proposals have been received.

IV-2. Evaluation Criteria

The following general evaluation criteria will apply to each proposed project:

1) Conformity with Program Aims and Designated Research Fields

The proposed activity shall conform to the aims of the program and the research fields that the program designates. In addition, the proposed activities shall be supported by the applicants' utilizing their resources available.

2) Capability of Research Leaders (one on each side)

The research leaders shall have the insight or experience necessary for pursuing the activity and the ability to manage the cooperation and reach the project goals during this program's period of support.

3) Appropriateness of Plan

The plan shall incorporate an appropriate system for implementing the activity and be realistic in relation to the project budget.

4) Effect of the Activities

The proposed activities can be expected to achieve one of the following, through the cooperation with researchers in the counterpart country:

- Opening up of a new field or new advances in science and technology through the creation of new scientific knowledge in an existing research field.
- Nurturing of researchers able to play a central role in future research exchanges with the counterpart country.
- Sustained development of research exchanges with the counterpart country initiated by this activity.

5) On-going research activity

The proposed collaboration shall build on, reinforce and add significant value to already on-going research activities in each research group.

IV-3. Announcement of Decision

The final decision regarding supported projects in the first year will be notified to the applicants around August 2011.

V. Responsibilities of Research Leaders After Proposals are Approved

After the proposal has been approved, research leaders and their affiliated institutions shall observe the following when carrying out the cooperative research and utilizing supported expenses.

V-1. Annual Progress Report (CONACYT)

Mexican researchers under CONACYT funding support must follow CONACYT requirement for submission of an annual progress report which includes financial report in order to report the status of research program and to request for transfer of fund for the next phase.

V-2. Annual Progress Report (JST)

At the end of each fiscal year, the research leader shall promptly submit a progress report on the status of research exchange, and the institution with which the research leader is affiliated shall promptly submit a financial report on supported expenses.

V-3. Final Report

After completion of the period of international research exchange, research leaders shall submit a final report on the research exchange activities and a financial report to CONACYT and JST within one month. The final report shall include a general summary (maximum five A4 pages) compiled jointly by both the Japanese and the Mexican research groups.

If papers describing results of research exchange are presented to academic journals, societies and so on, which is expected by CONACYT and JST, please attach copies of such papers separately to the final report.

Applicants from Mexico should contact the following for further information:



Dr. Luis Humberto Fabila, Basic Research Director

Email: lfabila@conacyt.mx

tel. 53227700

Applicants from Japan should contact the following for further information:



Ms. Emi Kaneko, Dr. Takeshi Usami and Ms. Eriko Kishida

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Sign in two original copies in the English language, both texts being equally authentic.

Date 5 October, 2010

On behalf of

National Council on Science and
Technology of The United Mexican States

Date 5 October, 2010

On behalf of

Japan Science and Technology Agency

Hon. Juan Carlos Romero Hicks

General Director

National Council on Science and
Technology of The United Mexican States

Prof. Koichi Kitazawa

President

Japan Science and Technology Agency