

Application Form Checklist

When filling out the application forms, please read the [Application Guidelines](#) and [Instructions](#) carefully as well as the “instructions in dashed boxes” in the forms. Please delete the dashed boxes after filling out the forms. Before forwarding your documents to your nominator/recommender and before sending us the soft copy, please go over your documents again and check the following items most commonly missed by applicants from previous years.

In Form 1, item 1

- Please indicate your full name in this order: First, LAST, Middle
- Indicate your age as of January 1, 2023 (based on the Gregorian/Western calendar, i.e. expressed in the Western style of counting fully completed years). If you were born on or before January 1, 1983, then are you already 40 years old as of New Year’s Day and are not eligible to apply. Those born from January 2, 1983 onwards are eligible to apply.
- Do not forget to indicate your nationality.
- Your Professional Affiliation should refer to the research institute or university where you currently belong or currently do research work. This does not refer to membership in professional associations nor academic societies.
- The Professional Affiliation and Position should be the same as shown in Form 2, item 3.
- A photograph (30 mm × 40 mm) taken within the past 6 months should be attached (see Instructions, item 1)

In Form 1, item 2

If your Recommending Research Institute is different from your Professional Affiliation, you will need to submit a recommendation letter from your workplace/laboratory supervisor (see Instructions item 6.1)

In Form 1, item 3

The Title of Research Achievement should be the same as shown in Form 2, item 1.

In Form 1, item 4

Summarize the Outline of Research Achievement within 400 to 800 words.

In Form 1, item 10

- Replace “Mr./Ms./Dr. ○○○○” with your full name.
- This part must be hand-signed or e-signed so please allow sufficient time when submitting your documents to your recommender/nominator. Check that the date of signing by the Head of Recommending Institute is indicated.

☑ In Form 2, item 1

- Please indicate your full name in this order: First, LAST, Middle
- Check that the Title of Research Achievement is the same as shown in Form 1, item 3.

☑ In Form 2, item 3

- The Professional Affiliation and Position should be the same as shown in Form 1, item 1.
- The Date should be the date of signing (not your birthdate)
- This part must be hand-signed or e-signed.

☑ In Form 3

At least three peer-reviewed published research papers are required as supporting documents. You may include reviewed journal submissions that have been “Accepted” or are “In Press” when creating your publications list. You may list down all your published papers but you need to indicate the three most important or most relevant to your research achievement. Make a separate list for books, book chapters, technical handbooks, patents, news articles, etc. if necessary.

- * Please note that three research journal publications are the required minimum. Conference presentations and undergraduate/graduate theses do not count as research papers in this case.

☑ Others:

- If the information (e.g., in Form 1, items 8-5 or 9-3) does not apply to you, please indicate “Not Applicable” or “N/A” in the text box.
- The hard copy of forms posted to us must contain the actual hand-signed forms, not the photocopy.
- Only one researcher can be recommended from each institute, including its branches (see Application Guidelines, item 6).
- When posting the supporting documents (hard copy), please attach only the 3 main research papers, in addition to technical handbooks, patent applications, utility models, books, news articles, etc if any.
- If your supporting documents are in a language other than English, please provide/attach a simple English translation or summary. In the case of journal publications, a translated Abstract would be sufficient.
- If you wish to include/attach a recommendation letter from a Japanese affiliate (see Instructions, item 6.2), please allow enough time for the document to be posted to you. It may also be posted directly to us to save time.
- We will acknowledge receipt of the nomination package (soft and hard copies). We will also email the applicants when the official winners are announced in October 2023.