Review Policies and Procedures for FR, FS and IS at RIHN

Approved by the Institute Director-General on January 25, 2011

Final Amendment made on October 22, 2013

These policies and procedures (hereinafter the “Rules”) provide guidelines to follow in carrying out review of Incubation Studies (”IS”) and Feasibility Studies (“FS”), including review and selection of candidate Full Research (“FR”) by the Project Review Task Committee (“PRT”) of RIHN (Research Institute for Humanity and Nature, hereinafter the “Institute”), which is prescribed in Sections 1 to 3 of Article 2 of the “Rules for Project Review Task Committee”.

**Article 1 Basic Principles**

The following basic principles shall apply to the review and selection of FR, FS, and IS. It is imperative that a Full Research Project is a joint research in line with the basic purpose of establishment and philosophy of the Institute.

Therefore a Research Project is a joint study requires that:

* it is based on the Institute’s fundamental understanding of the so-called global environmental problems;
* it is an academic exploration cutting across various scientific fields;
* it contributes to the solution of a clear and specific problem relating to problems; and
* the researcher of the project is, after a certain period of time, able to present the results and meanings of the project to the real world with a substantial story content.

Considering this, a project shall satisfy the following requirements by each type of project. These are the goals to be accomplished by the end of a project and it is expected that these requirements are adequately considered when evaluating the proposals of IS and/or FS.

**Section 1 Evaluation Points Common to All Projects**

For review and selection as well as evaluation of FR, it is essential to consider the following points that commonly apply to all projects. When submitting a proposal of IS or FS these need to be adequately considered.

1. Clear identification of the global environmental problem to be solved.

The project clearly indicates that the global environmental problem the project will be trying to solve is clearly defined from the researchers’ own unique viewpoint, and the proposed solution measures help create a sustainable society and improve the welfare of mankind.

1. Transdisciplinary integration driven by problem-solution.

The project should be a transdisciplinary study that contributes to the solution of the global environmental problem indicated in the preceding paragraph, and to attain this goal, relevant academic fields are organically integrated.

1. Social impact.

The results of the study should have the potential of promoting the solution of global environmental problems and not remain limited to mere impact in the academic community.

1. Promotion of international collaborative research.

The project is characterized by creativity and high academic quality leading to the solution of the global environmental problem in question and is able to provide leadership in international collaborative research.

1. Transdisciplinarity.

The project incorporates co-design, co-production, and co-delivery processes as much as possible in collaboration with a variety of social stakeholders who play a key role in the solution of the global environmental problem in question.

**Section 2 Individual Collaboration FS and Individual Collaboration Project**

In reviewing and selecting Individual Collaboration FS or Individual Collaboration Projects, the evaluation shall place particular emphasis on the following points. Of the common evaluation points enumerated in the foregoing Section 1, Points (1), (2) and (3) especially shall have more importance than others. When submitting a proposal for IS or FS adequate consideration should be given to these criteria.

<Evaluation Points Unique to Individual Collaboration FS and Individual Collaboration Project>

* Innovation

Based on unique creative ideas relating to global environmental studies as integrated enquiry, the project introduces a new perspective to existing global environmental research by providing a new framework for transdisciplinary integration that contributes to the solution of global environmental problems.

* New methodology proposed.

The project develops new approaches and methodologies that would contribute to the establishment of global environmental studies at the Institute in terms of cognitive science or design science.

* Collaboration with relevant stakeholders.

The project demonstrates the possibility of new sort of collaboration with relevant stakeholders toward the solution of global environmental problems.

**Section 3 Initiative-based FS and Initiative-based Project**

In reviewing, selecting and evaluating Initiative-based FS or Initiative-based Projects, the evaluation shall place greater emphasis on the following points. Of the common evaluation points enumerated in the foregoing Section 1, especially the Points (3), (4) and (5) shall have more importance than others. When submitting a proposal for FS adequate consideration should be given to these criteria.

<Evaluation Points Unique to Initiative-based FS and Initiative-based Project>

* Integration as a meta-project.

The project organizes results produced by the Institute so far and trends of studies in the world and integrates them into a new framework, aiming to compile a concrete proposal relating to the ideal conditions of a society.

* Implementation in society through collaboration with relevant stakeholders.

The project is driven by powerful transdisciplinarity in collaborating with a variety of relevant stakeholders in a way to connect the study results with solution measures to address global environmental issues, aiming to create and implement concrete arrangements in society.

* Contribution to future vision of global environmental studies.

The project advances global environmental studies as an integrated enquiry that contributes to the solution of global environmental problems, by collaborating with a variety of relevant stakeholders. Furthermore, the project provides new viewpoints, approaches, and research networks required by the Institute for advancement of design science, which gives proposed future of the sustainable society.

**Section 4 Institutional Collaboration FS and Institutional Collaboration Project**

In reviewing, selecting and evaluating Institutional Collaboration FS or Institutional Collaboration Projects, the evaluation shall place greater emphasis on the following points. Of the common evaluation points enumerated in the foregoing Section 1, especially the Points (1), (2), (3) and (4) shall have more importance than others. When submitting a proposal for FS adequate consideration should be given to these criteria.

<Evaluation Points Unique to Institutional Collaboration FS and Institutional Collaboration Research Project>

* Use of Resource of the associated institutions.

The project makes good use of the resources relating to the global environmental studies accumulated so far by the associated institutions (universities and research institutes, etc.) and further innovation can be expected to come out of the collaboration of the Institute with the associated institutions and others in the domestic and international research community.

* Use of Resource of the Institute.

The project makes good use of the accomplishments made so far by the Institute and the integrated approach of design science sought by the Futurability Initiatives and thereby opens a new horizon of unique studies that cannot be tackled only by the associated institutions.

* Contribution to the establishment of the global environmental studies at the Institute.

The Institute strives to advance the global environmental studies, which is the effort to discover the system of interaction between the mankind and the nature. The project demonstrates a possibility to provide new viewpoints and approaches that lead to new results for such effort of the Institute.

**Article 2 Procedure to Determine the Subject**

Selection review of proposals for transition to IS, FS or FR is determined by the Executive Board after public hearings and review by the PRT as per the provisions of Clauses 1 and 4 of Article 3, Clauses 1 and 4 of Article 4, Clauses 1 and 4 of Article 5 provided in the Operational Rules for Research Projects of the Institute. Research topics for IS shall be determined by proposal review by the PRT and public hearings.

**Article 3 Others**

Selection review will take place in a comprehensive fashion, not only through evaluation by the PRT members, but also by taking into account the opinions of the Institute staffs as expressed during the public hearings.

**Supplementary Clause**

These Rules shall become effective on January 25, 2011.

**Supplementary Clause**

These Rules shall become effective on October 23, 2012

**Supplementary Clause**

Sections 1 and 4 of the Article 1 of these Rules shall become effective on November 1, 2013, and the remaining provisions of these Rules shall become effective on April 1, 2014.