**Rules for Research Projects of the Research Institute for Humanity and Nature**

Effective on December 20, 2010

Final amendment made on November 15, 2013

**Article 1. Purpose**

These rules stipulate the matters associated with the management of research projects and other undertakings conducted by the Research Institute for Humanity and Nature (hereinafter “the Institute”) in accordance with the Basic Policies on Research Activities of the Research Institute for Humanity and Nature determined by the Board of Advisors of RIHN (hereinafter the “Basic Policies”).

**Article 2. Definitions**

1. The term “Research Project” means a joint research undertaking commenced together by researchers inside and outside the Institute, following a prescribed procedure with an aim of achieving results within a certain timeframe. Research Projects comprise: Individual Collaboration Projects, which are conceived by inviting creative ideas broadly from the research community; Initiative-based Projects, which are conceived and developed by the Core Research Hub; and Institutional Collaboration Projects, which are collaborative studies jointly carried out with a university or a research institute with which the Institute currently has or is scheduled to have a certain agreement and can be grouped into the following categories:

1. Pre-Research (PR), preparatory joint research conducted prior to Full Research in approximately one year; and
2. Full Research (FR), joint research conducted in a period as determined by the Board of Advisors (3–5 years).

2. As part of the preparatory steps prior to the commencement of a research project, the following distinctions can be made:

1. Incubation Study (IS): Joint research performed for commencement of a Research Project or otherwise to discover and cultivate research seeds which may give rise to a Feasibility Study of a research subject. Initiative-based Project and Institutional Collaboration Project does not have this stage of the study.
2. Feasibility Study (FS): Joint research undertaken to examine the feasibility to proceed to a Full Research. For abbreviation, the FS for an Individual Collaboration Project is called as Individual Collaboration FS, the FS for an Initiative-based Project is called as Initiative-based FS, and a FS for an Institutional Collaboration Project is called as Institutional Collaboration FS.

**Article 3. Evaluation of Research Projects**

1. Progressing of an FS to Research Project shall be approved by the Board of Advisors based on the results of evaluation made by the Project Evaluation Committee (hereinafter, “PEC”). Upon approval as a research project, an appropriate amount of research funds shall be allocated by the Institute.

2. Research projects shall be subjected to evaluation by PEC.

**Article 4. Research Organization**

1. An IS Proponent and an FS Manager shall be appointed for each IS and FS as research representatives.

2. An IS Proponent shall be chosen from among those who are judged by the Director General of the Institute as equivalent to Assistant Professor or above. In case the IS Proponent is not a full-time in-house researcher/teacher, the Director General of the Institute shall designate a full-time researcher/teacher as an in-house incubator to provide advice on the research policies, etc. for the IS.

3. FS manager shall be selected from the Institute’s full-time research and education staff or Visiting Researchers. Furthermore, the FS Manager for an Institutional Collaboration Project may be selected from teachers and researchers working full-time at research institutes of national, public or private universities or independent administrative corporations, etc. If the FS Manager is not the Institute’s full-time researcher/teacher, such FS Manager shall perform his or her duties with the cooperation of in-house joint researchers or in-house assigned persons of the Institute. Such in-house joint researchers or in-house assigned persons shall be the Institute’s Full-time Professor or Full-time Associate Professor designated by the President of the Institute.

**Article 5. Project Leader**

1. Every Research Project shall have a Project Leader who represents the research and is in principle chosen from among the Institute’s Full-time Professors or Associate Professors. In the case of Institutional Collaboration Project, however, the Project Leader may be a full-time researcher of the Institute or a researcher seconded or temporarily transferred to the Institute. Details of the policies and procedures regarding the secondment or transfer of the researcher shall be separately determined through consultation with the institutions involved.

2. The Leader shall supervise the research project and assume responsibility for the management and operation of the research project.

**Article 6. Project Co-Leader**

1. Project Co-Leader may be appointed for a research project in order to strengthen project integration and support the enhancement of broad cooperation among researchers and personnel from inside or outside of the Institute for the project. Project Co-Leader shall, in principle, be chosen from among full-time Professors or Associate Professors of the Institute. For the time being, Project Co-Leader may be appointed for the Initiative-based Projects and Institutional Collaboration Projects.

2. Project Co-Leader shall perform, operate and manage the Research Project in cooperation with the Project Leader. In particular with regard to the research aspects, the Co-Leader shall execute the project on an equal basis with the Project Leader.

3. In the absence of the Project Leader, the Project Co-Leader shall bear the responsibility to perform the duties of the Project Leader.

**Article 7. Project Members**

1. Researchers who participate in and undertake research in the Research Projects according to the research plan or other joint-research activities are referred to as research project members (hereinafter, the “Members”).

2. Project Leader and Project Co-Leader shall appoint Members.

3. In the case of an Institutional Collaboration Project, in order to realize broad collaboration with the research community in Japan and abroad, the number of Members selected from Associated Institutions shall not exceed 50% of the entire team members. The participation of the remainder of the Members shall be obtained from multiple Japanese or overseas research institutions.

4. If there is no Co-Leader, Project Leader may appoint a Sub-Leader from among the Institute’s full-time project researchers who supports project management. If a Project Co-Leader is appointed, however, the Project Co-Leader shall in principle perform the duties of the Sub-Leader.

5. In the absence of the Project Leader, the sub-leader shall manage research projects with advice from the Program Director.

6. The Project Leader may designate some of the Members as core members to share the responsibility of conducting research activities and implementing the research project.

7. The Project Leader shall appoint administrative staff member(s), who will deal with accounting, liaison for the research project, etc. to facilitate the Research Project.

**Article 8. Public-release of Research Results**

1. Members shall strive to share the outcome of their research with society through publication of academic papers and presentation at conferences, etc. Any such results shall clearly indicate that they are the accomplishments of the Institute.

2. Publication of research results by a retired researcher of the Institute is permitted only by indicating that such results are the accomplishments of the Institute.

**Article 9. Sharing and Succession of Research Results**

The Project Leader and Project Co-Leader must pay close attention to ensuring that the results of the research project are effectively shared by other researchers inside and outside of the Institute through the archive of the Institute and other means so that these results can give rise to seeds of new projects.

In order to promote and ensure close collaboration between the Projects and the Informatics Unit, which is in charge of information sharing and integration of a variety of research results, and the Core Research Hub, the Project appoint special personnel for that purpose from among full-time project researchers (“Information Sharing and Integration Personnel”).

**Article10. Miscellaneous**

Other matters not stipulated herein but required in connection with the implementation of research projects shall be defined separately.

**Supplementary Clauses**

1. These rules shall take effect on December 20, 2010

2. The Rules for Joint Research of the Research Institute for Humanity and Nature (enacted on February 22, 2007) shall be abolished.

**Supplementary Clause**

These rules shall take effect on December 20, 2012

**Supplementary Clause**

These rules shall take effect on April 1, 2014