

**Guidelines on Procedures for Inviting Entities to Apply for a Project Subsidy under the Fiscal 2014 Supplementary Budget Project: “Project for Decommissioning and Contaminated Water Management (Evaluation of Long-term Integrity of Fuel Assembly Retrieved from Spent Fuel Pool) ”**

Date: March 10, 2015

Management Office of the project for Decommissioning  
and Contaminated Water Management

The Management Office of the project for Decommissioning and Contaminated Water Management (Hereafter referred to as the Office) invites entities to apply for a project subsidy under the Fiscal 2014 Supplementary Budget Project,” Project for Decommissioning and Contaminated Water Management (Evaluation of Long-term Integrity of Fuel Assembly Retrieved from Spent Fuel Pool)” as outlined below. When applying for a project subsidy, please refer also to the Subsidy Granting Rules (“Grant Policy for Subsidy for the Project for Decommissioning and Contaminated Water Management”).

1. Purpose of Project

The purpose of this Project is to improve the standard of Japan’s science and technology and to smoothly carry out measures for decommissioning TEPCO Fukushima DAIICHI NPS and its contaminated water management by implementing projects that support the development of technology for decommissioning TEPCO Fukushima Daiichi Nuclear Power Station and its contaminated water management.

2. Contents of Project

This Project shall be implemented on the basis of the Mid- and Long-Term Roadmap towards the Decommissioning of TEPCO’s Fukushima Daiichi Nuclear Power Station Units 1-4.

In the measures to be taken to move towards decommissioning Fukushima Daiichi Nuclear Power Station, it is necessary to evaluate the integrity of fuel assemblies which have been affected by hydrogen explosions or by injected seawater and removed from spent fuel pools in order to store them safely for a long time in common pools and to study the feasibility of dry storage in the future.

For such evaluation, data conducive to examining methods for evaluating and managing the long-term integrity of spent fuels which have been exposed to seawater and cooling water mixed up with debris as well as to examining and judging on the advisability of long-term wet and dry storage, have

to be collected.

With these requirements in mind, the following technological development shall be carried out.

(1) Development of Technology for Evaluating the Long-Term Integrity of Fuel Assemblies

[1] Appraisal of Sediments on the Surface of Fuel Assemblies

Components removed from the spent fuels of Unit 4 shall be transported to “Post-Irradiation Test Facilities” and material testing shall be conducted. More particularly, white color sediments on the surface of fuel assemblies witnessed in the fiscal 2014 Summary Observation shall be identified and etc. Possible impacts of the sediments on the long-term integrity of fuel assemblies shall be also assessed.

[2] Evaluation of Fuel Integrity for Dry Storage

Based on the outcomes of tests on hydride precipitation behavior and etc., conducted up to the fiscal 2014, tests to verify possible impacts of mixture of seawater and debris on the fuel integrity for dry storage shall be carried out. The method for verifying fuel integrity in dry storage shall be studied.

(2) Fundamental Test on Long-Term Integrity

Tests shall be conducted on the migration behavior of seawater constituents to fuel assembly materials.

In summarizing the research results, the outcomes resulting from the studies referred to in (1) and (2) shall be examined and discussed while presenting the comprehensively compiled information required for verifying the long-term integrity of fuel assembly.

(3) Management of Research and Development

[1] Human Resources Development Undertaken from Mid- and Long-term Perspectives

Cooperative measures such as joint research projects with universities and research institutions shall be strengthened with a view to developing the human resources required in the context of mid- and long-term perspectives.

[2] Mobilization of Knowledge from both Domestic and Overseas Sources

Projects shall be implemented by making best use of knowledge and findings from domestic and overseas sources. In particular, the introduction of necessary technologies from domestic and overseas sources shall be widely considered. In the case of development of equipment and appliances, maximum consideration shall be given to the standardization of technological foundation [Use of generic products and previously developed products] in order to promote their rational development.

Furthermore, the validity of evaluation methodology must be, by nature, subject to objective verification and assessment by authoritative third party organizations such as academic societies. Therefore, in working out a methodology development plan, involvement of a third

party committee must be incorporated into such development plan in terms of a clear-cut milestone towards the final achievement.

[3] Clarification of Test Requirements and Development Specifications

The requirement levels necessary for implementing decommissioning activities must be verified before the commencement of element tests and equipment designing; furthermore, evaluation of to what extent existing technologies can be utilized must be conducted in quantitative terms as much as possible (Presenting the current Technology Readiness Level: TRL). Based upon these, information on the targeted precision of the test and equipment development to be achieved in comparison with the requirement levels must be shared among the parties concerned and thus, the test conditions and design specifications shall be established.

[4] Setting Performance Indexes in Terms of Goals Achieved

Easily understandable performance indexes serving as criteria for appraising goals achieved shall be studied, and such indexes to be indicated in numerical terms (Setting the targeted TRL) shall be used to verify whether or not goals have been achieved at the time of termination of the project.

[5] Cooperating with Decommissioning Operations and Other Research and Development Projects

Possible contributions of results obtained to decommissioning operations and other research and development activities shall be verified and cooperative efforts with other research and development projects being implemented towards decommissioning shall be pursued. In doing so, in-put and out-put information relating to other projects, etc. shall be documented in writing and shared with the Management Office and other organizations concerned at the time of initiation of the project and later as needed. Furthermore, information relating to the implementation of the project (The state of progress, data acquired and problems having arisen, etc.) shall be duly shared with the Management Office and other organizations concerned.

[6] Research management

A flexible scheme must be established so that it can reflect the results of discussions regarding the Mid- and Long-Term Roadmap, meetings of the Secretariat of the Team for Decommissioning and Contaminated Water Countermeasures Cabinet Office, Nuclear Damage Compensation and Decommissioning Facilitation Corporation and etc. In implementing the project, the fact that the targeted result of the project has been set to accomplish the goals of higher order of this Project must always be kept in mind.

[7] Work Management at Fukushima Daiichi NPS, etc.

When work such as *in situ* studies and demonstration tests, etc. is carried out at the Fukushima Daiichi NPS, the project implementing entity concerned shall make prior coordination with TEPCO, shall set up a necessary operational control scheme based on a full

understanding of the rules to be complied with and the matters to be heeded and shall take appropriate safety measures.

[8] Project Report

The project implementing entity shall report to PMO at its request about the project implementation plan, the state of progress in the implementation of the project and the outcome of the project and after the termination of the project shall prepare and submit a performance report as well as an explanatory note on matters suitable for public disclosure.

[9] Improving Information Disclosure

Efforts shall be made to improve explanations and briefings on the contents of project implementation and its results with a view to making them more easily understood by the general public.

[10] Prior preparation of alternative plans

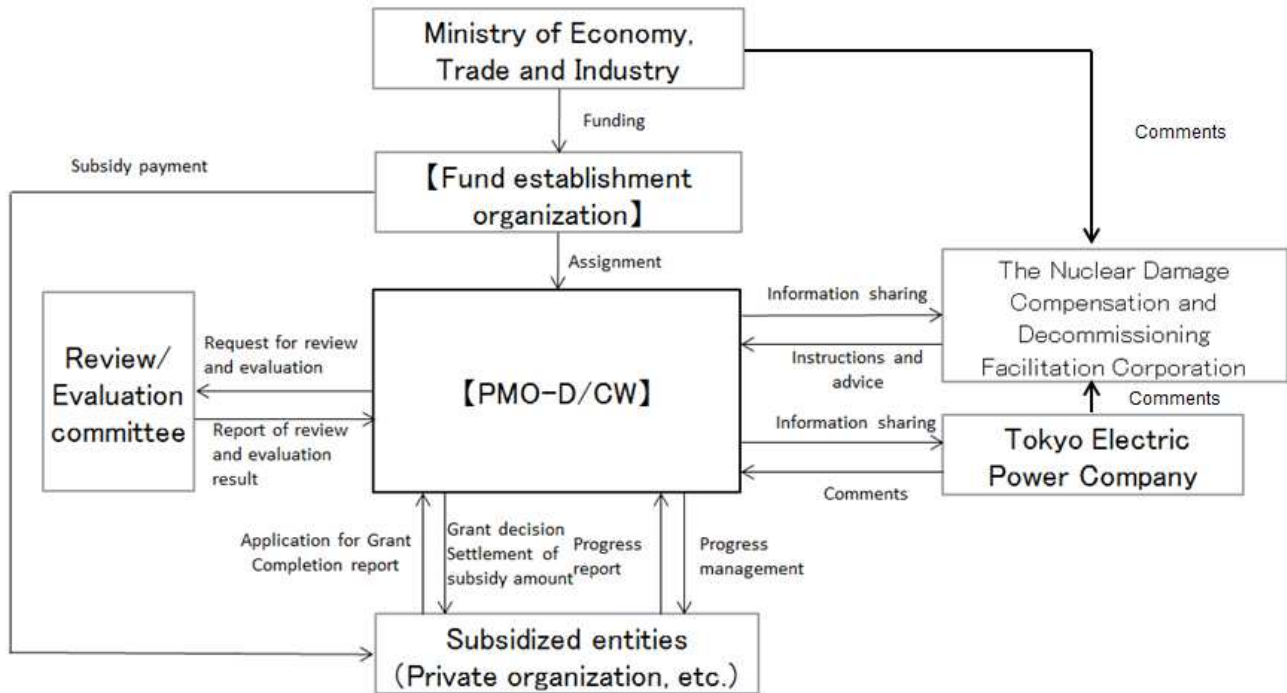
In order to be well prepared for unforeseen circumstances where the project may not progress as planned during the project implementation period, alternative plans shall be prepared in advance. The project entity shall inform PMO of the content of such alternative plans in case it is prepared or revised.

3. Project Implementation Period

From the day of grant decision through March 31, 2017

The research and development of the Project envisages the implementation up to the fiscal 2017. The possibility of implementation of the Project beyond the fiscal 2017 shall be studied in a comprehensive manner in the light of the outcome of research and development under the Project and the budgetary situation of the Government, etc.

4. Implementing Scheme



## 5. Application Requirements

The private companies, etc. satisfying all of requirements (1) to (7) shown below are qualified to apply for the subsidies. Applications from consortia are also acceptable. In that case, a managing legal entity must be appointed out of each consortium and submit the project proposal. (Please note that no managing legal entity may commission the entire work to another legal entity.)

- (1) Possessing the organization for properly conducting the relevant subsidized project.
- (2) Having the capacity, knowledge and experience required for conducting the relevant subsidized project.
- (3) Having the management foundation required for smoothly conducting the relevant subsidized project and sufficient ability to control the funds and other resources.
- (4) Being able to follow the appropriate accounting procedures in accordance with the “Grant Policy for Subsidy for the Project of Decommissioning and Contaminated Water Management” and the “Subsidized Project Administration Manual”. With regard to overseas entities, as a general rule, being able to prepare the evidenced documents in Japanese or English, and present them in Japanese territory on demand from the PMO.

\*) [http://www.meti.go.jp/information\\_2/downloadfiles/jimusyori\\_manual.pdf](http://www.meti.go.jp/information_2/downloadfiles/jimusyori_manual.pdf)

- (5) Not foreseen to be subject to Articles 70 and 71 of the Cabinet Order concerning the Budget, Auditing and Accounting
- (6) Not fulfilling any of the conditions stipulated in the “Guidelines for the suspension of subsidies controlled by the Ministry of Economy, Trade and Industry and the suspension of designation relating to the contracts”. (January 29, 2003, No 1) First column, the second items in Attachment

- (7) Not preventing the results obtained through the project from being used for the measures for decommissioning Fukushima Daiichi NPS and Contaminated Water Management.

In this Project, a partial proposal shall mean a proposal concerning any of (1) or (2) of the Contents of Project. However, each of (1) or (2) of the Contents of Project must be treated as the integral total for which a proposal must be made and any proposal that takes up only partial element technologies or process in respect of each of the Contents of Project shall not be accepted.

## 6. Requirements for Grant Decision

- (1) Number of proposals to be adopted: One proposal

(If a partial proposal is made, the feasibility of incorporating it into the total development scheme shall be studied)

- (2) Subsidy rate and maximum amount of subsidy

The subsidy is fixed in JPY.

Maximum amount: 700,000,000 JPY (Project cost: 700,000,000 JPY)

The contents of the project, amount of the subsidy, etc. will ultimately be settled only after coordination with PMO.

- (3) Time of Payment

In principle, the subsidies are paid after the project is completed.

\*Please note that cases where the payment (i.e. the payment by estimate) before the completion of the project is permitted are limited.

- (4) Confirmation of the amount of payment

The amount to be paid is decided based on the result report which is submitted by the operating entities after the project is complete as well as the results of the survey at the verification site and/or the office.

The amount to be paid will be the total of the expenses to be covered by the subsidies, which do not exceed the granted subsidy amount. For this reason, the account ledgers, receipts and other documents are necessary for supporting all the expenses. All the expenses will be strictly inspected and the expenses are strictly evaluated. Thus, the expenses not meeting the conditions mentioned above may be rejected.

## 7. Application Procedure

- (1) Application Period

Commencement: Tuesday March 10,2015

Deadline: 10:00 AM on Wednesday March 25,2015

We will not accept any proposals after this deadline.

## (2) Information Session

Tuesday March 17, 2015 10:00-11:00

Venue: Kaigisurunara Shinbashi, Conference Room 5D

Map: <http://www.kaigisurunara.jp/access.html>

If you would like to attend the session, please inform the contact point written in “12. Contact” by 10:00 AM on Monday March 16 via email.

When making contact, please title your e-mail “Register for Attendance to the Information Session for ‘Project of Decommissioning and Contaminated Water Management (Evaluation of Long-term Integrity of Fuel Assembly Retrieved from Spent Fuel Pool)’” and include the “corporate or organization name,” “name of the attendee,” “department,” “phone number,” “fax number,” and “e-mail address” in the main text.

Due to the limited capacity of the venue, we regret we have to limit the number of attendees to 2 persons for each applying organization (In the case of a joint application from a consortium involving more than one organization, such consortium shall be regarded as one organization entitled to 2 attendees). Please note that in case the number of participants is large, more than one information session may be organized with a readjusted schedule.

## (3) Application Form and Other Documents to be Submitted

[1] Please submit the following documents as one file. Please title your file “Application for the Subsidy Program ‘Project of Decommissioning and Contaminated Water Management (Evaluation of Long-term Integrity of Fuel Assembly Retrieved from Spent Fuel Pool)’”.

- Application form (Form 1)
- Outline of Subsidy Project (Form 2)
- Other documents
  - Outline of Corporation or Organization (such as a brochure, etc.)
  - The financial results, and statement of revenues and expenses (of the last year)
  - The Articles of Association or the act of endowment
  - Other supporting documents

\* You must submit 15 copies of the application documents using A4 paper. You can describe them in Japanese or English. One CD-ROM must be submitted along with the hard copies. As a general rule, the file format must be Ichitaro, MS-Word, MS-PowerPoint or MS-Excel. If you have unavoidable reasons not to be able to use these formats, please contact us.

[2] All the application documents submitted will not be used for any purposes other than the evaluation in the course of the selection process. Please note that the application documents submitted will not be returned. We take the utmost care to preserve confidentiality. However, if your proposal is adopted, the information except the non-disclosure information (i.e. the personal information, the information detrimental to the legitimate interests of legal entities) may be disclosed under the “Act on Access to Information held by Administrative Organs” (Act

No. 42 enacted on May 14, 1999).

[3] The costs spent for issuing the application documents and other documents will not be included in the expenses. Also, the costs spent for issuing those documents will not be compensated for regardless of whether the proposal is adopted or not.

[4] The matters described in your proposal are considered to be the fundamental policies which should be observed during the project. Consequently, please be sure to describe only the matters which are feasible within the budget. Also, please note that even if your proposal is adopted, it may be rejected later on if you make a significant change to it at your discretion.

[5] Appropriateness of the costs breakdown must be shown using supplemental explanation documents.

#### (4) Place of submission

The application documents must be delivered to the following address via hand-carry, postal mail, etc.

Shinbashi JB Bldg. 5th Floor,6-9-5 Shinbashi, Minato-ku Tokyo 105-0004,Japan  
Mitsubishi Research Institute Inc.

c/o Management Office for the Project of Decommissioning  
and Contaminated Water Management

Contact: Matsumoto, Kawai

\* Please DO NOT send the application documents via fax. Incomplete documents will be rejected and not subject to evaluation. Therefore, please carefully read and follow the procedures for application to correctly fill out the documents.

\* Any application documents submitted after the closing date will not be accepted. If you send the documents by postal mail, they may not be delivered by the designated time on the closing date. Consequently, you are advised to mail them sufficiently ahead of the closing date.

## 8. Evaluation and Adoption

### (1) Method of Evaluation

Applications will firstly be evaluated through paper screening, so that the applicants for the presentation to the review committee can be selected (The presentation will take place approximately within one week from the closing date of the application). Depending on the capacity of the venue, the number of the participants to the presentation may be restricted. Furthermore, hearings and on-site investigation may be conducted as required; and submission of additional documents may be requested.

### (2) Evaluation Criteria

Applications are to be comprehensively evaluated based upon the following criteria. However, the applications which have been judged not to meet the criterion [3] and [4] shall be disqualified



regardless of evaluation of the other criteria.

Regarding a partial proposal, its combination with the whole development scheme is to be one of the items to be considered.

[1] Objective, Contents, Implementation Method

- Whether or not the project purpose corresponds to the Project purpose described in the “Guidelines on Procedures of Applying” shall be evaluated.
- Judgment is made as to whether the contents of the proposed project conform to the project objective and are described concretely and specifically
- Whether the implementation method of the proposed project is consistent with its purpose and contents shall be evaluated.

[2] Project Implementation Schedule

Whether or not the project implementation plan (timeline) is appropriate to the purpose and details of the project, etc. is to be evaluated.

[3] Project Implementation Scheme

Judgment shall be made as to whether the entity has the project implementation structure, expertise as an organization, expertise of those who are to be engaged in the project, and the track records of similar projects, etc.

[4] Project Cost

Whether or not project costs are appropriately allocated to the project purpose and contents, etc. is to be evaluated.

[5] Financial Basis and Management System for Implementation of Project

Whether or not the applicant organization has a financial basis and a management system enabling them to implement the project is to be evaluated.

(3) Decision and Announcement of Results

PMO will release the name of the adopted entity on its website. The adopted entity will be notified of the result.

## 9. Granting of Subsidy

The project shall be initiated after the adopted entity submits a grant application for the subsidy to PMO and PMO has sent a notice of grant in return.

It should be noted that there may be changes in the details, composition and scale of the project as well as its budget between the determination of adoption and grant, as a result of consultation with the PMO. Also, please be aware that the subsidy may not be granted if the granting requirements are not met.

Although subsidized project operating entities may be provided with information required to implement the project after the determination of grant, they may be requested to observe the confidentiality depending on the nature of the information.

10. Allocation of Expenses

(1) Classification of Expenses Covered by Subsidy

The expenses covered by the subsidy shall be those directly required for the implementation of the project and those required for compiling the project results. The specific items are listed below.

Items of Expense	Description
(1) Labor Costs	Expenses for personnel required to implement the subsidized project.
(2) Operating Costs	Expenses for raw materials, consumables, design/fabrication/processing, facility/equipment, goods purchase, research, outsourcing, travel, remunerations, rent/depreciation and other necessities.

(2) Expenses not to be Included in Expenses Covered by Subsidy

- Office supply equipment (furniture such as desks, chairs and bookshelves, office machinery and so forth) with which the applicants should already be provided when considering the nature of the project.
- Expenses for handling accidents and disasters that occurred during the project. (However, cancellation fees incurred by reasons not attributable to subsidized project operating entities may be directly included as an expense. Please consult the person in charge on this matter.)
- Expenses unrelated to the project

(3) Exclusion of Consumption Tax from Expenses Covered by Subsidy

If general and local consumption taxes (hereafter referred to as “consumption tax”) are included in the subsidy amount, the applicants shall be requested to submit a report after the settlement of tax amount, according to the granting guidelines.

This is so specified as to demand, at the time of filing an income tax return, that subsidized project operating entities should report and return the amount to which the subsidy has been applied, out of the amount of deduction for taxable purchase, so that the amount for which the subsidy has been allocated out of the amount of deduction for taxable purchase shall not be detained.

However, because the report mentioned above is based on an income tax return that will be filed after the settlement of the subsidy, occasional delinquency in reporting due to lapse of memory has been found. Also, in order to avoid the complicated office procedures that need to be followed by subsidized project operating entities, the consumption tax shall be handled as follows.

When determining the amount of subsidy applied for in the grant application, the consumption tax must be excluded from the expenses covered by the subsidy before calculating the subsidy amount and submitting the application.

However, to avoid hindrance to the implementation of the subsidized project, such subsidized project operating entities as those listed below shall be permitted to include the consumption tax in the expenses covered by the subsidy when calculating the amount of subsidy.

- [1] Subsidized project operating entities who are not classified as taxpayers under the Consumption Tax Act
- [2] Subsidized project operating entities who are tax-exempt business entities
- [3] Subsidized project operating entities who are business providers subject to simplified tax
- [4] National or local governments (limited to cases when project is conducted with a special account), or subsidized project operating entities who are corporations listed in the attached Table 3.
- [5] Subsidized project operating entities who are using the general account of a national or local government
- [6] Subsidized project operating entities who are taxable business providers that choose a refund of consumption tax, following confirmation of consumption tax and purchase tax deductions, for instance due to a low amount of taxable sales

#### 11. Miscellaneous

- (1) Any expenses incurred before the date when the decision on grant of the subsidy is made (including expenses for order placement) shall not be covered by the subsidy program.
- (2) In the event that the subsidized project operating entity desires to make a purchase or other contract related to material procurement or involving an occurrence of cost, it shall invite open competitive bidding, as a general rule, from the viewpoint of cost effectiveness. If the subsidized project operating entity desires to outsource part of the subsidized project to a third party or conduct the project in partnership with a third party, it shall in advance make a contract on the implementation and report this to PMO.
- (3) Once informed that the decision on grant of the subsidy is made, the subsidized project operating entity shall not change the subsidy budget distribution or the details of the subsidized project nor interrupt or terminate the project without prior approval from PMO.
- (4) The subsidized project operating entity shall promptly report the progress of the subsidized project and so on whenever required to do so by PMO.
- (5) After the subsidized project is completed (or the project termination is approved), the subsidized project operating entity shall submit a project result report to the management office.
- (6) The subsidized project operating entity shall keep accounts on any expenditures for the subsidized project with dedicated account books accompanied by all written evidences in a way that is clearly differentiated from the other accounting to ensure that all incomes and expenditures are meticulously accounted for. The entity shall maintain the account books at least five years after the fiscal year in which the date of completion (or the date of approval for termination) is included

so that they can be accessible whenever requested by METI, fund establishment organization and PMO.

- (7) With respect to the assets acquired or the utility of which has increased through the subsidized project (hereinafter referred to as "the Acquired Assets, etc."), the subsidized project operating entity shall manage them with due care of a prudent manager even after the completion of the subsidized project, and strive to effectively make use of them in accordance with the purpose of the grant of the subsidy. All applicable Acquired Assets, etc. shall be properly controlled using an Acquired Asset Ledger during the asset disposal restriction period, which will be separately set forth.
- (8) If the subsidized project operating entity needs to dispose of (i.e., use, transfer, loan or offer as collateral assets contrary to the purpose of the grant of the subsidy) any Acquired Asset having a unit price equal to or higher than 500 thousand yen (tax excluded) during the asset disposal restriction period separately set forth, they must obtain prior approval. In this case, the entity shall pay part of or the entire subsidy amount as a general rule. (The maximum payment does not exceed the subsidy amount for the appropriate asset to be disposed of).
- (9) After the completion of the subsidized project, the Board of Audit may visit the premises of the subsidized project operating entity for inspection.

## 12. Contact

Management Office for the Project of Decommissioning and Contaminated Water Management, c/o Mitsubishi Research Institute, Inc.

Shinbashi JB Bldg. 5th Floor, 6-9-5 Shinbashi, Minato-ku Tokyo 105-0004,Ja

Contact: Matsumoto, Kawai

E-mail: [hairo26-1st-ml@mri.co.jp](mailto:hairo26-1st-ml@mri.co.jp)

Contact us through e-mail or FAX. We regret that no inquiries will be accepted via telephone.

**(Form 1)**

No. *Leave blank.	
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Management Office for the Project of Decommissioning and Contaminated Water Management

Application for the subsidies for the "Evaluation of Long-term Integrity of Fuel Assembly Retrieved from Spent Fuel Pool"

Applicant	Company/Organization Name		
	Representative (Full Name and Title)		Seal or Signature
	Address		
Contact	Contact Person (Full Name)		
	Section/Department		
	Title		
	Telephone (Extension, if any)		
	E-mail		

(Exhibit)

1. Name of the subsidy project

2. Objective and contents of the subsidy project

*\*Describe your own understanding of the background of the project, the purpose of the project and its contents briefly.*

3. Scheduled commencement and completion dates of the subsidy project

(Scheduled commencement date):

(Scheduled completion date):

4. Entire costs needed for the project JPY

5. Costs subject to subsidy JPY

6. Subsidy amount to be applied for JPY

7. Allocation amount of the costs for the subsidy project, costs eligible for the subsidy and subsidy amount to be applied for

The contents are the same as (2) Expenditures, I. Summary table of “2. The income and expenditure budget of the Subsidized Project” of the Form 2, “Brief explanation of subsidized project”.

8. Bases for Calculation for the above amount

The contents are the same as (2) Expenditures, II. Distribution of Costs of “2. The income and expenditure budget of the Subsidized Project” of the Form 2, “Brief explanation of subsidized project”.

9. If a group is formed to conduct the Project, the names of the group and the member companies

Note 1: The “costs required for the Subsidized Project” refers to the cost required for performance of the relevant project. As a general rule, the amount must be provided after deducting the amount of the national and local consumption taxes.

Note 2: As for the amount of the “Subsidized Costs”, as a general rule, the amount of the “costs

required for the Subsidized Project” eligible for the Subsidy must be provided after deducting the amount of the national and local consumption taxes.

Note 3: The “amount of the Subsidy applied for” refers to the amount of the “Subsidized Costs” for which grant of the Subsidy is requested, and the amount limit is the amount of the “Subsidized Costs” multiplied by the Subsidized Ratio (any amount less than JPY1 shall be rounded down).

Remark: The size of the paper used shall be the Japan Industrial Standards A4 Format.

(Form 2)

Address

Name (Name of Corporation and Title/Name of Representative Person)

### Outline of Subsidy Project

#### 1. The implementation plan for the Subsidized Project

##### (1) Contents and implementation method of the project

*\*Specific implementation contents and method, based on clarification of issues for each objective of research and development*

*\*Specific proposal to improve outcome of the project*

*\*Implementation location of the project (Address and name of the location)*

##### (2) The implementation timeline

*\*Describe the monthly schedule of the implementation of the project for each implementation contents.*

*\*Describe the implementation procedure in detail.*

*\*Set the actual targets for achievement of the project purpose as milestones and describe them for each item.*

##### (3) The organization for implementation

*\*Provide the implementation structure chart and the number and role of people who are engaged in the project for each item of the project contents (Attachment 1)*

*\*After clarifying the responsible person for entire project implementation, the project leader (exclusively employed for the project) and sub-leaders responsible for each project item, provide their profile, area of expertise and track record of engagement in similar projects..*

*\*Describe outsourcing or commissioning, if planned.*

*\*Describe the name, outline, year, ordering party, etc. of similar projects. If the project was done as your own company's project, state it accordingly.*

*\*Clearly state the experiences of each participating party if you form a consortium.*



2. Plan of the income and expenditure of the Subsidized Project

(1) Income (Unit: JPY)

Item	Amount
Own fund	
*Bond issuance or borrowing	
Other	
Subsidy	
Total	

\*Attach the documents to show the funding plan relating to the relevant bond issuance or borrowing.

(2) Expenditures

I. Summary table

(Unit: JPY)

Classification of costs	Costs required for the Subsidized Project	Subsidized Costs	Classification of the cost burden	
			The amount of cost borne by the Subsidized Project Operating Entity	The amount of the Subsidy applied for
Labor Costs				
Operating costs				
Total				

II. Distribution of Costs (provide the details by project item)

*\*Describe in this sheet or other separate sheets the name of the goods, unit price, man-hour, etc. as basis for the calculation.*

*\*If you form a consortium, clearly describe the breakdown of each company or organization.*

(Unit: JPY)

Type (Example)	The cost required for the Subsidized Project	Subsidized costs	Amount of the Subsidy applied for	Remarks
【Labor Cost】				
...				
Sub total				
【Project Cost】				
Raw material				
Goods purchase				
Outsourcing				
...				
Sub total				
Total				

(Note 1) The “cost required for the Subsidized Project” refers to the cost required to perform the relevant project. As a general rule, provide the amount after deducting the amount of the national and local consumption taxes.

(Note 2) As a general rule, provide the “cost required for the Subsidized Project”, which is eligible for the Subsidy after deducting the amount of national and local consumption taxes in the “Subsidized Costs”.

(Note 3) the “amount of the Subsidy applied for” refers to the amount of the “Subsidized Costs” for which grant of the Subsidy is requested, and the amount limit is the amount of the “Subsidized Costs” multiplied by the Subsidized Ratio (any amount less than JPY1 shall be rounded down).

Remark: The size of the paper used shall be the Japan Industrial Standards A4 Format

### 3. Financial basis and management structure

*\*Describe the outline of your organization; moreover, describe the grounds on which your organization has necessary management basis for smooth implementation of the project as Annex 2.*

*\*Describe the grounds on which your organization is capable of managing funds, etc. (such as organization and storage of evidence documents for expenditures). Furthermore, describe the scheme of the management of the funds (responsible persons and their roles).*

*\*If you form a consortium, all of the above-mentioned items must be described regarding every organization.*

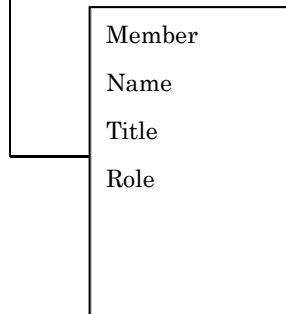
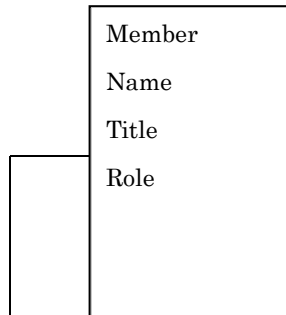
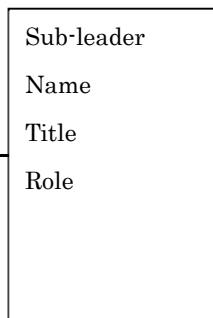
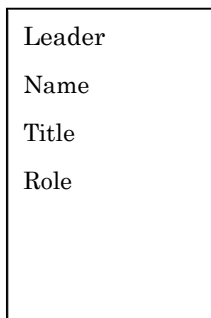
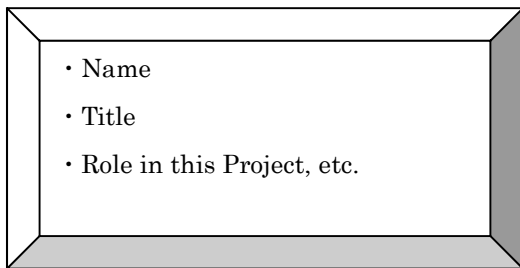
**Implementation Organization Chart**

<p>Content of the descriptions</p>	<ul style="list-style-type: none"> <li>• Develop an organization chart to show the framework for implementation of the Project</li> <li>• The names, titles and division of roles of the personnel in charge must be contained in the implementation organization chart</li> <li>• Clarify persons exclusively employed for this project described in this Chart; and describe the career background, expertise, area of specialty at work and other relevant information must be provided about the key personnel.</li> </ul>
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**Operational Implementation Organization**

\*A concrete description should be provided by showing an implementation organization chart containing the following information for each project item.

\*Specify the name of the contact person in case of a joint application



(Annex 2) Outline of your organization

Note: If you form a team and apply, you must fill in this sheet for every participant.

\*Fill in the data of the latest accounting year in non-consolidated base.

Company name					
Title/name of the representative person					
Contact information	Tel:		Fax:		
	E-mail:				
Head office's address					
Date of establishment	Date:	Account closing month		Small- or medium-sized company	○ or ×
Capital	JPY in thousands	Number of Employees		(indicate by a circle if the company is a small- or medium-sized company)	
Description of business					
Major shareholders (equity ownership)	○○○ (company limited) (60%) ▽□○ (company limited) (30%) □○○ (company limited) (1%)				

(The title and name of the person responsible for preparation: Head of the XX Department,

XX XX

Seal)

\*A personal seal may be used

Please provide the information about all officers in the list below:

Full name in Katakana Full name in Chinese characters	Date of Birth			Sex	Company Name	Title
	Japanese era name Year	Month	Day			
(Example) Taro Keizai Taro Keizai	S 35	01	01	M	Keizai Sangyo Co., Ltd.	President & Representative Director

(Note 1) Add the columns as appropriate if the provided columns are not sufficient to provide full information.

(Note 2) Use one-byte characters and put a space between the first and last names to provide the names in Japanese phonetic symbols (katakana).

(Note 3) Use two-byte characters and put a space between the first and last names to provide the names in Chinese characters.

(Note 4) The letters T, S or H should be used to indicate the Japanese era names for the date of birth and the year should be indicated by a two-digit number.

(Note 5) Use M for male and F for female in one-byte characters to indicate the sex.

(Note 6) For a foreign national, use the alphabet characters to indicate the person's full name in the "Full name in Chinese characters" and the pronunciation of the name in Katakana in the "Full name in Katakana" column.

(Note 7) For a joint application or a Project C, provide the information about all officers of each and every member (company or otherwise) of the group.

(Remarks) The size of the paper used shall be the Japan Industrial Standards A4 Format.

(Other documents)

- (1) Outline of the company or organization such as a brochure, etc.
- (2) The financial results, and statement of revenues and expenses (for the past one year)
- (3) The articles of association or the act of endowment
- (4) Other supporting documents (as needed)

(Reference Material)

### Details of Expenses Items for Subsidization

For the details of expenses items provided for in the Outlines on Procedures of Application please use the following as the reference

Expense item	Description	Corresponding Section in Subsidized Project Administration Manual
I Labor cost	Labor cost for the working hours of persons engaged in project	3,Accounting on labor cost
II Operating Cost		
Raw Material Cost	Cost needed for purchase of raw materials and materials * Raw materials mean those used for producing or manufacturing a totally new thing and in that process their essence will be lost ,and materials mean those becoming component parts of a product or manufacture without losing their essence but with new attributes added.	7. Accounting on consumables cost
Consumables	Expense for purchase of goods needed for project implementation and not belonging to raw materials cost category (but not usable continuously beyond 1 year)	7. Accounting on consumables cost
Design/Fabrication/Processing Cost	Expenses needed for outsourcing from other entities those products impossible or inappropriate for the subsidized project implementing entity to design, manufacture and process himself and not falling under the category of equipment & facilities cost (Outsourcing contract)	8. Accounting on outsourcing cost
Facility/Equipment Cost	Expenses needed for purchase,	



	<p>manufacture and installation of facilities and equipment required for implementing the proposed project</p> <p>*The range of facilities and equipment shall fall under the category of “ Building and accessories ”, “structures ” and “ machinery and apparatus” as stipulated by the Ministerial Order “Order Concerning the Service Year of Depreciable Assets, etc. ”(Order of the Minister of Finance No. 15 of 1965</p>	<p>6. Accounting on expense for equipment, rent and depreciation</p> <p>8. Accounting on outsourcing expenses</p>
Goods Purchase Cost	Expenses needed for purchases of goods (with a proviso that such goods have a service life of more than one year) other than facilities and equipment required for implementing the proposed project	6. Accounting on expenses for furnishings, rent and depreciation
Research Cost	Expenses needed for outsourcing from other entities for those research services impossible or inappropriate for the subsidized project implementing entity to carry out himself (Outsourcing contract)	8. Accounting on outsourcing expenses
Outsourcing Cost	Expenses needed for outsourcing from other entities those goods and services not falling under the categories of designing/manufacture/facilities & equipment expenses and investigation expenses impossible or inappropriate for the subsidized project implementing entity to carry out himself (Outsourcing contract)	8. Accounting on outsourcing expenses
Travel Cost	Expenses for domestic and overseas travelling needed for implementing the proposed project	4. Accounting on travelling expenses
Remuneration	Remuneration needed for implementing the proposed project (Remuneration for external experts, etc. attending conferences, lecture meetings and symposiums, etc. as well as remuneration for drafting lecture / essay scripts and research cooperation, etc.)	5. Accounting on conference expenses and remuneration

<p>Rent/Depreciation Cost</p>	<p>Expenses for lease and rental of machinery, equipment and appliances needed for implementing the proposed project</p>	<p>6. Accounting on expenses for furnishings, rent and depreciation</p>
<p>Other Expenses necessary for Project</p>	<p>Expenses needed for implementing the proposed project not falling under any other expense item category. Example: Commission Quasi mandate expenses needed for quasi-mandating other entities or persons to carry out services impossible or inappropriate for the project implementing entity to do directly, auxiliary staff expenses, personnel dispatching cost</p>	<p>11 Accounting on other expenses 12. Accounting on quasi-mandate expenses 10. Accounting on auxiliary staff expenses, etc.</p>