

## Application Form for Shared Use Program of JAEA Facilities: Filling Instructions

(Updated: Apr.2024)

For the required application forms, please refer the table below.

Form Project classification	Form 1 Basic information	Form 2 For project review	Form 3 For project review	Form 4 For project review
Intended for publication	○	○	○	○
Not intended for public disclosure	○	△	○	△

Symbols) ○ : Required.    △ : Research purpose and Safety check required

### I. Form 1 (common items) : Basic information

#### 1. Facility name and laboratory equipment to use

Completely fill out the names of the research facility, equipment, devices, etc. to use, based on those listed in the Appendices to the Application Guide. (If anything is unclear, please confirm with the staff members in charge.)

If you are planning to use more than one facility or piece of equipment, you must complete (1) and (2) for each.

#### 2. Publication and non-publication of results

Please check the box to indicate whether Non-proprietary Research or Proprietary Research.

#### 3. Project leader

Please enter the name of the appropriate individual who is qualified for application, who is capable of fully grasping the whole of the experiment, and will take full responsibility on site. Students cannot be project leader.

For affiliations, please indicate the course/division of university, position at a private company, or department of national and public research institutions you belong to.

#### 4. Collaborating researchers

List the names of all collaborating researchers participating in the project.

If you require any support from JAEA researchers when using the facilities or

equipment, it is possible to enlist the concerned researchers as collaborators. And, if the concerned researcher is credited as a co-author of published results, expenses (additional expenses) related to such support shall not be charged. However, pre-processing costs required for the operation of the Tandetron accelerator mass spectrometer and the Pelletron accelerator for radioactive age determination will not be waived, because they are not related to the support.

On the other hand, if results are not to be published, compensation for the support from JAEA researchers must be agreed upon beforehand.

#### 5. JAEA staff members consulted

Please list name and affiliation of JAEA staff members whom you have had consultation with.

### II. Form 2 (Research plans, etc.): For project review

#### 1. Overall research plan

This form should be completed by those who are applying for approval of a project intended for publication.

(Applicants not publishing their results need to fill into “1) Research purpose” only.)

(1) Please explain clearly and specifically an overview of the entire research plan for the review process stipulated in the Application Guide, including the following:

- 1) Research purpose (This is not affect the project review of the project not intended for public disclosure.)
- 2) Significance of the research (including creativity and novelty)
- 3) Necessity of facilities and equipment
- 4) Research plan
- 5) Contribution to human resource development (Explain how the research project will contribute to the development of human resources, if relevant.)
- 6) Other

### III. Form 3 (project implementation): For project review

#### 1. Project implementation plans

Regardless of the type of project, this form needs to be completed by each applicant.

(Applicants of Proprietary Research must also fill out this form.)

(1) The project implementation plans should include a clear indication of the equipment to be used, the beam conditions, the duration and number of times of irradiation, the desired exposure conditions, and the scope and number of

experiments. These detailed aspects of use will be required for allocating the machine time and the period of use (which month etc.).

For the desired number of experiment days, please list specifically the number of experiment days required and when (around which month), as well as duration of time required × the number of experiments.

- 1) Equipment, irradiation hole, etc. desired for testing
- 2) Test sample environment, desired number of experiment days, etc.
- 3) Preparatory status of test samples, number of test samples, etc.
- 4) Specific details of the experiment to be performed, exposure planning, etc.  
(If you are bringing in any outside equipment or devices, please list them here.)
- 5) Other

#### **IV. Form 4 (research results/safety, etc): For project review**

##### **1. Previous research results**

This will constitute an important element in the review process. Please list research results and publications (article title, authors, journal name, volume, page, and publication year) related to your proposed use. And if your proposed use are related to previous use of JAEA's shared use facility, please include relevant information. Applicants of Proprietary Research do not need to fill in this section.

##### **2. Safety and other concerns**

Regardless of the type of project, this section on safety needs to be completed by each applicant. (Applicants who are Proprietary Research should also complete this section.)

Describe any special concerns for safety and other related matters.

Additional procedures may be required in the process of applying for permission to start the experiments of the approved project, if the project involves the following:

- 1) Nuclear fuel material
- 2) Radioactive material
- 3) Experiment requiring biohazard containment measures, etc.
- 4) Gene recombination experiment, etc.
- 5) Experiment involving bioethics issues, etc.

Please fill out the necessary safety information for any outside equipment or

devices as well. As a general rule, any test samples or experimental devices brought in from outside must be taken away after the experiment is completed.

### 3. Status of application

An applicant of a project intended for publication must fill out this section, if he or she has filed a separate application under a program sponsored by another organization or entity for use of the same JAEA facility or equipment as that in this application. In this case, please submit a copy of the written application of the relevant issue.

#### Contact information

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Research and Development Promotion Department

Japan Atomic Energy Agency

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#### Remarks

The following cases may be subject to export control.

(1) Sending back samples and equipment (e.g. measuring instruments, handmade experimental instruments) brought in by a foreign user of JAEA facility (non-resident) for joint research and other purposes

When JAEA sends back such items directly to foreign countries upon agreement between JAEA and a foreign user, export control procedures must be followed based on the internal rules of JAEA.

Depending on the items to be sent, permission of the Ministry of Economy, Trade and Industry is required. As there are cases where it takes substantial period of time for the permission to be granted, please allow enough time for the necessary procedures in order to avoid inconveniences arising in the research schedule. Please consult with the International Affairs Department of JAEA if the export control classification is difficult due to complicated specifics of the samples, equipment, etc.

(2) Provision of data obtained through experiment and samples to non-resident foreigners

For sending data (except those in the field of basic scientific research) obtained through experiment, samples, etc. to the foreigners (non-resident) by a user of JAEA facility belonging to a Japanese research institute other than JAEA, there are cases where export control procedures must be taken. In such cases, please go through procedures required in such Japanese research institute appropriately.

(3) Foreigners' taking out data obtained through experiment or samples to their own countries

Please note that non-resident foreigners' taking out data (except those in the field of basic scientific research) obtained through experiment, samples, etc. abroad, he or she must observe the Foreign Exchange and Foreign Trade Control Act of Japan.