



\*Note: "This Application Guideline has been prepared in Japanese and translated into English. The Japanese version is the original and the English version is for reference only. If there are any discrepancies between these two language versions, the Japanese version will take precedence."

## Call for Proposals for “FY 2024 MITOU Advanced Program”

### Application Guideline

*All applications will be accepted electronically.*

Please **be sure to refer** to the Application Procedures in this Guideline and follow the steps to apply.

**Enter your application (pre-application) early!**  
**Submit your electronic application well in advance!**

December 15, 2023

Information-technology Promotion Agency, Japan

Innovation Department, Digital Infrastructure Center

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# 1 Overview

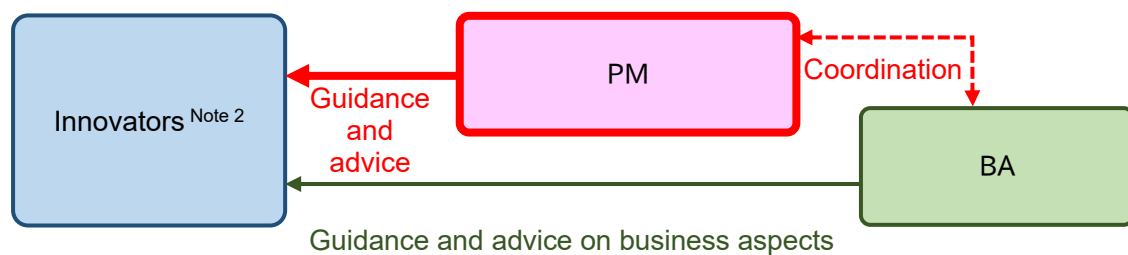
## (1) **Program Purpose and Content**

The Information-technology Promotion Agency, Japan (hereinafter referred to as “IPA”) implements the “MITOU IT Program” to foster IT human resources with excellent technical skills who can create innovations by making full use of IT. A total of more than 2,000 graduates (“MITOU IT talent”) produced so far are active in a variety of fields, including industry and academia.

In light of recent technological innovations such as IoT, Big Data, and Artificial Intelligence (AI) that are dramatically changing the state of industry and society worldwide, we believe that it is important for Japan to actively produce “MITOU-quality IT talent<sup>1</sup>” in industry who can create products and services with uncharted characteristics that can change the world through the use of IT.

To this end, IPA will implement the “MITOU Advanced Program” (hereinafter referred to as “the Program”), which will enable MITOU-quality IT talents to make the most of their ideas and technical skills to solve business and social issues. The Program provides project managers (hereinafter referred to as “PM”) and business advisors (hereinafter referred to as “BA”) with excellent abilities and track records of achievements to provide guidance and advice<sup>Note 1</sup>, and funding commensurate according to the results of activities (results of development).

Figure 1: Image of “Guidance and Advice by PMs and BAs”



Note 1: BA is an expert who works with PM to provide guidance and advice on business aspects such as organizational management, fundraising, legal matters, and intellectual property. In some cases, PM may also serve as BA and provide guidance and training.

Note 2: The selected applicant, who has agreed on the details of project implementation and concluded a contract with IPA, is referred to as an “Innovator.”

## (2) **Subject of Public Offering**

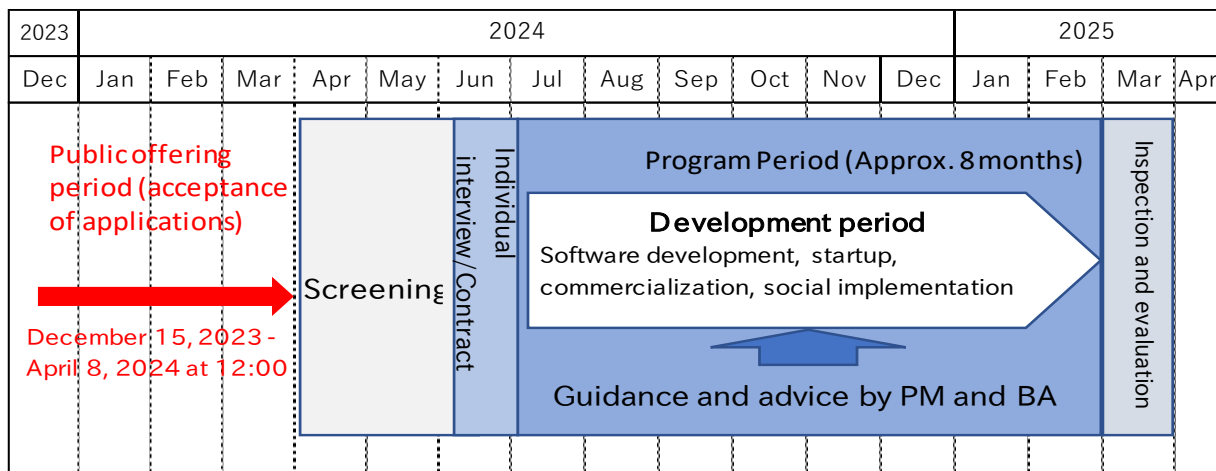
This public offering is open to projects from MITOU-quality IT talents who have innovative ideas utilizing IT that have unchartedness, business potential and/or high social significance, and development feasibility, and who are in the process of planning and conceptualizing products and services based on such ideas, or who are continuing prototype development of such products and services and wish to link them to business and solutions for social issues.

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<sup>1</sup> MITOU-quality IT talents: Human resources with excellent ideas and technical skills who can create innovations by making full use of IT. The program is not limited to graduates of the MITOU IT Program.

### (3) Outline of Schedule

The following is an outline of the schedule for the Program in FY2024.



Event	Schedule	See:
Public offering period	December 15, 2023 (Friday) - April 8, 2024 (Monday) at 12:00	-
Briefing on the public offering	January 18, 2024 (Thursday) at 18:30 Held online	1.(6)
Deadline for application entries (Pre-application)	<b>April 5, 2024 (Friday) at 12:00</b>	5.
Period for acceptance of applications	December 15, 2023 (Friday) - April 8, 2024 (Monday) at 12:00	
Screening period (Preliminary screening and second screening)	April 9, 2024 (Tuesday) - Early June *The second screening is scheduled for mid to late May 2024. As soon as the dates are confirmed, they will be posted on the website below. <a href="https://www.ipa.go.jp/jinzai/mitou/advanced/2024/koubo.html">https://www.ipa.go.jp/jinzai/mitou/advanced/2024/koubo.html</a>	3.(1)
Notification of screening results (Acceptance)	Early June to mid-June 2024	3.(3)

Individual interviews by PMs Confirmation of implementations plans	Mid-June to late June 2024	3.(4)
Program period (Outsourcing period in the contract)	Date of contract signing (scheduled for July 1, 2024 (Monday) - February 28, 2025 (Friday))	4.(2)
Deadline for submission of reports on results	February 28, 2025 (Friday)	4.(7)
Deadline for submission of reports on achievements	March 5, 2025 (Wednesday)	

#### (4) FY2024 PMs

Senior Project Managers:

Ikuo Takeuchi (Professor Emeritus, The University of Tokyo)

Takeshi Natsuno (Specially invited professor at Kindai University, Director of the Institute of Informatics)

PMs:

Hiroshi Ishiguro, Professor (Professor (Distinguished Professor), Department of Systems Innovation, Graduate School of Engineering Science, Osaka University; Visiting Director (ATR fellow), Hiroshi Ishiguro Laboratories at the Advanced Telecommunications Research Institute (ATR))

Shigeru Urushibara (Chairman and Founder, UL Systems. Inc.; CEO, ULS Group, Inc.; CEO, Archway Inc.)

Mami Kajita (Founder and CEO, Singular Perturbations Inc.)

Kazuyuki Shudo (Professor, Academic Center for Computing and Media Studies, Kyoto University)

Tatsuya Harada (Professor, Research Center for Advanced Science and Technology, The University of Tokyo)

Yutaka Hirano (President, HIRANO Research Lab)

Akihito Fujii (CEO and Representative Director, KDDI Digital Divergence Holdings Corporation; Executive Officer, KDDI Corporation)

Hirofumi Miki (President & CEO, MK Management Inc.)

Akiko Murakami (Executive Officer, Chief Digital Officer, General Manager of DX Department, Sompo Japan Insurance Inc.)

#### (5) FY2024 BAs

Koji Osawa (Managing Director and Co-Founder, Global Catalyst Partners; Managing Director and Co-Founder, Global Catalyst Partners Japan)

Jun Kuchii (Director, MITOU Foundation; Senior Advisor, MACNICA Inc.; Executive Officer, COO/Futurist, Fairy Devices, Inc.)

Yoshinori Takano (Partner Attorney, Patent Attorney, Uchida & Samejima Law Firm)

Tatsuro Fujita (Attorney at Law, Uchida & Samejima Law Office)

Nao Mizota (Attorney at Law, Patent Attorney, Uchida & Samejima Law Office)  
Shunsuke Takatama (Attorney at Law, Patent Attorney, Uchida & Samejima Law Office)

## **(6) Briefing on Public Offering**

The scheduled time and date for the briefing on the Program are as follows.

- Date & Time: January 18, 2024 (Thursday), 18:30-19:30
- Venue: To be held online

\*For more information about the public offering briefing and to register for the briefing, please visit the following web page.

<https://www.ipa.go.jp/jinzai/mitou/advanced/2024/koubo.html>

\*You can apply even if you do not attend the public offering briefing.

## **2 Application Requirements**

### **(1) Requirements for Proposers**

Proposers must meet all the following conditions (no age limit). Proposers must be personnel who are actively involved in the development work of the project. Personnel who are involved in the project from a third-party standpoint, such as advisors, etc., regardless of their title, and who are not actively engaged in the development work of the project, will not be accepted as proposers.

- a. Be individuals or teams of individuals (proposals will not be accepted from legal entities<sup>2</sup>).
- b. Not have been selected in a previous MITOU Advanced Program.
- c. Reside in Japan for the period indicated in the Program period (the outsourcing period in the contract).
- d. Be willing to contribute to the development of IT-related industries in Japan by utilizing the proposed project.
- e. Have no relationship with antisocial forces.

In addition, please check the information related to the requirements for proposers in “8. Other Notes on Applications”.

### **(2) Requirements for Submitted Projects**

Submitted projects must meet all of the following conditions. Projects that do not meet the following conditions will not be considered.

1. Projects that possess an innovative IT-based idea with unchartedness, business potential, high social significance, and development feasibility, are in the process of planning and conceptualizing a product or service based on the idea, or in the process of developing a prototype of the product or service and are capable of solving business and social issues. There are no specific fields of projects to be considered.
2. The technology and information to be used in the proposed project or the proposed project itself must not be

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<sup>2</sup> If you belong to a company or other organization, a letter of approval from your organization is required at the time of signing the contract. For details, please refer to "8. Other Notes on Applications".

restricted by any contracts, agreements, etc. (confidentiality pledge, non-competition agreements, etc.) with any company, organization, individual, etc. the proposer has been involved with in the past. The proposed project must be smoothly executed throughout the duration of the MITOU Advanced Program (the outsourcing period in the contract).

- Please be careful to ensure that the content of your proposal does not infringe on patents or other rights held by others.
- Only one project per proposer may be submitted (the same person is not allowed to be part of more than one proposal) .
- Although it is possible to submit applications for other MITOU Programs, once one of the proposals has been selected, the other proposals will be excluded from the screening process for the MITOU Advanced Program. The same applies, in principle, to proposals by multiple applicants that include members who have submitted applications for other MITOU Programs.
- Upon application, the Pledge must be submitted, affirming that the requirements indicated in “2. Application Requirements (2) Requirements for Submitted Projects Part 2” have been met. If IPA determines that there is any violation or misrepresentation of the contents of this pledge after the conclusion of the contract with IPA, IPA reserves the right to terminate the contract.
- If the content of the proposed project is closely related to the business of the proposer’s affiliated organization and appears to be one of the business models of the proposer’s affiliated organization, the proposal may be determined to be a proposal as an organization with legal personality and may not be considered for screening.



### 3 Screening

#### (1) **Screening Procedure**

The screening process will be conducted as follows to decide on candidate projects for adoption.

##### a. Preliminary screening

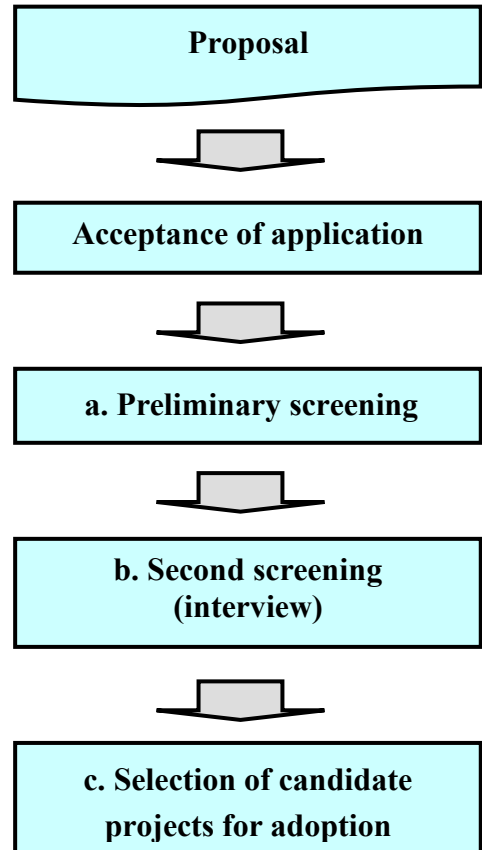
- All proposals will be subject to a screening of submissions.
- Proposals will also be reviewed to determine whether they conform to the purpose of the Program and meet the requirements detailed in “2. (1) Requirements for Proposers.”

##### b. Second screening (interview)

- Proposed projects that pass the preliminary screening will be subject to a second screening.
- The judges will hold interviews on the contents of the proposals. The date and method (online, on-site, etc.) of the interviews will be communicated separately to the proposers.  
(If travel costs between home and the venue of the second screening are incurred, they will be paid separately in an amount determined by IPA.)

##### c. Selection of candidate projects for adoption

- Candidate projects for adoption will be selected based on the results of the second screening.



#### (2) **Screening Criteria**

##### a. Requirements for proposers and projects

“2. (1) Requirements for Proposers” and “2. (2) Requirements for Submitted Projects” must be satisfied.

##### b. Specific content of proposals

1. Unchartedness	The project must have unchartedness (innovative nature that can change the world by utilizing IT).
2. Business development potential or high social significance	In addition to a clear target (target market, social issues, or users) for the product/service to be developed, the product/service must be recognized for (1) its potential for business development in terms of the level of needs, scale, and superiority, or (2) its high social significance in terms of its leadership and ability to communicate its message.
3. Development feasibility	The development function of the product/service with the technological seeds of the project at its core must be clear, the division of roles committed to by the team and the development schedule and development budget must be organized and expressed in concrete terms so that the development can be expected to be realized.

### **(3) Notification of Screening Results (Acceptance)**

In order to evaluate the selected candidate projects for adoption from an objective viewpoint, IPA will conduct deliberations by a committee<sup>3</sup> consisting of outside experts. IPA will then deliberate and decide on the projects to be adopted.

All proposers will be notified in writing of the final screening results in early to mid-June 2024. Information regarding the results of the selection process will also be announced on IPA's website.

### **(4) Individual Interviews by PM (Decision on Innovators)**

In order to match the PMs selected by IPA with the selected projects for adoption, the PMs will conduct individual interviews with the proposers who are selected in (3) above. If the PM and the selected proposer recipient are successfully matched (agreement on the details of project implementation), the proposer will be selected as the "Innovator" of the Program.

## **4 Terms and Conditions**

### **(1) Matching with PMs**

**If a match is not made** by the end of the period for individual interviews by the PM detailed in 1. (3), **IPA will deem it difficult to implement the project and will not conclude a contract.**

### **(2) Program Period**

The program period shall be the minimum period required for each project, but, as a general rule, shall be from the date of contract signing to February 28, 2025 (Friday).

Please complete the contracting procedures as soon as possible after the matching is established, as delays in contracting will shorten the program period.

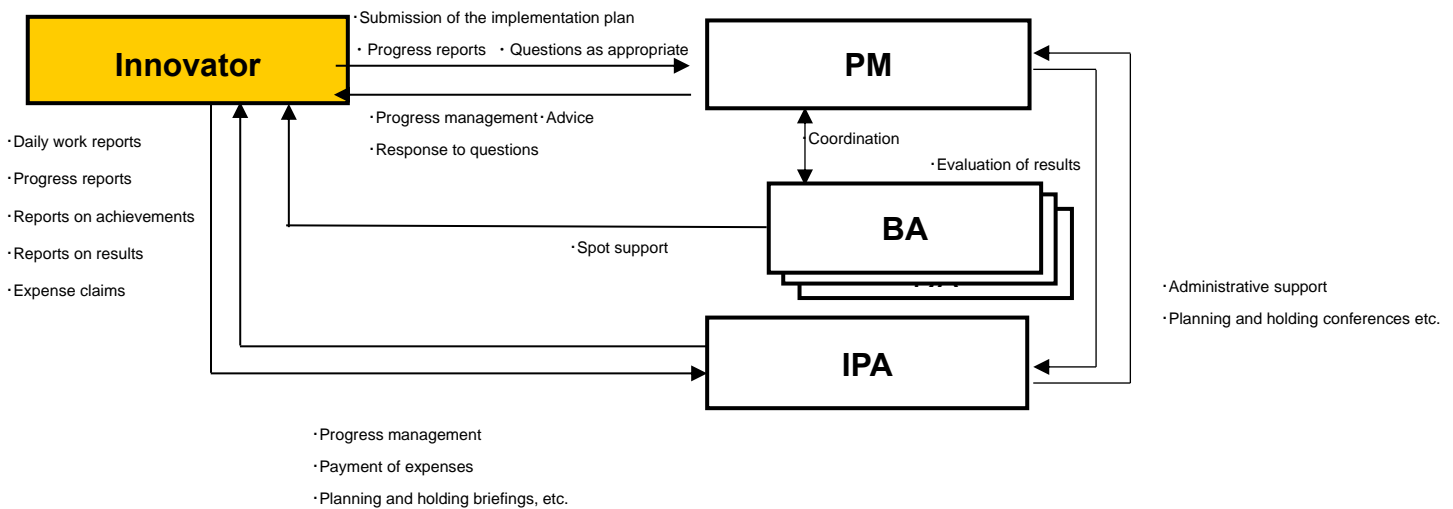
### **(3) Contract Form**

An outsourcing contract will be signed between IPA and Innovator. The payment of the contract deposit at the time of conclusion of the contract will be waived in full.

The roles of the Innovator, PM, BA, and IPA after the project starts are as follows.

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<sup>3</sup> In the MITOU Advanced Program, committee members are selected from various fields of expertise to deliberate on the management of the Program.



#### (4) Project Scale and Scope

The contract scale (project cost) per project is determined by the number of hours of work required for the project x the hourly rate.

##### a. Hourly Rate

The flat rate is 4,700 yen/hour/person.

Please note that the monthly work hours per Innovator should be planned so as not to exceed 200 hours.

##### b. Maximum cost per project

The maximum amount is 15,040,000 yen (however, the maximum amount for a one-person project is 7,520,000 yen).

##### c. Costs covered by contract

The contract will only cover expenses related to the work time required by each Innovator for the project and will not cover expenses related to project operations (e.g., purchase of goods).

However, although not covered by the contract, travel and transportation costs for camps, conferences, etc. will be partially covered by IPA. For details, please refer to “8. (4) Scope of Travel and Transportation Expenses.”

##### d. Other special items related to the contract

If the Innovator is a dependent of a parent or other person, depending on the amount of the commission earned by the project, it may exceed the scope of support as defined by income tax or social insurance regulations.

In addition, if the project of a minor is adopted, the guardian will be designated as the legal representative (or proxy) to enter into a contract with IPA.

## **(5) Payment of Costs**

After the expiry of the outsourcing period in the contract, the commission amount will be finalized, and payment will be made after inspecting the contents of the results report and performance report indicated in “(7) Submissions.”

In determining the amount of commission, payment cannot be made for any portion of the actual amount on the performance report that exceeds the contract amount. If the actual amount is less than the contract amount, the actual amount will be the payment amount.

If, in the middle of the contract period, costs are requested based on the actual work required for the project, IPA will pay the costs (estimated payment) at a rate of about once every three months.

However, if the project does not pass the final inspection at the end of the outsourcing period, or if the contract is terminated in the middle of the outsourcing period, the full amount paid must be refunded.

## **(6) Project Progress Reports**

The Innovator shall prepare a progress report on the work and provide regular reports to PM and IPA.

If the project indicates that it is no longer expected to produce successful results, or if the Innovator fails to respond in good faith to an administrative request from IPA or PM guidance, IPA may terminate the contract after consultation with the PM. The contract may also be terminated if the Innovator is found to be in violation of any of the items stipulated in this Application Guideline, the contract, and the Administrative Procedures. In such cases, if any costs have been paid, the Innovator must refund the full amount.

## **(7) Submissions**

Please compile and submit the following reports:

- Results report: A summary of the results of the project carried out.
- Performance report: A summary of the project costs incurred.

## **(8) Inspection**

IPA and the PM will inspect the implemented project in accordance with the implementation plan attached to the contract.

## **(9) Post-Project Report etc.**

After the contract period, the Innovator will regularly report every year for five years in principle, or whenever requested by IPA, on the status of patent applications related to the project results, practical application and dissemination of the project results, and entrepreneurship and commercialization of the project results. In addition, on-site investigations may be conducted.

If requested to participate in briefing sessions, etc. related to the project, Innovators are requested to comply.

In addition, when publishing the project results and its derivatives on the Web or presenting papers, etc., the Innovator is requested to clearly state that the project results were made possible by IPA's support.

## **(10) Nondisclosure**

IPA and the Innovator shall not divulge to any third parties any confidential information of the counterparty

obtained in the course of mutual performance of the contract and shall not use such information beyond the scope of the purpose of the contract. In addition, IPA shall not disclose such information to any third parties, except to the minimum extent necessary to comply with laws and regulations, requests from government and public offices, or for the purpose of the public interest.

**(11) Personal Information**

The proposers' personal information will be used for reviews and various communications for the implementation of the Program and may be used to prepare various statistics and other materials that are processed in a manner that does not identify specific individuals.

In addition, such personal information provided will not be used for any purpose other than those stated above, except when such provision is required by law or by government and public offices.

**(12) Intellectual Property Rights, etc. relating to the Results**

Intellectual property rights pertaining to the results of the Program shall belong to the Innovator who implemented the project, provided that the Innovator signs and submits a "Letter of Confirmation" as described in "8. (5) Letter of Confirmation" and complies with its contents, in accordance with Article 17 of the Industrial Technology Enhancement Act.

However, if it determines that use is necessary from a public interest standpoint, IPA will ask the Innovator to grant IPA permission to use the above intellectual property rights. For details, please refer to "8. (5) "Letter of Confirmation".

**(13) Others**

If you have received, are currently receiving, or are in the process of applying for a grant, etc., from a public institution, etc., for a project similar to the project proposed for the Program (hereinafter referred to as the "Proposal") during the period from June 2022 until before the contract is signed, please report to IPA the name of the institution, etc., the name of the grant program, etc. and its relationship to the Proposal at the time of application to the MITOU Advanced Program. If you intend to apply for a grant from another public institution after applying for the MITOU Advanced Program, please report to IPA at the time of application, name of the institution, name of the grant program, duration of the grant, and its relationship to the Proposal.

In addition, if you have received, are currently receiving, or are in the process of applying for a grant, etc., of a similar nature to this Proposal, provided by a private company (including universities, funds, etc.) other than a public institution during the period from June 2022 until before the contract is signed, please report to IPA the name of the organization, etc., the name of the grant program, duration of the grant and its relationship to the Proposal at the time of application to the MITOU Advanced Program. If you intend to apply for a grant from another private company after applying for the MITOU Advanced Program, please report to IPA at the time of application, name of the organization, name of the grant program, etc., duration of the grant, and its relationship to the Proposal.

If it is determined there is overlap with the grants mentioned above, the Proposal may not be adopted.

In the event of improper paperwork or false or concealed reporting to IPA, IPA will terminate the contract and will not pay all or part of the commission fee, or, if payment has already been made, the Innovator must refund the full amount.

## 5 **Application**

Applications for the Program will be accepted electronically. Please note that applications submitted through other methods will not be accepted.

\*Google Forms will be used for applications for the 2024 MITOU Advanced Program.

\*Please pay close attention to the application deadlines. All times are shown in Japan Standard Time.

Deadline for application entry (pre-application): **April 5, 2024 (Friday) at 12:00**

Deadline for applications : **April 8, 2024 (Monday) at 12:00**

### (1) **Application Entries (Pre-application)**

**To apply for the Program, you must first make an application entry (pre-application).**

It is not mandatory to apply for the Program after application entry, so please complete the application entry first if you are considering applying.

To submit an entry, please enter the required information on the web page at the URL shown below.

If a group is submitting a proposal, a representative must act on behalf of the group.

- Name of applicant
- E-mail address of applicant \*1
- Contact phone number of applicant \*2
- Date of birth of applicant \*3
- Affiliation of applicant (name of company, school, etc.) \*3
- Questionnaire (How did you learn about the “MITOU Advanced Program” and what do you expect from the “MITOU Advanced Program”)

\*1: This is the address for sending communications such as completion of entry acceptance, URL for application page, and information related to the public offering.

\*2: This number will be used only when IPA needs to contact you if it is not possible to do so by e-mail or for other reasons. Please use a phone number where you can be reached during the daytime, such as a cell phone.

\*3: The information will be used for personal identification purposes in the event that another entry is received for an application with the same first name and surname.

\*If you wish to receive instruction in English from the PM, or to submit your application entry and application materials in English, please contact the email address below by **Monday, March 18, 2024.**

MITOU Advanced Program Office

MITOU Operations Group, Innovation Department, Digital Infrastructure Center, IPA

E-mail : [disc-mitouad2024-koubo@ipa.go.jp](mailto:disc-mitouad2024-koubo@ipa.go.jp)

**(2) Notification after Entry of Application**

Once your application entry has been accepted, an email containing the URL of the application page will be sent to the email address registered in the “E-mail address of applicant.” (We will send a notification e-mail within one business day after your application entry is received. If application entries are submitted during weekday evenings, Saturdays, Sundays, or holidays, etc., notification will be sent on the next business day after application entry (between 9:30 and 18:15 on weekdays excluding Saturdays, Sundays, and holidays, etc.). If you do not receive an email notification after one business day, please contact the MITOU Advanced Program Office as indicated in (1) above.)

**(3) Entry Items and Files to be Submitted at the time of Application**

The following are the items to be entered and files to be submitted at the time of application.

- a. Personal information of Proposer .....<Entry 1> (Required)
- b. Application amount and project outline.....<Entry 2> (Required)
- c. Pre-confirmation sheet .....<Entry 3> (Required)
- d. Pledge.....<File 1> (Required)
- e. Detailed proposed project documents.....<File 2> (Required)
- f. Self-introduction video (maximum of 1 minute as a team, 1 file) .....<File 3> (Optional)
  - In video files such as an MP4 format, the data size of the file should not exceed 30 MB. If the file exceeds 30 MB, please store the file in an online storage service, etc., and issue a shared link URL and include it in “e) Detailed proposed project documents.”
- g. Reference materials (free format) .....<File 4> (Optional)
  - When submitting papers or other materials, demonstration files, demonstration videos, etc. as reference materials, the data size of the files should not exceed 30 MB. If the files exceed 30 MB, please store them in an online storage service, etc. and issue a shared link URL and include it in “e) Detailed proposed project documents.”

(Note 1) Submitted documents will not be returned. Submitted documents will be used only for the purpose of reviews and will be kept strictly confidential at IPA.

(Note 2) If you wish to receive instruction in English from the PM, a), b), c), and e) may be submitted in English instead of Japanese. If you wish to submit your application in English, please contact the above e-mail address.

**(4) Filling in the Web form**

- a. URL notification of application page
  - An email containing the URL of the application page will be sent to the “E-mail address of applicant.”
- b. Filling in the Web form
  - Access the URL of the application page specified in the e-mail. Please log in to your Google account before proceeding to fill in the web form. (If you do not have a Google account, please obtain one first.) Please follow the instructions on the web form and complete the registration by entering the “Personal

information of Proposer (Entry 1),” “Application amount and project outline (Entry 2),” and “Pre-confirmation sheet (Entry 3)” into the web page form and uploading the electronic files for the “Pledge (File 1),” “Detailed proposed project documents (File 2),” “Self-introduction video (File 3)” and “Reference materials (File 4).”

If there is a problem, such as missing required information, an error message will appear on the web form screen, so please follow the instructions on the page to enter the information correctly.

\*Even after completing your registration, you may modify it as many times within the application period. In such cases, please use the web form to correct the information and/or upload the electronic file again to complete the registration.

c. **Notification of completion of electronic application**

When the registration is completed, a “Registration Completed” message will appear on the web form screen and an email will be sent from Google to the email address of the Google account used in the web form. This email notification from Google will serve as notification of the completion of the electronic application.

**(5) Application Deadline**

The deadline for this public offering is **Monday, April 8, 2024, 12:00 p.m.** Japan standard time, and applications received electronically by the deadline will be considered valid.

The time when the web form is registered is the time of acceptance. Proposals received by IPA by the deadline will be reviewed, so please allow plenty of time to work on your proposal. Please note that if you do not submit an application for too long after accessing the web form, your session will be cut off. Since it takes at least 15 minutes to complete registration, we recommend that you prepare the information to be entered in advance.

**(6) Deletion of Application Data**

After the public offering period, IPA will delete the application data as soon as possible upon downloading.

**6 Guideline on Registration and Filling in Documents**

For electronic application, please follow the instructions for inputting and filling in each item described below.

**(1) Notes on Filling in the Web Form (Common to Entry 1, 2 and 3)**

Please enter all information in Japanese on the web form. However, terms and phrases that are commonly used in languages other than Japanese may be entered as they are. If submission in English is approved after consultation with the secretariat as described in “5. (1) Application Entries (Pre-application)”, it will be handled separately.

**(2) How to fill in the Personal information of Proposer (Entry 1)**

Check the box when a message appears asking for your consent to have your Google account email address recorded for your response.



<Name, date of birth (western calendar) > (Required)

Enter the name, and date of birth (Western calendar) of Proposer 1 (representative).

If Proposer 1 is a foreign national, please enter the name in letters of the alphabet as it appears on the residence card or special permanent resident certificate.

<Name of organization, department, and position> (Required)

If Proposer 1 (representative) is affiliated with an organization, please provide the name of the organization, department, and position.

If the organization to which Proposer 1 (representative) is affiliated to is a corporation such as a joint stock company, please provide the following information.

- Shareholder structure, sales, profits, capitalization, role/position of Proposer 1 (representative) in the organization (whether Proposer 1 is involved in the management of the organization or is an employed worker), etc.

If Proposer 1 is a student, please enter the name of the school, department, and year of study, and if Proposer 1 is a freelancer with no organization, please enter “freelance” in the “Name of Organization” field.

Please note that if details of affiliation are intentionally omitted, the contract may not be signed or may be terminated.

<Mailing address, backup e-mail, phone number> (Required)

Please provide contact information for Proposer 1 (representative).

\*To use the affiliated organization as the mailing address, please be sure to include the name of the organization and department in this column so that the mail can be delivered.

Please mark the taxable business classification of the proposer (tax exempt or taxable). Individuals who are not engaged in business should mark the tax-exempt business category.

- Tax-exempt business operators: For sole proprietors, this refers to businesses operators with taxable sales of 10 million yen or less for the year before last and for corporations, for the fiscal year before last. However, there are exceptions, so please refer to the National Tax Agency’s website for details.
- Taxable business operators: For qualified invoice issuing businesses or sole proprietors, this refers to business operators with taxable sales exceeding 10 million yen for the year before last, and for corporations, business operators with taxable sales exceeding 10 million yen for the fiscal years before last. (\*)

\*This does not apply to taxable business operators with taxable sales of 10 million yen or less for fiscal year before last.

<Short CV, academic and professional background, etc.> (Required)

Please provide the latest academic and professional background, etc. of Proposer 1. Please note that contracts cannot be executed with those who have not provided details.

<Whether or not affiliated organization has given its consent> (Required)

If Proposer 1 is affiliated with an organization, please select the applicable choice, whether the affiliated organization has agreed to accept support measures under the Program and to attribute the development results to the individual Innovator. Please note that a written letter of approval from the organization must be submitted at the time of signing the contract. For details, please refer to “8. Other Notes on Applications.”

For team applications, please provide the following information for the second and subsequent proposers.

If there are second to sixth proposers, after entering the information of the previous proposer, a question will appear asking whether to continue registering members. Answer “Yes” to this question and continue entering the information. If there are more than 7 proposers, please follow the question and enter all the proposers after the 7th proposer together.

Please be sure to provide information for all proposers.

Please also note that if information for any of the proposers is intentionally omitted, the contract may not be signed or may be terminated.

<Names, dates of birth (western calendar)> (Required)

Provide the names, and dates of birth (western calendar) of the second and subsequent proposer(s).

If any of the proposers is a foreign national, please enter the name in letters of the alphabet as it appears on the residence card or special permanent resident certificate.

<Name of organization, department, and position> (Required)

If the second and subsequent proposers are affiliated with organizations, please provide the names of the organizations, departments, and positions.

Additionally, if the affiliated organizations are legal entities such as corporations, please provide the following information for each proposer.

- Shareholder structure, sales, profits, capitalization, role/position of the proposer in the organization (whether the proposer is involved in the management of the organization or is an employed worker), etc.

If the second and subsequent proposers are students, please enter the names of their schools, departments, and years of study, and if the second and subsequent proposers are freelancers with no organization, please enter “freelance” in the field.

Please note that if details of affiliation are intentionally omitted, the contract may not be signed or may be terminated.

<Consumption taxable business classification> (Required)

Please mark the taxable business classification of the second and subsequent proposers (tax exempt or taxable). Individuals who are not engaged in business should mark the tax-exempt business category.

- Tax-exempt business operators: For sole proprietors, this refers to business operators with taxable sales of 10 million yen or less for the year before last and for corporations, for the fiscal year before last. However, there are exceptions, so please refer to the National Tax Agency’s website for details.

- Taxable business operators: For qualified invoice issuing businesses or sole proprietors, this refers to business operators with taxable sales exceeding 10 million yen for the year before last, and for corporations, business operators with taxable sales exceeding 10 million yen for fiscal years before last.

<Short CV, academic and professional background, etc.> (Required)

Please provide the latest academic and professional background, etc. of the second and subsequent proposers.

<Whether or not the affiliated organization has given its consent> (Required)

If any of the second and subsequent proposers is affiliated with an organization, please select the applicable choice, whether the affiliated organization has agreed to accept support measures under the Program and to attribute the development results to the individual Innovator. Please note that a written letter of approval from the organization must be submitted at the time of signing the contract. For details, please refer to “8. Other Notes on Applications.”

### **(3) How to fill in the Application amount and project outline (Entry 2)**

<Project name> (Required)

Please provide a concise, easy-to-understand name that accurately and concretely describes the proposal within 15 words.

\*The project name may be subject to change at the time of contract based on consultation between the PM and IPA.

<Total cost of implementation> (Required)

Please calculate the estimated cost for the outsourcing period of the proposed project and enter the amount in yen (excluding consumption tax for tax-exempt businesses and including consumption tax for taxable businesses).

Details regarding the handling of consumption tax will be confirmed again at the time of signing the contract.

Please note that the actual project cost may differ from the total cost of implementation due to review and assessment in the process of adoption and contract.

<Summary of the proposed project> (Required)

Please provide a brief summary of the proposed project approximately from 300 to 500 words in an easy-to-understand manner.

If the proposed project is adopted, this summary will be published on the IPA website, so please fill out the form with the assumption that it will be available to the general public.

<Include all intellectual property rights information related to the proposed project> (Only if applicable)

Please provide information on any patents or other rights that you have already obtained or applied for in connection with the proposed project. Intentional failure to report such information may result in termination of the contract.

If there is any conflict with patents or other rights obtained by a third party, please provide such information. However, information on licenses, copyrights, etc. of open-source software used for implementation is not required.

#### **(4) How to fill in the Pre-confirmation sheet (Entry 3)**

The information in the confirmation section is very important for the judges during the screening process. Please select the option button for the relevant section and provide detailed information as necessary. The response should be made for all proposers, not just the proposal representative.

\*Notes on subsidies, etc. from other public institutions, etc. (Required)

Please reconfirm the information set out in “4. Terms and Conditions (13) Others.” If the proposers have received, are currently receiving, or are planning to receive a grant from a public organization, etc. after June 2022, please be sure to provide the name of the organization, the name of the program (project, etc.), specific details of the program, and its relationship to the Proposal. Please note that the proposal may not be adopted if it is deemed to duplicate the above-described proposal.

#### **(5) How to submit the Pledge (File 1)”**

Please download the “Pledge” form from the URL below, check the contents, fill in the name and address (the same as on the resident certificate), and submit it as an attachment to the web form.

<https://www.ipa.go.jp/jinzai/mitou/advanced/2024/koubo.html>

#### **(6) How to prepare Detailed proposed project documents (File 2)**

- File 2 may be in any format but must be submitted as a PDF file.

Provide the name of the proposed project and the name of the proposer on the first page. If the proposer is a foreign national, the name should be written in letters of the alphabet as it appears on their residence card or special permanent resident certificate.
- All descriptions should be written in Japanese. However, terms and phrases that are commonly used in languages other than Japanese may be written as they are. (If submission in English is approved after consultation with the secretariat in accordance with 5. (1) Application Entries (Pre-application), it will be handled separately.)
- Please **convert the documents to a PDF file (maximum data size 20MB)**. The submitted documents should be in A4 size, portrait orientation, horizontal writing and font size of “10 points or more.”
- The “Detailed Proposed Project Documents (File 2)” is available in **Microsoft Word (.docx)** as a standard downloadable form, but other file formats can be used. In such cases, please prepare the form according to the standard form and be careful not to omit any items.

As mentioned above, please convert the file to a PDF file for submission.
- Please provide a summary of 10 to 15 pages on the following.
  - a. Project background, objectives, and goals
    - Please carefully describe the background, objectives, and goals of the Proposal, both in terms of development and commercialization (or social implementation that will contribute to solving social issues), in a manner that can be understood by those who are not experts in the field.

- b. Uncharted claims regarding development, expected effects, etc.
- Please explain what novel and original ideas on which the research and development of the technology will be based on and the superiority of the technological seeds the proposers possess. Also, please explain what effects can be expected from the use of the results of the technologies that will be researched and developed.
- c. Specific procedures
- To confirm the precision of the plan, please describe the following items
    - Current prototype (if a prototype already exists)
    - Details of development during the program period
    - Development system: Is the system capable of achieving the goals? In the case of a team, please include the division of committed roles and responsibilities. If there are members who have applied for other MITOU Programs, please also describe how the system will function if they leave the project.
    - Developer skills: Does the proposer have the skills necessary to conduct development, such as programming? In addition, if the proposer is a graduate of the MITOU IT Program or a certified super creator, please state so.
    - Development Gantt chart (Schedule)
    - Challenges to be overcome and their solutions
- d. Novelty and superiority of commercialization and/or social implementation, and envisioned target and scale
- Describe the novelty, superiority, etc. of the product/service to be developed in this proposal, as well as the target market, social issues, or users. Please also describe the size of the needs (market size and user size) in detail. If there are competing services or similar projects, please describe how they compare with this proposal (differences, advantages, etc.).
- e. Specific steps for commercialization and/or social implementation
- Please describe the following items regarding how to proceed with commercialization and/or social implementation.
    - Business model of the product/service to be developed in this proposal, or service model for social implementation
    - Details of work toward commercialization and/or social implementation during the program period (establishment of commercialization system, marketing, etc.)
    - Work system: Is the system capable of achieving the goals? In the case of a team, please include the division of committed roles and responsibilities. If there are members who have applied for other MITOU Programs, please also describe how the system will function if they leave the project.
    - Work Gantt chart (Schedule)
    - Challenges to be overcome and their solutions
- f. Plan for commercialization and/or social implementation after the program period
- Please describe the personnel plan, cost plan, sales plan (or plan for practical application in social implementation), etc. after the program period for the product/service developed in this proposal.
- g. Summary of budget breakdown

- As an estimate of the cost for the program period of the proposed project (the outsourcing period in the contract), please organize and describe the basis for calculating the budget for the “Total cost of implementation (up to 15,040,000 yen, and up to 7,520,000 yen for a one-person project)” stated in Web Form Entry 2 in a spreadsheet or other format, along with the operating plan for all team members. Please note that the operation plan should indicate the total work hours during the program period (the outsourcing period in the contract).
- h. Differences between the proposed project and the business model/technology development conducted by the affiliated company (please provide details if any of the proposers are affiliated with a company, etc.)
- Please describe how the business model or technology development of the product or service to be developed in this Proposal differs from the business model or technology development conducted by the proposer’s affiliated company. If the business model or technology development of the product or service to be developed in this Proposal is not similar to the business model or technology development conducted by the proposer’s affiliated company, please indicate to that effect.
- **If the documents submitted do not meet the above requirements, they will be excluded from the screening process and the project will be disqualified.**

## **7 Contact Information for Inquiries on Public Offering/Program**

- If you have any questions regarding the public offering, please first read the “FAQ” on the following IPA website for the FY2024 MITOU Advanced Program.  
<https://www.ipa.go.jp/jinzai/mitou/advanced/2024/faq.html>
- If you have any questions that cannot be resolved in the “FAQ” section above, please contact the following office by e-mail.

MITOU Advanced Program Office

MITOU Operations Group, Innovation Department, Digital Infrastructure Center, IPA

E-mail : [disc-mitouad2024-koubo@ipa.go.jp](mailto:disc-mitouad2024-koubo@ipa.go.jp)

\*Period for receipt of questions: December 15, 2023 (Friday) - April 5, 2024 (Friday), at 12:00

\*Please note that it may take some time before you receive a response, so please be careful not to submit your inquiry too close to the deadline.

## **8 Other Notes on Applications**

### **(1) Applications from Foreign Nationals**

Foreign nationals applying must present an original or a copy (front and back) of their Resident Card or Special Permanent Resident Certificate at the second screening (interview) as proof that they have residence status and can work during the program period. A copy must be submitted if selected for adoption.

Please note that IPA only supports Japanese, and is therefore necessary to include project members who are proficient in Japanese.

## **(2) Applications from Members of Organizations**

If the proposer belongs to an organization, please obtain the understanding of the organization in advance that the proposer will receive support measures under the Program and that the development results will belong to the individual Innovator. In addition, please submit a written approval from the organization at the time of signing the contract as proof that the proposer has the consent of the organization. If the proposer will also become affiliated with an organization during the program period, please submit the consent form after the affiliation.

When preparing and submitting the above consent form, if the proposer needs an official commission request document from IPA to the effect that “the development work will be outsourced to an individual Innovator”, please inform IPA of the name of the organization to which the request is to be made and the title, name and address of the head of the organization, etc. at the time a decision is made to adopt the project.

Please refer to the web page below for an example of the consent form.

<https://www.ipa.go.jp/jinzai/mitou/advanced/2024/koubo.html>

## **(3) Applications from Minors**

Minors applying for the Program must obtain prior consent from their guardians that they will receive support measures under the Program and that their guardians will be the contracting party (legal representative or agent).

In addition, as proof of consent from parents, equivalent relatives, or other guardians, please refer to the example of the consent form and submit a written consent form from the guardians at the time of the second screening (interview).

Please refer to the web page below for an example of the consent form.

<https://www.ipa.go.jp/jinzai/mitou/advanced/2024/koubo.html>

## **(4) Scope of Travel and Transportation Expenses**

In addition to the expenses covered by the contract, IPA will cover a part of the travel and transportation expenses in the following cases during the program period. The details will be explained in the “Administrative Procedures for Outsourcing Contracts” to be separately stipulated.

- a. Transportation costs for the Innovator to attend meetings and briefings with PMs that are 100 km or more one way. The cost of the most efficient and economical route will be covered.
- b. Lodging expenses when meetings and debriefing sessions take the form of a camp or when IPA recognizes that lodging is necessary for transportation reasons. The actual expenses will be covered up to the amount set by IPA upon submission of receipts from the lodgings as documented evidence.

\*Travel expenses for transportation of less than 100 km one-way, information gathering and various surveys necessary for project execution, and presentation of development results at academic conferences, etc. are not covered.

## **(5) Letter of Confirmation**

The Confirmation Letter is a document to be submitted by the Innovator to IPA when the rights of the deliverables related to the commission are vested in the Innovator for the government to activate research activities related to technology and to promote efficient utilization of the results of such activities in accordance

with Article 17 of the Industrial Technology Enhancement Act.

If the contents of the confirmation letter are not informally accepted, the project may not be adopted because it is deemed that the results of the project are not expected to be efficiently utilized.

The content of the letter of confirmation is detailed below.

----- (Content of the Letter of Confirmation) -----

1. If the Innovator (hereinafter referred to as “Second Party”) produces an invention, etc. pertaining to the results of the outsourcing work (hereinafter referred to as “the Outsourcing Work”) of the “Outsourcing Contract Information Property No. ..., FY20 ... (M) ... (D) 20 ... of the “MITOU Advanced Program (Project Name) in FY20 ... (M) ... (D) ... 20 ... , the Second Party shall report said invention, etc. to the Information-technology Promotion Agency, Japan (hereinafter referred to as the “First Party”) without delay based on the provisions of the said Outsourcing Contract.
2. In the event that the First Party requests a license to that effect that it is particularly required for the public interest, the Second Party shall grant to the First Party (including third parties designated by the First Party) the right to implement the intellectual property right concerned without charge and within the scope and period necessary to satisfy the above requirement.
3. In cases where it is recognized that the Second Party has not utilized the relevant intellectual property right for a considerable period of time and no justifiable reason is recognized for not doing so, if the First Party requests a license to the effect that it is particularly necessary to promote the utilization of said intellectual property right, the Second Party shall, within the time limit stipulated by the First Party, grant to the third party designated by First Party the right to implement said intellectual property right conditioned on the period necessary to meet the above-mentioned requirement. If the Second Party does not grant the license within the said time limit, it is understood that the license shall be deemed to have been granted to the third party concerned on the date of the expiration of the time limit in accordance with the terms and conditions determined by First Party within reasonable bounds.
4. In the event that the Second Party grants the right of use to First Party in accordance with 2. above, the Second Party shall cooperate with First Party in the smooth use of said right.
5. If the First Party requests a reason for not utilizing said intellectual property rights for a considerable period of time in accordance with 3. above, the Second Party shall cooperate with the First Party and submit a written reason to the First Party without delay.
6. To transfer to a third party the intellectual property rights concerned or grant to a third party an exclusive license (including a provisional exclusive license) or an exclusive exploitation right on the Intellectual Property Rights concerned, or establish or transfer any other right to exclusively license the Intellectual Property Rights in Japan (hereinafter referred to as “establishment of an exclusive license, etc.”), except in the case of transferring or granting an exclusive license, etc. to an approved business entity (approved TLO) or an accredited business entity (accredited TLO) as defined in the provisions of the Act on the Promotion of Technology Transfer from Universities to Private Business Operators (1998, Act No. 52) , the Second party must obtain prior written approval from the First Party.



**(6) Other Reference Materials**

Please use the following documents as a reference.

- FY2023 “MITOU Advanced Program” Administrative Procedures for Outsourcing Contracts, Ver. 2  
(including the outsourcing contract as a reference)

<https://drive.google.com/file/d/1p7POHY4RymYD0IDD-KdrhkBvEJvl6OLu/view?usp=sharing>

**(7) Budget**

This application assumes that the FY2024 government budget will be approved, and the details of the Program may be subject to change depending on the approved budget.

End of document