

Guidelines for Preparing Collaborative Research Project Report for 2023

After completing your Project, please submit the final **Project Report** in the following way.

1. Form

There is no designated form for the Project Report.

2. Cover

The sample of the Project Report's cover and the logo of the DPRI to be put on the cover are downloadable from the following links:

<https://www.dpri.kyoto-u.ac.jp/kyodo/style.pdf> (Japanese only)

<https://www.dpri.kyoto-u.ac.jp/kyodo/001.jpg>

3. Submission

Deadline : **May 31 of the year when the research period ends**

Format : Either **PDF file** or **6 printed and bound copies**

Please send the PDF file to the contact via email with the subject line "Collaborative Research Project Report [Project No]."

Please send the printed and bound copies to the address of the contact.

4. Request to Deposit the Electronic Form of the Project Report to Kyoto University Research Information Repository

The Principal Investigators (PIs) of the Collaborative Research are required to submit Project Reports either in electronic or printed form. The electronic form is to be made open access through Kyoto University Research Information Repository (**KURENAI**), while the printed form is to be available for reading in the Kyoto University Library.

When you submit your Project Report in the electronic form (PDF file), please fill out the "Kyoto University Academic Information Repository Registration Form" and submit it together with your Project Report to the contact via email.

The form is downloadable from the following link:

https://www.dpri.kyoto-u.ac.jp/collaborative_en/#2023e

KURENAI is Kyoto University's academic repository to make research results such as academic papers produced at Kyoto University available on the Internet to disseminate them widely across society. Depositing your Project Reports in KURENAI will increase their visibility to more readers including students and researchers across the world and thus lead to their higher citations and more accountability for your research and education activities.

Please refer to the following websites for details:

Kyoto University Academic Information Repository

<http://repository.kulib.kyoto-u.ac.jp/dspace/?locale=ja>

How the data deposited in the repository is handled

Article 5 of "Kyoto University Academic Information Repository Operation Guideline"

https://www.kulib.kyoto-u.ac.jp/uploads/oa_KURENAI-policy_en.pdf

How to deposit your article in Kyoto University Research Information Repository (KURENAI)

<https://www.kulib.kyoto-u.ac.jp/content0/13090?lang=en>

For inquiries about KURENAI, please contact:
Repository Section, Kyoto University Library
Yoshida Honmachi, Sakyo-ku, Kyoto, 606-8501, Japan
TEL: +81-75-753-2618
Email: repository@mail2.adm.kyoto-u.ac.jp

5. Notes

- The data submitted in the electric form is registered in the "Kyoto University Research Information Repository" to be published on the internet. As a rule, it will be published immediately after the submission, however, the PIs can specify when it should be published if it is reasonable.
- The PIs must have permission to use materials (pictures, charts, graphs etc.) by the proper right holder if the report contain the materials other people has their right. DPRI regard that PIs made proper and necessary procedures for publication when the report is submitted.
- The book form report submitted will be available for reading both at Kyoto University Library and National Diet Library according to the laws of Japan. It may be presented to the interested individuals or institutes.

6. Others

- (1) Please specify the project number when asking inquiries at the contact.
- (2) The forms are downloadable from the following link:

<http://www.dpri.kyoto-u.ac.jp/collaborative/>

7. Contact:

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