

## Important

All members for Collaborative Research Project MUST read this document.

### Guideline to “Collaborative Research Project 2024” Institute of Fluid Science, Tohoku University

Please read and follow the important rules for the IFS Collaborative Research Project.

#### 1. Notification of the application screening result

Only “Applicant (Project Leader)”, “IFS responsible member” and “non-IFS responsible member” will be notified the result of the screening by E-mail. Other collaborative research members would be informed the result from them.

#### 2. Appointment as the IFS Collaborative researchers

Once the application is accepted, all non-IFS researchers will be appointed as “the IFS Collaborative researchers” and be permitted to use IFS facilities in almost same condition as the IFS members. The IFS Collaborative researchers must follow the IFS rules duration of the commissioning which is the same period of the collaborative research. Non-IFS researchers are required to follow the IFS rules as well.

3. Expenses for the research etc. IFS will provide the research expenses for travel and/or consumable supplies etc. according to the Tohoku University regulations within the adopted budget. Procedure and condition for the research expenses are follows:

##### (1) Travel Expenses

###### 1) Rules

Travel expenses will be covered only for the non-IFS researchers who live in the out of Sendai and in the case of visiting IFS. Non-IFS researchers should consult with the IFS responsible member when they need to reimburse the travel expenses.

If non-IFS researchers would like to confirm the provided total amount of the travel budget, please contact to the Office of Collaborative Research Project, Institute of Fluid Science, Tohoku University, through the IFS responsible member.

Collaborative researchers should plan to use the travel expenses within their budgets.

###### 2) Procedures for the reimbursement to the travel expenses

The IFS responsible member should prepare “Travel Plan” and “Travel Report & Adjustment of Travel Expenses” for non-IFS researchers before their travel.

###### 3) Payment of the travel expenses

Travel expenses will be reimbursed in accordance with the Tohoku University local rule of the travel expenses and budget.

Basically, IFS will reimburse the travel expenses by Japanese yen while non-IFS researchers stay at IFS. Also non-IFS researchers are required submitting the followings.

Before travel (at latest 3 weeks before)

- (i) a copy of the airfare receipt specified name, fare, date of purchase, route and flight No.

At IFS

- (ii) an original airfare receipt specified name, fare, date of purchase, route and flight No.

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(iii) the boarding pass of your coming flight

After travel

(iv) a copy the boarding pass of your returning flight (can be submitted by email.)

### (2) Cost of consumable supplies

In case non-IFS researchers purchase the consumable supplies necessary for collaborative research, please purchase them through IFS responsible member. Purchased consumable supplies should be used at IFS.

If non-IFS researchers would like to confirm the provided total amount of the consumable supplies budget, please contact to the Office of Collaborative Research Project, IFS through IFS responsible member.

## 4. Submission of the Project Report etc.

(1) The project leader is requested to submit the Project Report after completion of the project. The report, which is converted to PDF, should be submitted via application web site of IFS Collaborative Research Project.

The deadline of the submission is April 30, 2025. The form of report can be downloaded from the following Web site:

<https://www.ifs.tohoku.ac.jp/eng/collabo/index.html>

(2) Result of the project should be published in co-authored paper by members from both institutions. Please acknowledge the support from the project in the paper. Examples of acknowledgement are given below.

### For general and multiple collaborative research project

Part of the work was carried out under the Collaborative Research Project of the Institute of Fluid Science, Tohoku University.

### For conferential collaborative research project

This conference was partially supported by the Collaborative Research Project of the Institute of Fluid Science, Tohoku University.

## 5. Presentation at the Conference

The details about the Conference will be informed later.

## 6. Accommodations

IFS responsible member will help for accommodations to provide information and make a reservation, etc.

Contact:

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