

## **Important**

**All members for Collaborative Research Project MUST read this document.**

### Guideline to “LyC 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 of the result of the screening by E-mail. Other collaborative research members would be informed of 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 the 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. The procedure and conditions for the research expenses are as follows:

##### (1) Travel Expenses

###### 1) Rules

Travel expenses will be covered only for the non-IFS researchers in the case of visiting IFS Lyon Center (Katahira campus and Lyon campus) and taking part in the Lyon Center events. Non-IFS researchers should consult with the IFS responsible member when they need to reimburse travel expenses.

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

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

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

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

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

Basically, IFS will reimburse the travel expenses in Japanese yen while non-IFS researchers stay at IFS. Also, non-IFS researchers are required to submit the following.

Before travel (at latest 3 weeks before)

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

At IFS

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- (ii) an original airfare receipt specifying name, fare, date of purchase, route, and flight No.
- (iii) the boarding pass for coming flight

After travel

- (iv) a copy of the boarding pass of 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 within their budget. Purchased consumable supplies should be used at IFS.

## **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 the application website of IFS Collaborative Research Project.

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

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

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

- Part of the work was carried out under 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 with accommodations to provide information and make a reservation, etc.

Contact:

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