

Procedures e.g. Contracts for the Moonshot Agriculture, Forestry and Fisheries
Research and Development Program

Regarding the Moonshot Agriculture, Forestry and Fisheries Research and Development Program, a consignment contract will be concluded with the consignee being a Consortium jointly established by a Study Group comprising multiple members.

(The figure is Exhibit 1)

- 1 . For the Consortium contract, the Representative Agency of the Consortium will make a contract with BRAIN (contracts between BRAIN and multiple individual institutions shall not be made.). The Representative Agency shall fulfill the “Requirements for Representative Agencies” in Application Guidelines 3 (3), and after clarifying the role distribution of each participating Representative Agency, etc., a Consortium shall be established as the contract party centering on the Representative Agency. It is the responsibility of the Representative Agency, etc. to enforce research expenses.

【Consortium Establishment Method】

- ① Method of enacting an agreement regarding the implementation of the Project, etc., and obtaining consent of Representative Agency that organizes the Consortium the consignment (agreement method)
- ② Method of exchanging written agreements between each Representative Agency that organizes the Consortium regarding the implementation of the consignment Project, etc. (Written agreement method)
- ③ Method of enacting collaborative research contracts among each Representative Agency that organizes the Consortium regarding the implementation of the consignment Project, etc. (collaborative research method)
※The framework for agreements and written agreement will be attached.

- 2 . The main jobs of the Representative Agency are as follows.

- ① Conclusion of consignment contract with BRAIN
- ② Invoice and receipt of funding related to the consignment project to BRAIN
- ③ Fund transfer to Consortium members (Collaborative Research Institutes)
- ④ Application for alteration/suspension of consignment contract with BRAIN
- ⑤ Draft a plan of research related to the consigned research task, progress management and compilation of results
- ⑥ Ensuring compliance regarding the use of research expenses related to the

project consigned to the Consortium and accurate execution management of research expenses

- ⑦ Promoting the acquisition of patent rights, etc. to members regarding research outcomes of intellectual property rights
- ⑧ Research outcome report to BRAIN, application for patent rights (direct implementation by each rights holder after the dissolution of the Consortium) and submission of prior applications and various reports based on the consignment contract such as the prior application related to consent.
- ⑨ Confirmation of details and collection of performance reports (balance sheets, etc.) submitted by members
- ⑩ Submission of performance reports (balance sheets, etc.) to BRAIN
- ⑪ Reports related to follow-up surveys regarding the spread/use status of results from the consigned project

3. In this Project, if recognized by BRAIN as being necessary, in addition to the representative agency, an institution (referred to hereafter as a “research management administrative body”) may be established for undertaking subcontracted work and to carry out accountancy tasks for BRAIN.

In the case of multiple Consortium members, the research management administrative body may be subdivided.

[Examples of establishment of research management administrative body]

- In the case that the PM belongs to a local public body and it is deemed as being difficult to perform procedures such as contracts due to special measures including the need for budgetary measures in advance relating to research implementation
- In the case that the PM belongs to an SME or that multiple SMEs are participating in the Consortium and there is deemed to be a risk of a considerable delay to the conclusion of the consignment contract

[Requirements for research management administrative body]

The research management administrative body must fulfill all of the following requirements.

- ① An agency established in Japan with corporate status (an individual cannot be the Representative Agency).
- ② Have the ability and systems to carry out appropriate management and operation in promoting the project. Specifically, having all of the following abilities and systems from A-D.

A The ability and systems to establish a Consortium and to conclude a consignment contract with BRAIN

- B The ability and systems to carry out business management for BRAIN related to intellectual property rights
 - C For the execution of project expenses, the ability and management systems to perform appropriate funding execution including separate accounts processing, the establishment of accounts managers, and funding execution management by multiple persons (including cases where system development can be ensured by the start of research).
 - D The ability and systems to disseminate research results, liaise and coordinate with members, and to smoothly perform coordination tasks
- ③ Together with PM, being located in a region that can promote research.
 - ④ Being able to smoothly perform consignment contract procedures such as having a track record of consignment contracts with public institutions. In the case of multiple Study Group members, accounts processing is complex, which is a factor in the delay of payment procedures, so please try to ensure the formation of a simple Study Group.

As this measure is a special measure, please state the reason why it has been requested on Exhibit 5 “Project Plan Proposal” Form 9 “Statement of reason for use of research management administrative body,” and the approval of the accounts manager at the Representative Agency is required.

- (Appendix2) 1. Administrative Flow from Application to Establishment of Contract
- (Appendix3) 2. Administrative Flow from Establishment of Contract to Determination of Payment Amount (in the Case of Payment by Estimate)
- (Appendix4) ○○Consortium Agreement
- (Appendix5) 【○○Consortium Agreement】 ○○Consortium Paperwork Regulations
- (Appendix6) 【○○Consortium Agreement】 ○○Consortium Accounting Regulations
- (Appendix7) 【○○Consortium Agreement】 ○○Consortium Intellectual Property Rights Agreement
- (Appendix8) 【○○Consortium Agreement】 「○○Consortium 」 Participation Agreement
- (Appendix9) 【○○Consortium Agreement】 「○○Consortium Agreement」 Consent Form
- (Appendix10) ○○ Joint Research Institute Agreement Form

Note : (Appendix 4) ~ (Appendix 10) are uploaded in Japanese only.