Instructions

< Curriculum Vitae >

Curriculum Vitae (Form 1)

1) All dates should be listed in Western calendar year. The format and size of each section may be adjusted as needed, provided that all required information is included.

2) Enter your full age as of the date on which the Curriculum Vitae is prepared.

3) In the "Education" section, please list all educational history from high school graduation onward, including all university and graduate school education. In the case of graduate studies, please indicate completion of coursework and, if a degree was not awarded, the date of withdrawal from the program.

4) In the "Licenses and Certifications" section, please provide the registration number and date of registration for medical licenses relevant to your work (e.g., physician, dentist, or other healthcare-related licenses).

5) In the "Academic Degrees" section, please provide the name of the degree, the awarding institution, the degree number (if applicable), and the date the degree was conferred.

6) In the "Professional and Research Experience" section, please list all employment and research experience in chronological order, including overseas and domestic study or research appointments.

7) In the "Honors and Awards" section, please list awards and distinctions received from universities, academic societies, governmental bodies, or other public organizations (e.g., Academic Encouragement Awards, Research Achievement Awards), together with the year received.

8) In the "Professional Affiliations and Positions Held" section, please list the names of academic or professional societies to which you currently belong, together with any positions held.
Examples: Member, Councilor, Director of the XXX Society.
For active membership in overseas academic societies (including international societies), please attach supporting documentation.

9) In the "Board Certifications" section, please list board certifications, specialist qualifications, and other professional credentials obtained through academic

societies, and please provide the certification number for each qualification.

10) In the "Applicant Information" section, please provide relevant professional information such as your researchmap URL.

11) Applicants with teaching experience should complete Form 1-2 and provide the following information:
a. In addition to the number of lecture hours taught during the current academic year, please describe your educational achievements, educational positions held within and outside your institution, and participation in faculty development (FD) programs, workshops, and related activities.
b. Please record your participation in training programs related to medical safety, infectious disease control, personal information protection, research funding administration, and research ethics (eAPRIN or, if unavailable, another equivalent research ethics training program) and provide information regarding participation in the Clinical Training Workshop for Supervising Physicians, certified by the Ministry of Health, Labour and Welfare.

< Research and Professional Achievements >

The List of Research and Professional Achievements must be prepared in accordance with the prescribed forms and organized into the following categories, each on a separate sheet:
I) Books and Book Chapters
II) Academic Papers (Original Articles, Review Articles, Case Reports, and Other Academic Papers)
III) Academic Publications (Research Reports and Other Academic Publications)
IV) Presentations at Academic Conferences and Research Meetings
a. International Conferences
b. Domestic Conferences, Regional Meetings, and Research Meetings
V) Grants Received
VI) Academic Outreach Activities and Other Accomplishments
Following the notes provided in each form, entries should be listed in reverse chronological order, beginning with the most recent year, using the Western calendar. Unless otherwise specified, all applicable achievements should be included. Separate sections or frames may be created for each category as appropriate.

I) Books and Book Chapters (Form 2)
Please list books, contributed chapters (including dictionaries, collected works, encyclopedias, etc.), translations, edited volumes, and supervised publications.
For contributed chapters, please provide the title of the chapter and the

corresponding page numbers. If multiple chapters are included within the same volume, they should be counted as a single book entry; from the second chapter onward, only the chapter title and page numbers need to be provided.

II) Academic Papers (Form 3)
Please classify publications into the following categories and list English-language and Japanese-language publications separately:
① Original Articles
Original scholarly papers published in academic journals presenting novel research findings that have not been published elsewhere.
② Review Articles
Review papers, including survey and perspective articles, published in academic journals.
③ Case Reports
Case reports published in academic journals.
④ Other Academic Papers
Short communications, letters, pictorial reviews, clinical trial reports, proceedings, and other papers published in academic journals.

Note: For the purposes of these guidelines, an academic journal refers to a journal indexed in Index Medicus, Science Citation Index, or Igaku Chuo Zasshi (ICHUSHI Web), or an authoritative peer-reviewed academic journal (including commercial journals).

※ If there are co-authors, please list the names of all authors and underline the applicant's name.
Responsible authors should be marked with an asterisk (*).

※ If the applicant is the corresponding author, please indicate this by using a double underline beneath the applicant's name.

※ If the applicant is a co-first author, please add an asterisk (*) after the applicant's name.

※ Please exclude manuscripts that are under review or under submission. Papers that have been accepted for publication and are currently in press may be included and should cite it as "in press". In such cases, please attach the proof of acceptance.

※For papers published in English, please provide the journal's Impact Factor at the end of each entry, based on the latest edition of the Journal Citation Reports (JCR) (2026 release).
Example:Journal Name, Year, Volume: First Page-Last Page, (IF X.XXX)

III) Academic Publications (Form 4)
(Peer review is not required for publications listed in this section.)
Please classify entries as follows:
① Research Reports
Reports issued by governmental agencies or equivalent academic organizations, as well as final reports of commissioned or funded research projects, prepared in a scholarly format (e.g., Introduction, Methods, Results, etc.). This category also includes proceedings not listed under Section II(④).
② Other Academic Publications
Educational materials, explanatory articles, lecture series, guidelines, and similar publications.
The method for indicating co-authors should follow the same rules described in Section II.

IV) Presentations at Academic Conferences and Research Meetings (Forms 5a and 5b)
Please prepare separate forms for:
a. International Conferences
b. Domestic Conferences, Regional Meetings, and Research Meetings
Within each category, classify presentations as follows:
① Special Lectures, Invited Lectures, Symposium, Panel Discussions, Workshops, etc.
② General Presentations and Poster Presentations
③ Industry-Sponsored Seminars
The method for indicating co-presenters should follow the same rules described in Section II for co-authors.
If the total number of presentations exceeds 20, list the 20 most representative presentations and indicate at the end the number of additional presentations omitted (e.g., "plus XX additional presentations").

V) Grants Received (Forms 6-1 to 6-3)
① Research grants for which the applicant served as the Principal Investigator (PI) should be entered in Form 6-1. Grants for which the applicant served as a Co-Investigator should be entered in Form 6-2.
② Entries should be listed in reverse chronological order, beginning with the most recent fiscal year.
③ Select the appropriate grant category from the pull-down menu provided in the form.
④ Form 6-3 automatically compiles information entered in Forms 6-1 and 6-2. No editing of Form 6-3 is required.

VI) Academic Outreach Activities and Other Accomplishments
Under Academic Outreach Activities, please list activities that are appropriate to

document as academic achievements, such as contributions to mass media, public seminars, annual reports, and similar scholarly dissemination activities.

※ There is no prescribed form for this section. Applicants may prepare this section in any format they deem appropriate.