ANNEX III: Instructions for the Preparation of Inception Report

The Inception Report should be originally written by the applicant herself/himself and typewritten including items listed below. Applicants are requested to follow strictly the technical instruction shown in the next page of this General Information. **It is mandatory to record the Inception Report on the electronic medium such as USB memory and bring it to Japan.**
IISEE will request the accepted applicants to revise Inception Report, if necessary, by adding the missing information etc. At the early stage of the course (Oct. 2026) these applicants will be requested to conduct a presentation about Inception Report. Therefore, it is necessary for these applicants who receive the notice of acceptance to start preparing PowerPoint file for presentation.

Inception Report should include all of the followings:

for Seismology (S) group

1. Geographic, geophysical and geological information of your country with maps (tectonics, active faults, seismicity, macro-zoning studies etc.).
2. Damaging earthquakes or tsunami (hypocenter, magnitude, isoseismals, surface faulting, damages, casualties), catalogs, photographs etc.
3. Responsibilities of your organization in the national government or country.
4. Internal structure of your organization with the organization chart.
5. Equipment and personnel of your organization (seismic network, research activities).
6. Capacities of your organization for earthquake monitoring, seismological data analyses, hazard and risk estimations, micro-zoning studies, disaster mitigation planning, etc.
7. Other organizations collaborating with your organization in the fields of seismology and earthquake disaster mitigation.
8. Your own responsibility in your organization.
9. Your expectations for the course: What do you expect to obtain and achieve in the course?
10. The subject of your individual study in the course. Please select one of the topics in "Menu for the topics of Individual Study" in ANNEX I.

for Earthquake Engineering (E) group

1. Past damaging earthquakes (occurrence date, magnitude, etc.) and characteristics of building damage due to them in your country.
2. Seismic Design Code for buildings of your country*.
3. Ongoing national projects or some countermeasures for earthquake disaster mitigation in your country (e.g. promotion of seismic retrofit of vulnerable structures, publishing hazard maps, research for revision of seismic codes, etc.) **.
4. Responsibilities of your organization in the national government or country.
5. Internal structure of your organization with the organization chart.
6. Your own responsibility in your organization.
7. Examples of your achievements through your works***.
8. Your research subjects which you want to study deeply in the course and the reason why you think so.
9. Your expectations for the course: What do you expect to obtain and achieve in the course?

* Applicants who do not have any seismic design code in their countries are requested to present practical measures to secure the seismic safety of buildings.
** If nothing, you are requested to present projects which you think necessary in the future.
*** You are requested to present some materials, e.g., drawings or pictures of structures you designed, managed or researched, figures or pictures of specimens which you tested and analyzed, hazard maps which you contributed to publishing, etc.

for Tsunami Disaster Mitigation (T) group

1. Tsunamis, earthquakes, and tsunami mitigation in your country

1.1. Geographic and geoscientific information with maps
(tectonics, seismicity, tsunamigenic earthquakes, etc.)

1.2. Destructive tsunamis and earthquakes
(tsunami damage, tsunami height, casualties, tsunami catalogs, photographs, etc.)

1.3. Tsunami mitigation (tsunami hazard assessment, tsunami awareness activities, etc.)

1.4. Tsunami countermeasures (tsunami early warning system, tsunami observation system, etc.)

2. Regarding your organization

2.1. Role in the national government or country

2.2. Internal structure along with the organization chart

2.3. Equipment and systems (tsunami early warning system, tsunami observation system, etc.)

2.4. Analysis of tsunamis (tsunami modeling, tsunami forecasting, tsunami hazard maps, real-time determination of earthquake parameters, etc.)

2.5. Analysis of your organization's and country's capacity (strengths and weaknesses)
(Tsunami disaster mitigation plan, responsible organization, tsunami hazard maps, tsunami early warning system, etc.)

2.6. Other organizations collaborating with yours for tsunami activities

3. Your responsibilities and interests

3.1. Your own responsibility in your organization

3.2. The potential target of your study in the course, the difficulties or obstacles in obtaining your target, and a list of your strengths and weaknesses.

3.3. Your expectations of the course: What do you expect to derive from it?

3.4. A concrete plan of individual study. Please select the topics of individual study from "ANNEX I. Curricula of the Phase in Japan (4) To complete a research report, Menu for the topics of Individual Study".

The cover page of Inception Report should include:

(1) Name of Applicant

(2) Name of Organization to which Applicant belongs, namely, the affiliation

(3) Choice of Group (Select one of **(S), (E), or (T)**)

Note: Ambiguous expression for the selection of group will cause a severe disadvantage in the screening process.

(4) Choice of Topic for Individual Study selected from the topics' list in "ANNEX I. Detail of the Phase in Japan, (4) To complete a research report, Menu for the topics of Individual Study ".

Note: Ambiguous expressions or null answers will cause a severe disadvantage in the screening process.)

The first page of Inception Report should include:

(5) Title and **Author's Name**

(6) Abstract

The abstract should be informative and include the principal findings and conclusions. References to formulas or figures are not necessary. It should not be consist of more than 200 words.

(7) Introduction

(8) Affiliation of the Author.

Note: Affiliation should appear as a footnote on the first page as the following sample

shows.

The main part of Inception Report that starts from the second page should include:

(9) Topic mentioned above

(10) "**Acknowledgement"** and "**Appendix**" after the topic if necessary

(11) References

Applicants are requested to submit the attached documents including 3 or 4 items,

(12) Attached Document

- Information about the structure of Organization, for example, Organization Chart,
- Research activity of Organization related to Seismology, Earthquake Engineering, or Seismic Hazard/Risk Analysis,
- A list of governmental or private organizations related to Seismology or Earthquake Engineering in the country of Applicant, and,
- (If you select 'others' for the topic of Individual Study) a concrete plan of Individual Study. IISEE may inquire about the plan during the selection process.

(13) Format

1. The manuscript must be carefully prepared and should be submitted with the JICA Knowledge Co-Creation Program Application form and GRIPS application materials. The total pages of the Inception Report should not exceed 15 pages including tables and figures.

2. Page Format: Use A4 white paper sheets (21 cm x 29.7 cm). Leave 2.5 cm margins at the top, right and left sides of the text and 3.5cm margin at the bottom. Special attention has to be paid in preparing papers using US letter-size paper. It should be appropriately arranged so that it conforms to the above requirements in appearance, namely, the manuscript should occupy 16cm x 23.7cm in each page. All main text should be single-spaced, Times New Roman types. Use 18pt in capital letters and boldface for **TITLE**, 12pt for authors, and 11pt for the rest, including affiliations, abstract, main text, headings, sub-headings, sub-subheadings, acknowledgement, appendix, references, and captions for figures, photos and tables.

3. Organization of the papers: Write the **TITLE** of your paper, centered and in 18pt capital letters and boldface types at the top of the first page. After two more line space, write your names in 12pt. The last names should be in capital. Affiliations should be cited by superscripts. Leave two lines, and then write abstract in 11pt. "**ABSTRACT**" should be in capital letters and boldface and be followed by the text of Abstract. After three lines, start main body of your paper in 11pt. The ordinary pages, starting from the second page, contain the main text from the top line. Avoid footnotes and remarks. Explain in the main text, or in Appendices, if necessary. Affiliation itself should be put at the bottom of the first page, cities, countries and e-mail addresses of all authors, as indicated above.

4. HEADINGS: Use at most three levels of headings, i.e., headings, subheadings and sub-subheadings. Headings shall be written in capital letters, boldface types, and centered of your text. Leave two lines space before headings and one after them. Do not indent the first line after headings, subheadings and sub-subheadings. First lines of the other text paragraphs should be indented as indicated here. Do not leave blank lines between paragraphs. **Subheadings:** Subheadings shall be written in lower-case letters and boldface types, right against the left side of your text, as indicated here. Leave one line space before and after subheadings. Use the above-mentioned rules for indentation. ***Sub-subheadings:*** The only difference with respect to subheadings is that sub-subheadings shall be in Italic and no lines space shall be left after sub-subheadings. Don't put numbering to heading of any level.

5. EQUATIONS AND SYMBOLS: Use high quality fonts for both mathematical equations and symbols. Papers with hand-written mathematical equations and symbols are not accepted. Equations should be centered and numbered. Leave one line above and below equations. The equation number, enclosed in parentheses, is placed flush right. Equations should be cited in the text as Eq. (1).

6. FIGURES, TABLES AND PHOTOS: Figures and tables shall be legible and well reproducible, and photos shall be clear. Captions shall be written directly beneath figures and photos and above tables, and shall be numbered and cited as Figure 1, Table 1 or Photo 1. They should be written in 11pt, and centered. Long captions shall be indented. Do not use capital letter or boldface types for captions. Figures, tables and photos shall be set possibly close to the positions where they are cited. Do not place figures, tables and photos altogether at the end of manuscripts. Figures, tables and photos should occupy the whole width of a page, and do not place any text besides figures, tables and photos. Leave one line spacing above and bottom of figures, tables and photos. Do not use small characters in figures and tables. Their typing size should be at least 9pt or larger.

7. UNIT: Use SI unit in the entire text, figures, and tables. If other units are used, provide it in parentheses after the SI unit as 1MPa (10.2 kgf/cm^2).

8. CONCLUSIONS: Write a **CONCLUSIONS** section at the end of your paper, followed by ACKNOWLEDGEMENT, APPENDICES and REFERENCES.

9. ACKNOWLEDGMENT: Acknowledgment should follow CONCLUSIONS.

10. APPENDIX: Appendix should be placed between Acknowledgment and References, if any.

11. REFERENCE: All references should be listed in alphabetical order of the first author's family name. They are referred in the main text like "(Gibson 1995)" or "(Aki 1957; Okada 2003; 2006)"
when cited at the end of phrase and "Gibson (1995)" or "Aki (1957) and Okada (2003; 2006)" when
cited in phrase. Write the reference list as

Gutenberg, B., and Richter, C. F., 1954, Seismicity of the Earth and Associated Phenomena, 2nd ed. Princeton Univ. Press, Princeton, NJ.
Richter, C. F., 1935, An instrument earthquake magnitude scale, *Bull. Seis. Soc. Am.* **25**, 1-32.
Web site: F-Net, National Research Institute for Earth Science and Disaster Prevention (NEID)
http://www.fnet.bosai.go.jp/

(14) Sample for Inception Report

Sample for the cover sheet		Sample for the first page
THE KNOWLEDGE CO-CREATION PROGRAM ON SEISMOLOGY, EARTHQUAKE ENGINEERING, and TSUNAMI DISASTER MITIGATION 2026 – 2027 (COURSE ID: 202515161J001) INCEPTION REPORT ON 1. Name of Applicant 2. Name of Organization 3. Choice of Group (S), (E), or (T) 4. Choice of Topic for Individual Study		TITLE OF THE INCEPTION REPORT by AUTHOR* **ABSTRACT** ---------- ---------- ---------- **INTRODUCTION** ---------- ---------- *The Author's organization and occupation are to be written here.

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https://iisee.kenken.go.jp/en/uploads/docs/IR_sample.doc