

Proposal Preparation and Entry Procedures

The proposal for the first (2020) Advanced Robotics Challenge (hereinafter referred to as “ARC”), is to be filled out by the person who intends to enter the ARC with the details of the challenge based on the application guidelines and submitted to the Advanced Robotics Foundation. It will be used as a screening material for the foundation’s review committee.

Make sure that there are no errors in the proposal by following the content of this guideline.

Proposal Overview

1. Application category

Circle the Phase you will be participating in.

2. Name, affiliation, department, and job title of team representative

Refer to the example to fill out. In the case of a company, enter the company name for the affiliated organization, and enter the internal names for the department/job title.

Application category	Phase1 · Phase2 · Phase3
Name of team representative	John Smith
Affiliation	ARF Co., Ltd.
Department	Drone Division
Job title	Head of Drone Development Group

3. Proposal project name

Enter a project name that represents the specific initiative for the ARC (avoid general and abstract expressions).

4. Team tasks

Enter the set tasks and objectives for the ARC, and the methodology to achieve the objectives in a concise and easy-to-understand manner.

5. Team organization (representative and members)

Refer to the example to fill out. The representative is to enter the details of how the

representatives and members will work together so that the relationship between each is clear. The representative is to enter the portion for the members as well. Make sure to enter the total number of people on the last line. Add additional frames as needed.

The person filling out the proposal must make sure that team members (representative and members) have not applied as members of other teams. Applying twice is not allowed.

Representative		
Name (Age)	Affiliation/Department/Job title	Roles in the team
Raymond Lindbergh (age: 36)	University of Detroit Engineering Department Associate Professor	General Management

Members		
Charles Orteig (age: 40)	Autonomous Wings Co., Ltd. Software Division Development Chief	Image Processing Algorithm
Sebastian Wright (age: 38)	Autonomous Wings Co., Ltd. Drone Division Chief	Drone Aircraft Development
Orville Thrun (age: 22)	University of Detroit Graduate School of Control Engineering 1st-year master's student	Drone Aircraft Control

Proposal Plan

1. Challenge objectives, challenge methodology, etc.

In order to clarify the overall picture of what is intended to be done with this challenge, give an overview according to the instructions described in the “Proposal Plan”.

2. The background to the idea of your concept of challenge, etc.

In order for the review committee members to deepen their understanding of the challenge, describe the characteristics of the team according to the instructions in the “Proposal Plan”.

3. Applicant's ability to carry out the challenge and technical environment

Fill out according to the instructions in the “Proposal Plan”. For the “(1) Achievements so far” describe the related research and development activities to show the feasibility of the challenge. If there are other members, describe the research and development activities related to their roles. Rather than giving an exhaustive list of achievements so far, describe the main documents, patents, etc. that are appropriate in serving as the basis for the feasibility of the project.

Research Grant Application

Describe the details of each expense and the basis for its necessity/estimation based on the following description. When doing so, pay attention to the “eligible expenses” and “non-eligible expenses”.

Overview of differentiating “eligible expenses” and “non-eligible expenses”

"Eligible expenses"

Expenses required to carry out the challenge

"Non-eligible expenses"

(1) Personnel expenses of team members (representative and members) participating in the challenge

(2) Expenses allocated to the operation, maintenance, and management of the affiliated organization

(3) Expenses for handling accidents and disasters

(4) Other expenses that the foundation deems not appropriate

- Points to note on details

① Categorization

Categorize all expenses into the following five categories, and write the category name in the category/product name/specification column.

Category Name	Basis for Categorization
Facility and Equipment Expenses	Machinery, books, tools, etc.
Supply Expenses	Paint, chemicals, screws, and other materials to be used up
Travel Expenses	Business trip expenses (transportation, accommodation, etc.) of the representative and members.
Personnel Expenses	Gratuity and transportation expenses for providers of expert knowledge and external collaborators who collect and organize materials
Other	Expenses other than the above, such as printing expenses, communication expenses, transportation expenses, and conference expenses

② Description of product name/specification

The items to be described in the product name/specification column differ depending on the category, so refer to the table below.

Category Name	Item Description
Facility and Equipment Expenses	For machinery and tools, clarify the equipment, such as the product name, model number, and company name. For books, describe the bibliographic information.
Supply Expenses	Describe the use of each item, such as paint and screws.
Travel Expenses	Clearly, describe the purpose of expenses spent by the representative and members for costs such as for meeting with external collaborators.
Personnel Expenses	Describe the breakdown of the number of external collaborators, planned spending date (month), unit price, total amount, and purpose.
Other	Clearly, describe the purpose of the expense.

③ Organization to be installed

For the facility and equipment category, enter the name of the organization at which it is to be installed. For the other categories, enter the name of the affiliated organization of the person who will use the item or make the payment. If it is not decided, enter the name of the affiliated organization of the representative.

• Points to note about the necessity

Describe the necessity/estimate of expenses based on the “Proposal Summary” and “Proposal Plan”. Enter the total amount in the details total column on the last line.