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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

APO 500
14 September 1946

AG 315(14 Sep 46)ESS/ST
(SCAPIN -1203)

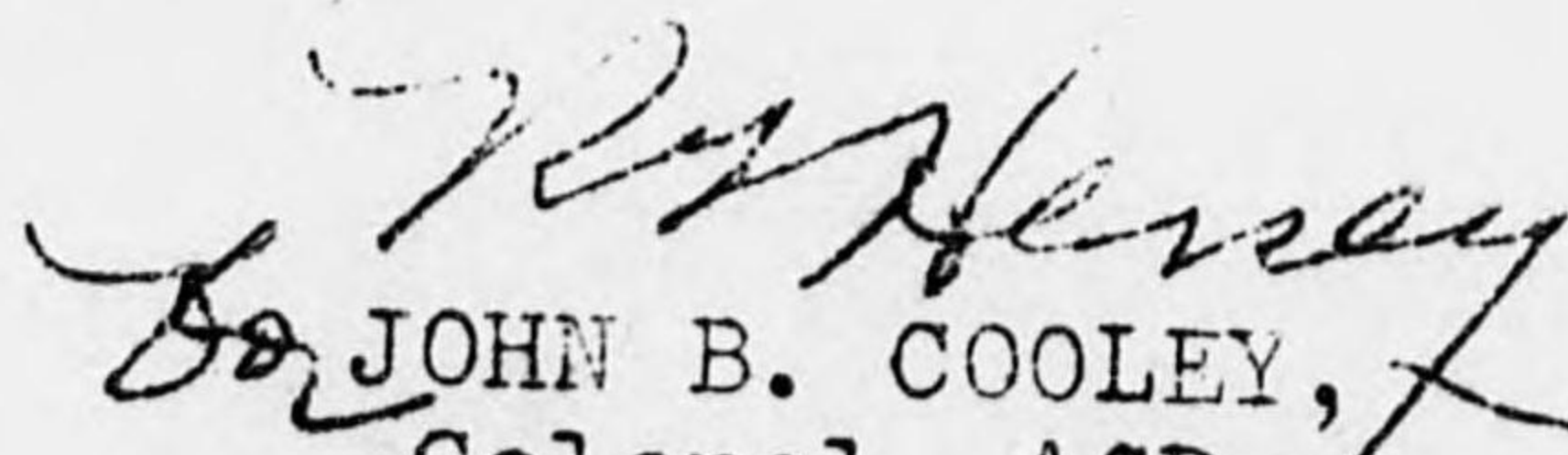
MEMORANDUM TO: THE IMPERIAL JAPANESE GOVERNMENT
THROUGH : Central Liaison Office
SUBJECT : Form of Report for Research Agencies

1. Reference is paragraph 8c and 8e, SCAPIN - 984, 25 May 1946, subject "Amendment to General Directive No. 3 (SCAPIN 47)." This directive requires every research agency to submit a semi-annual report and authorizes research on projects not warlike in nature, contingent upon the submission of this report.

2. The required semi-annual report will be prepared in accordance with the form attached hereto. Submission of this report authorizes an agency to commence research on the projects described. Proposed projects which do not conform to the policies of the Supreme Commander for the Allied Powers will be restricted by specific instructions issued upon receipt of the semi-annual report.

3. Requests for approval of research projects which are in a doubtful category, or which may arise after a semi-annual report has been filed, may be submitted by separate letter.

FOR THE SUPREME COMMANDER:


JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

1 Incl:
Semi-annual report
form, with instructions.

SEMIANNUAL REPORT
(Submitted in compliance with
Directive #3, Paragraph #8, as
amended by SCAPIN 984.)

For Period _____ to _____
(date) (date)

1. NAME OF RESEARCH LABORATORY OR SIMILAR ORGANIZATION:
(Full name, including parent body to which organization is
affiliated, if applicable)

ROMAJI:
ENGLISH:

2. ADDRESS AND TELEPHONE NUMBER OF LABORATORY OR SIMILAR
ORGANIZATION:

3. OWNERSHIP:

4. NAME OF CHIEF RESEARCH ENGINEER OR SCIENTIST:

NAME:

DOCTORATE:

5. NAMES OF KEY PERSONNEL:

NAME:

SECTION OR BRANCH:

a. Section or Branch Heads:

b. Part Time Consultants:

6. PERSONNEL:

<u>Engineers and</u>	<u>Technicians</u>	<u>Other</u>
<u>Scientists</u>	<u>or Laboratory</u>	<u>Personnel</u>
	<u>Assistants</u>	

Totals Last Report:

Additions:

Losses:

Present Totals:

7. FACILITIES: (Floor area, bldgs., grounds, power machinery,
specialized equipment, measuring and testing equipment, etc.)

Acquired since last report:

Disposed of since last report:

8. EXPENDITURES DURING SIX-MONTH PERIOD:

Materials:

Facilities:

Personnel:

Total:

9. GRANTS IN AID OF RESEARCH DURING SIX-MONTH PERIOD:

AMOUNT SOURCE DATE PURPOSE

10. CHANGES IN ORGANIZATION:

11. RESEARCH PROJECTS ON WHICH WORK WAS PERFORMED DURING THE PERIOD COVERED BY THIS REPORT AND HAVE NOT BEEN COMPLETED:

- (1) Designation of project (name):
Persons in charge:
Summary of work performed:
Results obtained:
- (2) Designation of project:
etc.

12. RESEARCH PROJECTS COMPLETED OR ABANDONED DURING THE PERIOD COVERED BY THIS REPORT:

Projects completed:

- (1) Designation of project:
Persons in charge:
Description of project:
Results obtained:
Reasons for abandoning project:
- (2) Designation of project:
etc.

13. PROJECTS FOR RESEARCH ON WHICH ACTIVE WORK IS PLANNED DURING THE NEXT SIX-MONTH PERIOD:

- (1) Designation of project:
Purpose:
Persons in charge:
- (2) Designation of project:

14. SIGNED:

(Director of research
organization)

Title:

(President or head of
parent organization)

Title:

INSTRUCTIONS ON PREPARING SEMIANNUAL REPORT
(IN COMPLIANCE WITH DIRECTIVE NO. 3 SCAPIN 47, 22 Sep 1945,
AS AMENDED BY SCAPIN 984 25 May 1946.)

GENERAL:

The semi-annual report on research laboratories or similar organizations that is to be submitted in compliance with SCAPIN 984, 25 May 1946, will follow the sample form attached hereto.

Reports must be typewritten or clearly printed, in English, on sheets of paper approximately $8\frac{1}{2}$ x $10\frac{1}{2}$ inches. Five copies will be submitted.

Leave at least 1 inch of space at the top of each sheet for fastening.

All Romaji should be in Hepburn System. Dates should be in the Occidental calendar (e.g., 1 July 1946).

Title the report as shown in the sample form, indicating the period and year (e.g., 1 January to 30 June 1946).

Each parent organization (such as a university, company, ministry), will submit a consolidated report, which will consist of complete reports prepared on this form by each department, institute or separate laboratory under its jurisdiction.

DETAILED INSTRUCTIONS:

1. NAME OF RESEARCH LABORATORY OR SIMILAR ORGANIZATION:
Write the full name of the organization, both in Romaji and English. If the organization is affiliated with some parent body, such as a university or governmental ministry, include that body's name also.

Example a. (Romaji) Monbu-sho, Dempa Butsuri Kenkyujo
(English) Physical Institute of Radio Waves,
Ministry of Education.

Example b. (Romaji) Tokyo Teikoku Daigaku,
Rigaku-bu Butsurigaku Kyoshitsu
(English) Department of Physics, Faculty of
Science, Tokyo Imperial University.

Example c. (Romaji) Nippon Kogyo KK, Gijutsu-bu
(English) Engineering Department, Nippon
Industrial Co., Ltd.

Incl 1 to SCAPIN-1203

INSTRUCTIONS ON SEMI-ANNUAL REPORT (cont'd)

2. ADDRESS AND TELEPHONE NUMBER OF LABORATORY OR SIMILAR ORGANIZATION: Give the address and telephone number of the organization shown in par 1. If either of these items has been changed during the last 6-month period, this should be so stated.

Example: Kanagawa-ken, Yokohama-shi, Naka-ku, - chome 116.
Prefecture, city or town, ward, street, number.

Example: Migagi-ken, ----gun; --- mura, 116.
Prefecture county village number.

Example: Telephone Tokyo Ginza (57) - 5-111.

3. OWNERSHIP: Indicate the parent company, government branch or other body owning or associated in ownership of the research organization given in par 1.

4. NAME OF CHIEF RESEARCH ENGINEER OR SCIENTISTS: Give the name and doctorate (degree), if any, of the scientist or engineer heading the research organization.

5. NAMES OF KEY PERSONNEL:

a. Section or Branch Heads: If the research organization is divided into groups, sections, branches, etc., list the names of the head of each such subdivision. In the event the organization is not sectionalized while actual research is conducted in various fields, such as electron tubes, radio, wired communications, give the names of the individuals supervising each field of research. If any changes have occurred during the period of the report, they will be shown.

Example: A ---- B---- Head of Electron Tube Research.
C ---- D---- replaced X ---- Y----- as head
of radio research 30 May 1946.

b. PART TIME CONSULTANTS:

6. PERSONNEL: Give first the totals of the various categories of personnel which were submitted in the report preceding this one. Give next the additions or reductions (losses) of personnel during the period of the present report, and then the present totals (i. e., totals as of the last day of the period being reported).

INSTRUCTIONS ON SEMI-ANNUAL REPORT (cont'd)

7. FACILITIES: Show the acquisition or disposal of various facilities (floor space, equipment, machinery, etc.) for research during the period covered by this report. Show sources from which acquired or to whom or to where disposed.

8. EXPENDITURES DURING SIX-MONTH PERIOD: List the amounts of yen spent during the period covered by this report according to the classification indicated in the sample form. "Materials" means basic materials and parts that are expended in conducting research (often referred to in Japanese as "shonis-hiu"). "Facilities" includes floor space, experimental equipment machinery, etc., that have been acquired for permanent or semi-permanent use in research. List prepared budget for the next six months.

9. GRANTS IN AID OF RESEARCH DURING SIX-MONTH PERIOD: Show special monetary aids received during the period of the report. Indicate amount, date of receipt, source and purpose of each grant. State also if any grants are expected for use on the proposed research projects for the following six-month period.

10. CHANGES IN ORGANIZATION: Indicate all changes of organization that have taken place during the period reported. Show such changes as consolidations of sections or divisions, new sections formed, old sections discontinued, changes in the chief scientist or engineer or other key personnel, etc.

11. RESEARCH PROJECTS ON WHICH WORK WAS ACTUALLY PERFORMED DURING THE PERIOD OF THIS REPORT AND HAVE NOT BEEN COMPLETED: Each project report should include the designation (title) of the project, name of the person in charge, purpose of the project, summary of the work carried out during the period, and the results obtained thus far. Each project report should be prepared by the person directly in charge.

12. RESEARCH PROJECTS COMPLETED OR ABANDONED DURING THE PERIOD COVERED BY THIS REPORT: All projects completed during the period should be reported in detail. The reports should include the title, names of persons in charge, purpose, theory, descriptions of apparatus, diagrams, experiments, results and conclusions. All projects which have been abandoned during the period should be reported in this section, together with a description of the project, the results obtained up to the time of abandonment and the reasons for terminating the project. All reports should be prepared by the respective persons in charge of projects.

INSTRUCTIONS ON SEMI-ANNUAL REPORT (cont'd)

13. PROJECTS FOR RESEARCH ON WHICH ACTUAL WORK IS PLANNED DURING THE NEXT SIX-MONTH PERIOD: Describe all projects on which work will be carried out during the coming six months. The purpose (objective) of each project and pertinent plans should be included. This list will mention again the projects given in Section 11, since they are to be continued.

14. SIGNATURES: This semi-annual report should be reviewed and signed by the director or head of the research organization (usually the person named in section 4 above) and authenticated by the head of the overall (parent) organization.

For example, in a laboratory of a government ministry, the report should be signed by its director and then authenticated by the signature of the minister or vice minister (or by someone in equivalent authority); in a company, the report should be signed by the chief scientist or engineer or laboratory director and authenticated by the signature of the company; in a university, the head professor or director of research should sign and the authenticating signer will be the president of the university.