

Ritsumeikan
University
Daikokai Program

2012

Japan Society for the Promotion of Science Institutional Program for
Young Researcher Overseas Visits (Daikokai Program)

**Global On-Site Training Fellowship for
Young Researchers to
Protect Cultural Heritage and Works,
Art Ritsumeikan University**

FY 2012 Guidebook



Research Office (Kinugasa)
Division of Research
Ritsumeikan University

1. Introduction

Program Overview and Objectives

At Ritsumeikan University, both the Art Research Center (ARC) and the Research Center for Disaster Mitigation of Urban Cultural Heritage (Rits-DMUCH) have implemented the Institutional Program for Young Researcher Overseas Visits, a.k.a., “Daikokai Program”, adopted by the Japan Society for the Promotion of Science (JSPS). These two centers send abroad their young researchers to conduct research, who are expected to do networking with foreign researchers, and to acquire the ability to present their research outcomes in foreign languages. In other words, the Program aims at fostering leading researchers with an international sense.

At Ritsumeikan University, the Research Center for Disaster Mitigation of Urban Cultural Heritage (Rits-DMUCH) and the Art Research Center (ARC) are both very active in international research and educational activities, and these two Centers send their young researchers, including lecturers, assistant professors, assistants, doctoral students, postdoctoral fellows, research assistants, researchers and abroad for a short period to one year to conduct research at foreign institutions.

We strongly hope that this Program enables young researchers to obtain an international perspective and establish networks with foreign researchers, which will lead them to further development as researchers.

The Daikokai Program Committee, Ritsumeikan University:
Kenzo TOKI, Director
Research Center for Disaster Mitigation of Urban Cultural Heritage
Keiji YANO, Director
Art Research Center

Keiji YANO, Professor
Graduate School of Letters
Hidehiko KANEGAE, Professor
Graduate School of Policy Science

2. Procedures (flow chart)

You apply for Daikokai Program by submitting application forms.



Pass the screening by the Committee.



[At least 2 months before your departure]

Submit an estimate of your air tickets to the Office.



[At least 1.5 months before your departure]

Guidance on administrative procedures provided by the Office

(Final decision about itinerary, estimate of flight tickets, preparation of required documents, etc.)



After final approval from your Center, you can depart for your research destination.

Travel Expense Calculation Sheet

Fill in a Travel Expense Calculation Sheet as you usually do. This information is used for paying your expenses and applying for overseas travel insurance. The form to fill in depends on which affiliation you belong to. Please refer to the web page of this Program for more details. Cf.:http://www.ritsumeikai.ac.jp/acd/re/k-rsc/dkk/e/for_participants/index.html

Action Plan Sheet ('schedule')

Submit an Action Plan Sheet for your stay, including departure and arrival dates. Your Action Plan must be approved by your advisor or faculty member in charge.

Flight Tickets

The Office will get an estimation of flight ticket in this FY 2012. Please arrange your departure and arrival date as soon as possible, and let us know. (Updated on April 12)

Book your flight by yourself. If there are several routes to your destination, you are expected to choose the Economy Class of the cheapest route. **Since the Program budget is limited, make sure you inform the Office of estimated flight fare BEFORE you purchase, as well as try to find your tickets at a reasonable fare.**

Any written proofs of your airfare payments, such as invoices, delivery notes or receipts must show Ritsumeikan University (立命館大学) as the addressee with the dates and company seals. If you purchase tickets at the RU Coop, please ask the staff to charge them as the University's expense for Daikokai Program. In case in which you pay by yourself before receiving the fee from the Office, please make sure that you can

obtain written proofs of your payments as instructed above, since we might not be able to reimburse you if this procedure is not properly followed. Make sure that you also submit your itinerary which clearly shows flight routes, dates, and flight numbers.

Accommodations

Please give careful consideration to your own safety when choosing your accommodations.

Overseas travel insurance

The Office will provide you with an application form, which you must fill in block letters. Please turn in the form to the Office with an Emergency Contact Information Sheet.

Accommodation expense

Your accommodation expense, which is calculated based upon Columns A of the following table by Standards for Young Researcher Overseas Visits Program, will be paid into your bank account before your departure. However, the payment might be made after your departure if you fail to arrange your research trip or submit required documents before due date.

Columns A of the following Table show how accommodation expenses and daily allowance will be calculated, based on where you stay and how long. If you have a preschool child and meet the following conditions, please refer to Columns B for the calculation.

- (1) You are taking care of a preschool child.
- (2) You take the preschool child to your overseas destination.
- (3) You agree to bear the full responsibility for the child's any illness, injuries or accidents, during your stay abroad with the child.

If, under any circumstances, the preschool child discontinues to come along to your overseas visit, Columns A will be applied for the time period of his or her absence.

If you intend to use Columns B, you need to submit the following documents:

- (1) A copy of residence certificate to show the household membership, or a copy of health insurance card which lists both you and the preschool child
- (2) A copy of your passport and that of the preschool child, both of which with immigration records
- (3) A Letter of Agreement (a form prescribed by the Research Office)

You may be allowed to combine the Daikokai Program with the other funding sources to pay some expenses involved in a research trip, such as registration fee.

As the Program is a subsidized program, please ask the Office for more details.

Table: Accommodation Expenses and Daily Allowance JPY

	Accommodation Expenses (Up to 61 nights) per Night		Accommodation Expenses (62 nights or longer) per Night		Daily Allowance	
	A	B	A	B	A	B
Pink Area or Designated City	12,000	19,300	9,600	15,440	3,500	6,200
Blue Area	8,000	12,900	6,400	10,320	2,500	4,200
Green Area	7,000	11,600	5,600	9,280	2,000	3,800

We strongly recommend that you open a bank account that allows you to deposit and withdraw from overseas.

<Example 1>

A trip to a Pink Area or Designated City for a short term of 9 days and 7 nights as Columns A of the table apply:

Accommodation Expenses: JPY 12,000 x 7 nights = JPY 84,000

Daily Allowance: JPY 3,500 x 9 days = JPY 31,500 TOTAL: JPY 115,000

<Example 2>

A trip to a Pink Area or Designated City for a long term of 92 days and 90 nights as Columns A of the table apply:

Accommodation Expenses A:

JPY 12,000 (until the 61st night) x 61 nights = JPY 732,000

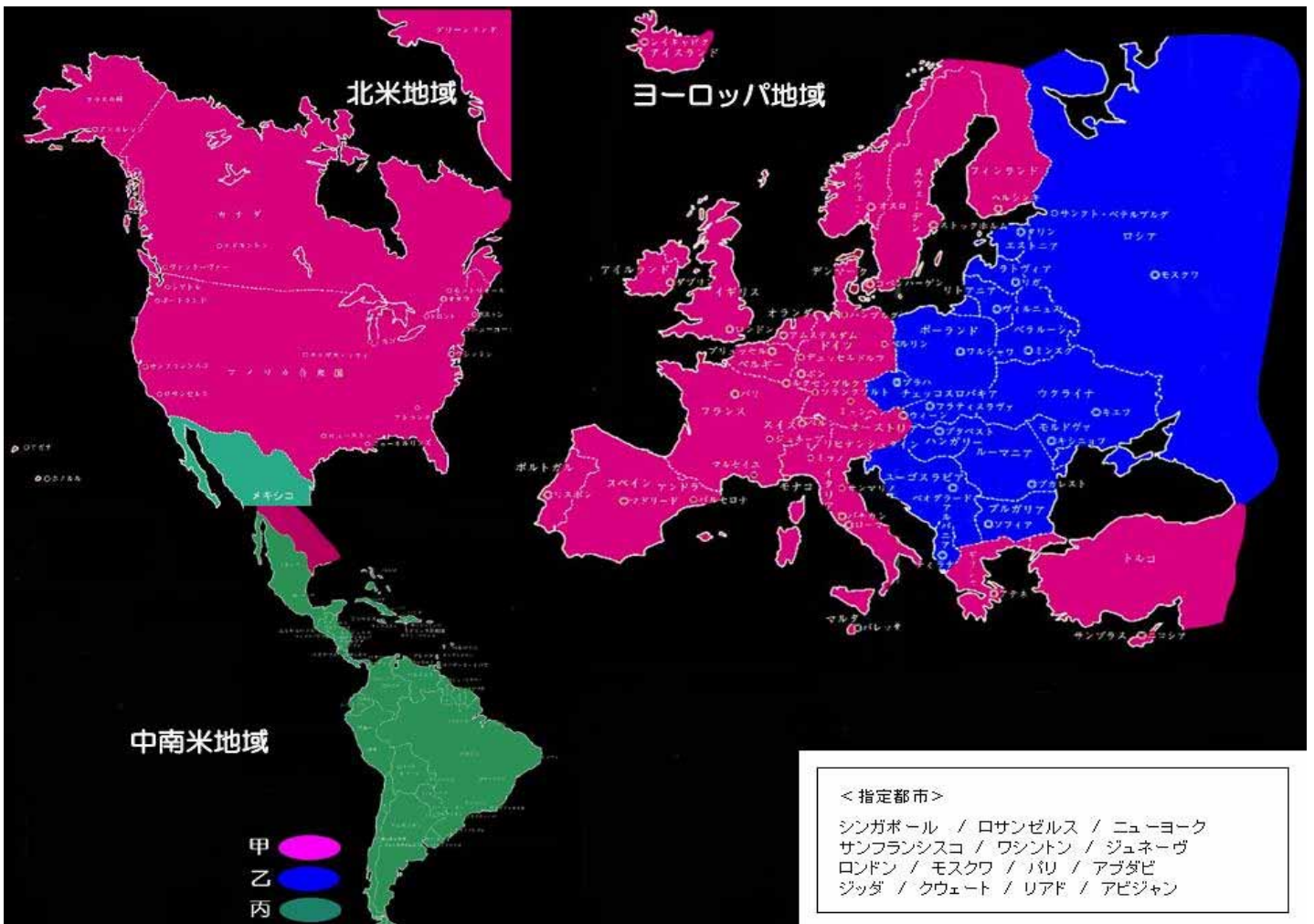
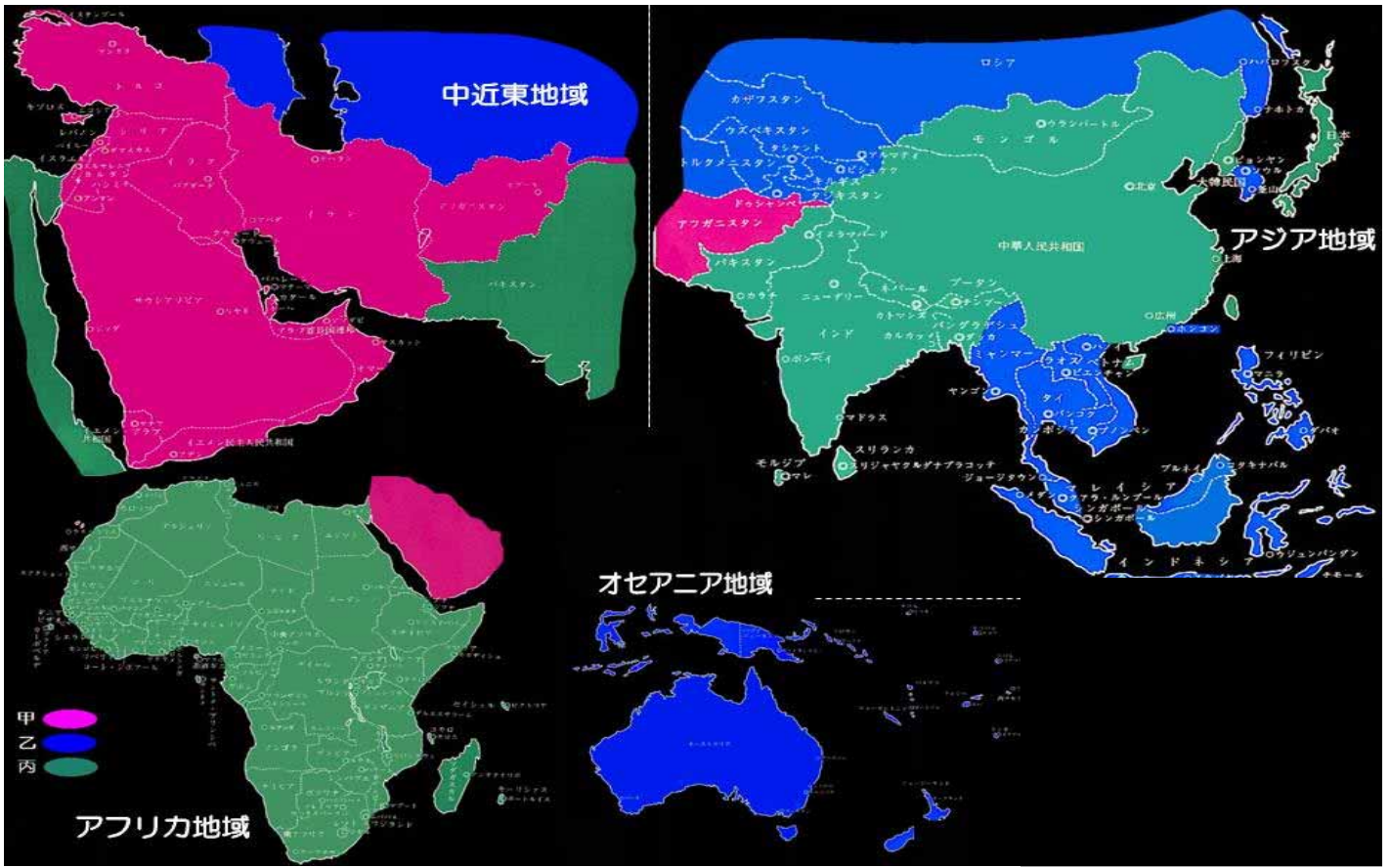
Accommodation Expenses B:

JPY 9,600 (from the 62nd night on) x 29 nights = JPY 278,400

Daily Allowance:

JPY 3,500 x 92 days = JPY 322,000 TOTAL: JPY 1,332,400

Map of Accommodation Expense Distribution



< 指定都市 >
 シンガポール / ロサンゼルス / ニューヨーク
 サンフランシスコ / ワシントン / ジュネーヴ
 ロンドン / モスクワ / パリ / アブダビ
 ジッダ / クウェート / リアド / アビジャン

Visa application

Apply for your visa by yourself, if necessary. Visa application fee will be reimbursed if you submit us a receipt. However, we cannot pay you back if you apply your visa through travel agency.

Language proficiency examination

(Applicable for those who go abroad for 60 days or longer)

Those who go abroad for 60 days or longer must take the TOEIC test before and after going abroad, and report the scores to us, the Administrative staff, so that we could check how your language proficiency improves.



[At least 2 weeks before your departure]

Get medical checkup

To make the fullest use of your research time abroad, you should have a medical checkup before your departure. You may also be required to receive vaccination, depending on your destination.

3. Documents to submit

Travel Expense Calculation Sheet ... A form prescribed by the Division of Research. Submit the form one month prior to your departure.

Ask your advisor or the faculty member in charge for his or her seal on the column of 'Associate Dean,' located at the bottom of the form. Finalize your research period as soon as possible.

Action Plan Sheet ... Daikokai-Program original form.

Consult your advisor or the faculty member in charge and get his or her seal of approval. Submit the form, with a Travel Expense Calculation Sheet.

Emergency Contact Information Sheet ... Form 2 for Young Researcher Overseas Visits Program. Submit the form before your departure.

Emergency contact information on site, i.e., affiliated research institutions and where you stay, and in Japan (family, etc.).

Equipment Leasing Application Form ... Form 3 for Young Researcher Overseas Visits Program. Submit the form before your departure.

Submit this form if you wish to borrow equipments, including PCs that belong to the

university or research centers for use overseas. You will be responsible for the cost of any equipments damaged, lost or stolen while in your possession.

Project Change Request ··· Form 4 for Young Researcher Overseas Visits Program. Submit the form accordingly.

If you have to change the schedule or content of your overseas research or to return to Japan due to unforeseen circumstances, you should immediately contact your project advisor and supervising office and submit this form to the Research Office.

Program Completion Report ··· Form 5 for Young Researcher Overseas Visits Program. Participants who stay abroad for 60 days or longer must submit it within one month after your coming back.

Fill in the form and ask your project advisor to check and have a seal on the Report before you submit it to the Research Office. Your Report might be published on the University's website.

Language proficiency exam score ··· A free form. Applicable for those who go abroad for 60 days or longer.

Take a language proficiency exam such as TOEIC both before and after your research abroad. Submit a photocopy of your score.

Trip Report ··· A form prescribed by the Division of Research. Submit the form within two weeks after your coming back.

Submit the form with your air ticket stubs and proofs of your overseas activities (receipts, meeting reports, etc.).

You can download these forms from the following website.

<http://www.ritsumeai.ac.jp/acd/re/k-rsc/dkk/e/index.html>

4. Report of Research Outcomes

Daikokai Program participants have the following duties:

- Submit a Program Completion Report; and
- Present your research outcomes at the Center after your coming back.

1. Academic papers

When you publish papers as outcomes of your research subsidized by this Program, make sure you state so.

2. Academic meetings

When you present your research outcomes at academic meetings or lectures, mention the fact that your research was subsidized by this Program and state that on proceedings, as follows:

Japanese: 本研究は、独立行政法人日本学術振興会の「組織的な若手研究者等海外派遣プログラム」による支援を得た。

English: This work was supported by the JSPS Institutional Program for Young Researcher Overseas Visits

5. Notes

Please consider your own safety first and keep yourself informed by referring to the following web pages before and during your stay abroad.

- JCSOS (The Japanese Council for the Safety of Overseas Students)
Overseas risk information http://www.jcsos.org/support_a.html
- Ministry of Foreign Affairs of Japan
<http://www.mofa.go.jp/mofaj/> (Mobile phone : <http://www.mofa.go.jp/mofaj/m/>)
- Overseas safety information, Ministry of Foreign Affairs of Japan
<http://www.anzen.mofa.go.jp/> (Mobile phone : <http://www.anzen.mofa.go.jp/i/>)

In cases of epidemic outbreak, travel ban or disaster, act as follows:

- Students … Act as advised by the University
- Employees (PDs, assistant professors, lecturers, etc.) … Act as instructed by the University

The Daikokai Program Committee might decide to cancel your stay in case you fail to report your research project, research progress or other necessary matter related to your stay.

6. Contact information

Research Office (Kinugasa), Division of Research, Ritsumeikan University

ATTN: Nakatani (Ms.): 020721k@st.ritsumei.ac.jp, or Sugatani (Ms.): sugatomo@st.ritsumei.ac.jp

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