

# **Ritsumeikan University**

## **Graduate School**

### **KOKUNAI Research Fund**

### **Guidelines**

April 2018

These guidelines contain important information about the use of KOKUNAI Research Fund.

- ★ Please refer to and follow these guidelines properly.
- ★ If you do not understand any part of these guidelines or implementation of the fund, please feel free to contact any of the offices listed below.

#### **<Where to Submit Application Documents >**

[Graduate Schools in Kinugasa Campus]

Office of Graduate Studies (Kinugasa) : Shitokukan 4F

Open 10:00-11:30 and 12:30-17:00 on weekdays

Closed on Saturday, Sunday and Holidays

[Graduate Schools in BKC]

BKC Manabi Station : (PRISM HOUSE 1F)

Open 8:45-17:00 on weekdays

Closed on Saturdays, Sundays and Holidays

[Graduate Schools in OIC]

OIC Manabi Station : AC Office

Open 8:45-17:00 on weekdays

Closed on Saturdays, Sundays and Holidays

#### **<Inquiry>**

Office of Graduate Studies (Kinugasa) 075-465-8195

E-mail: g-schol3@st.ritsumei.ac.jp

Website:

[http://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/doctor/article.html?id=40](http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html?id=40)

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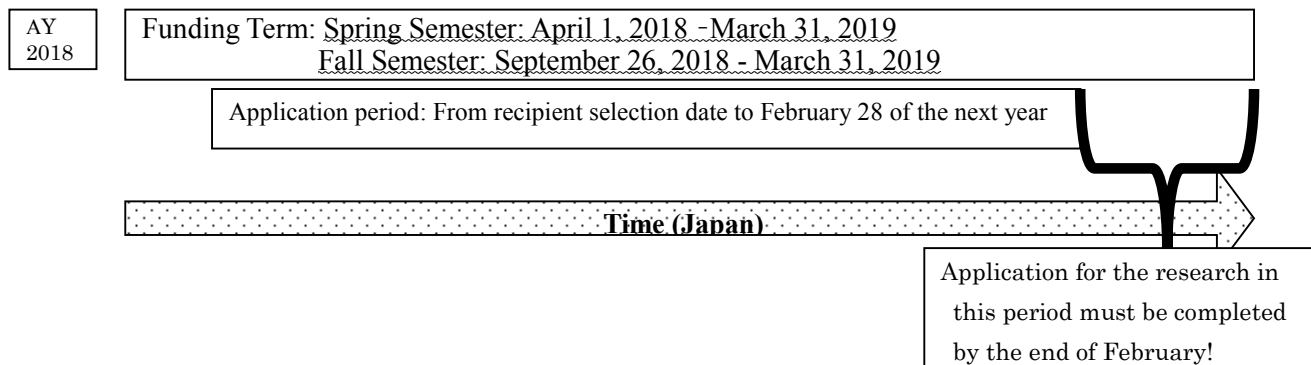
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## 1. Implementation Period

**Funding term: Spring Semester Applications April 1, 2018- March 31, 2019\*<sup>1</sup>**

**Fall Semester Applications September 26, 2018- March 31, 2019\*<sup>1</sup>**

**Application period: From recipient selection date to February 28 of the next year**



\*1 Research expenses covered by KOKUNAI Research Fund are limited to the expenses for the research activities conducted in the period above mentioned and the payment of expenses must be complete during the same period.

\*2 Regardless of whether the payments which are eligible for KOKUNAI Research Fund can be completed within the funding term or not, the submission deadline for account statements and other required documents is **February 28 of the following year of recipient selection date**. Note that if necessary documents for the implementation of KOKUNAI Research Fund for research activities in March are not submitted by above deadline, the research expenses cannot be supported.

## 2. Research Grant

Each recipient will receive the research grant once a year.

To be covered by research grant is as follows

Expenses covered include fees for transportation, accommodation, literature and book purchases, telephone and other communication expenses and any research activity in the applicable year as noted on the application form.

\*Expenses of food and drink cannot be disbursed.

\*The period of research activities means the number of consecutive days of activities, excluding the days you spent for traveling and holidays, and you cannot add up the expenses spent for more than one research activities.

<Reference>

Length of stay	Grant amount
A. 10-20 days	50,000 yen
B. 21 days or more	100,000 yen

### 3. Annual Schedule (subject to change)

Spring Semester	The end of May, 2018	Spring Semester Application Period
	From Mid-June 2018 to Early-July 2018	Application is reviewed by the review committee(Spring Semester)
	Mid-July, 2018	Recipients selected
	End of July, 2018	Those who are successfully selected to receive this research grant must submit the Pledge Statement * We do not pay the research grant unless you submit the Pledge Statement.
	End of July, 2018	Briefing session is held for selected applicants * Selected applicants must attend
	End of August, 2018 (subject to change)	Research funds are transferred to selected applicant's bank account
Fall Semester	The end of October, 2018	Fall Semester Application Period
	Mid-November, 2018	Application is reviewed by the review committee(Fall Semester)
	End of November, 2018	Recipients selected
	Early December, 2018	Those who are successfully selected to receive this research grant must submit the Pledge Statement * We do not pay the research grant unless you submit the Pledge Statement.
	Early December, 2018	Briefing session is held for selected applicants * Selected applicants must attend
	Mid-January, 2019(subject to change)	Research funds are transferred to selected applicant's bank account
Within 1 month after finishing the Research		Submission of Expenditure Implementation Report (Form 3)
<Submission Deadline> February 28, 2019		<p>*The Expenditure Implementation Report must be attached with all receipts. In case the total amount of the receipts is less than the grant amount, there will be no disbursement.</p> <p>*<del>Applications for travel expenses cannot be accepted from March and beyond.</del> Those who wish to apply for travel expenses for travel in March must apply in advance by February 28, 2019.</p> <p>* Note that application cannot be accepted and therefore disbursement of expenses cannot be made if any problems are found on the submitted forms and no correction is made by the deadline.</p>

	<p><b>*Where to submit:</b></p> <p>[Graduate Schools in Kinugasa Campus] Office of Graduate Studies (Kinugasa) : Shitokukan <b>4F</b></p> <p>[Graduate Schools in BKC] BKC Manabi Station :(PRISM HOUSE 1F)</p> <p>[Graduate Schools in OIC] OIC Manabi Station : AC Office</p>
Within 1 month after submission of the reports	Deposit of grant
<p>&lt;Submission Deadline&gt; March 29,2019</p>	<p>Deadline for submission of <b>Research Results Report (Form 4)</b> and a <b>poster</b></p> <p><b><u>How To Submit:</u></b> by email <b><u>A Poster to Submit</u></b> The poster should be a summary of the recipient's research achievements. Make the poster based on the content of Research Results Report (Form4). The poster must be on one slide (A4 Portrait Size).</p> <p>*The title of the poster, your name, your school affiliation and year level must be included. Please submit the poster in PDF format. *E-mail address for submission: g-schol3@st.ritsumei.ac.jp</p>
Around May (Schedule - subject to change)	<p><b>Poster Session</b> *All recipients are required to attend. Poster Session will be held with the posters submitted by the end of March.</p>

#### 4. Important Points when submitting

##### 【Details of Submission Documents】

- \* Except for the applicant's signature, personal seal, comments from the professor parts, create your forms by entering the data in a computer.
- \*Do not use erasable ink pens such as FRIXION.
- \* All documents to be submitted must be in A4 size. Any document not in the A4 size, such as a receipt, must be partially pasted on a blank A4-sheet of paper (only on one side) so that the signature/seal on the back of the irregular-sized document can be confirmed.

**\*Documents to be submitted depending on the payment methods of airfare**

**Payment by cash:** “Original receipt” \*If the receipt does not show payment details, you must submit some kind of additional document that shows the payment details.

**Payment by credit card:** “Original receipt” \*If the receipt does not show payment details, you must submit some kind of additional document that shows the payment details or “credit card statement issued by a credit card company” and some kind of additional document that shows the payment details.

**[Details of Receipts]**

- ① If airfare and other transportation fees are paid by credit card (the credit card must be in the name of the applicant him/herself, in principle), the receipts (original) or credit card statement must be submitted. However, if an amount indicated in a receipt is in a foreign currency and paid with a credit card, never fail to submit the credit card statement (applicant’s signatures/seals required on the reverse side).
- 1) In the case of credit card payment: the Yen amount which is indicated on the credit card statement shall be disbursed.
- ② Please submit receipts for air tickets issued by travel agency or airline.  
There is no designated format for receipts, however they must show all information of the items listed below. The applicant’s signature/seal is required on the back of the receipt.
  1. Receipt issue date
  2. Addressee (=“The Ritsumeikan Trust” or “Ritsumeikan University”) \*Receipts with the applicant’s name as addressee are also acceptable.
  3. Name of receipt issuer
  4. Receipt issuer’s seal →An online statement with a printed seal is also acceptable, if only an online statement is available.
  5. Detailed statement of receipt
  6. An evidence clearly indicates words certifying the receipts.
  7. Price (tax included)
- ③ An invoice is, as a general rule, unacceptable, because it is not a receipt. The document must be an evidential one clearly indicating, “words certifying the receipts.” If the service provider can issue only invoices, please contact Office of Graduate Studies before travel.

**[Payment by credit card]**

- Ritsumeikan University’s basic payment policy is payment by cash.

However, if payment by credit card must be made due to unavoidable circumstances,

- The credit card must be in the name of the applicant him/herself.
- Credit card payment must be made by a lump sum payment.
- Credit card statement must be obtained within the same academic year (by February 28,2019).
- If it is impossible to meet any of above conditions, contact Office of Graduate Studies in advance.
- “Credit card statement” issued by the credit company cannot verify the transaction details (receipt details); it is thus necessary to prepare “supplementary materials” and submit it with the “credit card statement.”
- For credit card statements, please use documents that can clearly indicate the name of the card holder, the

statement issuance dates, the name of the credit card company, the date of bank account withdrawal, details of the transactions to be settled (purchase dates, transaction partners, and amounts, etc.). The personal information may be blacked out.

## 5. Research Results Report

### (1) Research Report (Form 3)

Once the application period for KOKUNAI Research Fund of the relevant academic year is over, recipients must submit the designated Research Report (Form 3). On the report, describe a summary of new expertise gained through the research activities conducted with the support of the fund, and the research achievements publicized during this period. Deadline for submission of the report is by Friday, March 29, 2019. (by 5:00 p.m. \*JST) The designated forms must be submitted to the relevant office via E-mail (to: g-schol3@st.ritsume.ac.jp) as soon as the research activities you have filed an application end, submit the report promptly.

In the case of degree completion in the spring semester, leave of absence or withdrawal and so on, the report must be submitted in both printed and electronic forms by one month ahead of the day of degree completion, leave of absence or withdrawal. **Please note that a failure to submit the required forms shall result in the reimbursement of KOKUNAI Research Fund in full.** In your professor is on a long-term business trip abroad etc., and you cannot get your professor's signature and personal seal directly, please contact the Office of Graduate Studies as soon as possible before the submission deadline and ask for the alternative submission method.

According to the Regulations for KOKUNAI Research Fund for Doctoral Program of Ritsumeikan University Graduate Schools, it is obligatory for all recipients to submit the report. The contents related to the research achievements are considered to be open to public in principle.

### (2) Poster Session

The aim of the poster session is to widely publicize the insights gained with the support of KOKUNAI Research Fund and to create a network of researchers. The session is scheduled in around May(subject to change) of the following academic year. The style of report is planned to be oral presentation using PowerPoint slides or poster sessions. **Attendance is obligatory for all recipients of the fund.** If a recipient is absent from the poster session without unavoidable reasons, he/she may be required to return the grant, or it may be disadvantageous to his/her application for KOKUNAI Research Fund in the following academic year.

## 6. [For Japanese Government (Monbukagakusho) Scholarship Foreign Students]

Japanese Government (Monbukagakusho) Scholarship Foreign Students are not allowed to accept scholarships other than research expenses according to Provision 14, Section 6 of "Guidelines for Japanese Government (International Student) Scholarship System".

If usage of the research grant is unclear due to issues such as insufficient receipts, you may be required to return the grant money, and/or be revoked of your status as a Japanese Government (Monbukagakusho) Scholarship Foreign Student.

<Reference> (Discontinuation of Pay)

Provision 14: The Minister of Education, Culture, Sports, Science and Technology can discontinue the payment after consultation with the Selection Committee if a Japanese Government (Monbukagakusho) Scholarship Foreign Student falls within any of the following sections.

Section 6: If the student receives a scholarship (except for those whose usage is specified to be research expenses) other than those defined in Provision 10.

## 7.FAQ

### 1) Changes of plan

Q1. Research period and (or) travel destination I filled in when I applied for the fund have changed. What should I do?

- A. The amount of Research Grant is decided through screening, based on duration of the research and research content. Therefore, if original plan has changed, you may be required to return Research Grant that already disbursed. If you wish to change the original plan, please contact the Office of Graduate Studies in advance, as soon as possible. If you have to change your plan while you are on the trip for research activities, be sure to contact the Office of Graduate Studies immediately after you return. The Office of Graduate Studies will examine the disbursement of the fund.

Q2. How can I change the bank account to which payments are transferred?

- A. Please fill out the Notification of Bank Account Information (Form 5) and submit it.

### 2) Others

Q1. How can I receive a certificate to prove that I am a recipient of grants or research funds?

- A. We issue a designated certificate at the Office of Graduate Studies. Please let us know if you need one.

Q2. If I want to decline the fund for unavoidable reasons, what procedures should I follow?

- A. To decline, you have to submit a form of request to the Office of Graduate Studies. If you decline after having received research expenses, you have to submit a notification as well as return the research expenses. You will be informed about how to return the research expenses, so please contact the Office of Graduate Studies.

Q3. Do I really have to attend the Poster Session?

- A. It is your obligation as a recipient of the fund. You must attend the poster session unless there is any unavoidable reason, such as conducting research activities abroad or attending an academic conference. If you are absent from the session without a valid reason, it will be disadvantageous to your application for KOKUNAI Research Fund in the following academic year.



Q4. Can I use both KOKUNAI Research Fund and GAKKAI-HAPPYO Grant (Academic Conference Presentations Grants for Doctoral Students) together?

A. However, the Kokunai Research Fund will be granted only when Gakkai-Happyo Grant expenditure being used reaches the grant limit.

<Reference> (Discontinuation of Pay)

Provision 14: The Minister of Education, Culture, Sports, Science and Technology can discontinue the payment after consultation with the Selection Committee if a Japanese Government (Monbukagakusho) Scholarship Foreign Student falls within any of the following sections.

Section 6: If the student receives a scholarship (except for those whose usage is specified to be research expenses) other than those defined in Provision 10.