RITSUMEIKAN

Ritsumeikan University
Graduate School
KOKUSAITEKI Research Fund
Guidelines

July 2020

★ These guidelines contain important information on the use of KOKUSAITEKI Research Fund.
★ Please refer to and follow these guidelines properly on the use of KOKUSAITEKI Research Fund.
★ If you do not understand any part of these guidelines or execution of KOKUSAITEKI Research Fund, please contact the Office of Graduate Studies (Kinugasa).
★ All documents can be acceptable at any office below.

<For inquiry>
[Office of Graduate Studies (Kinugasa)]
TEL: 075-465-8195
E-Mail: g-schol3@st.ritsumei.ac.jp

<Where to Submit Application Documents > Please check each office hours on the website.
[KIC] Office of Graduate Studies (Kinugasa) Shitokukan 4F

[BKC] Manabi Station (PRISM HOUSE 1F)

[OIC] Manabi Station (AC Office)

Website:
http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html/?id=3

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1. Period of KOKUSAITEKI Research Fund Execution

Period covered: Spring Semester: September 26, 2020 - March 31, 2021
Fall Semester: September 26, 2020 - March 31, 2021

Application period of Overseas Travel Expenses:
From recipient selection date to February 26 of the next year

In case of travelling AFTER February 27, application must be completed by the February, 26.

The time zone for the dates above follows Japan Time.

To ensure your safety is the First Priority when conducting research activities. Due to the outbreak of the Novel Coronavirus (COVID-19), overseas travelling and entering countries are restricted all over the world now. Even you were chosen as a recipient, please refrain from travelling overseas under the condition that it's difficult to ensure your safety. Please be sure to consult with your academic advisor and/or the Office of Graduate Studies when preparing for your travelling.

*1 Research expenses covered by KOKUSAITEKI Research Fund are limited to the expenses for the research activities conducted in the period above, and the payment of expenses must be completed during the same period.

*2 **The submission deadline** of Travel Expense Application Form and other required documents is **February 26, 2021**. Necessary documents for conducting research activities with KOKUSAITEKI Research Fund after this deadline must be submitted by February 26. Please note that if these documents are not submitted by the deadline above, the research expenses cannot be supported.

2. Research Fund Types

The Research Fund is provided in the following two types.

(1) Research Grant

*Please note that you need to reimburse a part of or all of the Research Grant you have received based on the final research days. If you cannot conduct your research activities by restringing travelling abroad and/or entering your destination countries due to the COVID-19.

Each recipient will receive Research Grant once a year. Recipients are divided into the following six categories based on the total number of research days and travel region. The amount that will be provided to each recipient is indicated on Notification of the KOKUSAITEKI Research Fund Selection Results. Please check it by yourself. If the amount of Research Grant provided turns to be overpaid due to the change of travel region or travel schedule as a result, the recipient must return the amount of money equivalent to the overpaid sum. However, additional funds will not be disbursed even if the research days increase.

<For Reference>

Total number of research days (yearly total)	Region A	Region B	Region C
A. 15-29 days	200,000 yen	150,000 yen	100,000 yen
B. 30 days or more	300,000 yen	250,000 yen	200,000 yen

*1 Total number of research days include the day of departing from Japan and the day of arriving in Japan. All recipients must count the days ONLY when they will conduct their research activities. Days when no research activity is conducted must be excluded from the total number of research days.

*2 Travelling region is designated by Ritsumeikan University.

Region A: North West Europe, North America, Middle East

Region B: Eastern Europe, Moscow, Oceania, Southeast Asia, Asia, Korea

Region C: India, Pakistan, China, Central and South Asia, Africa

*3 In case recipients will travel to many countries and/or many regions, the amount of Research Grant is determined based on the region where he/she will conduct research activities for the longest days.

<Scope of the Research Grant is as follows>

Expenses required for any research activity in the applicable year as noted on the application form, such as accommodation fees at destination, domestic travel expenses at destination countries, visa applications fee, participation/registration fees for international conferences, thesis translation/proofreading, literature and book purchase, purchasing of supplies such as stationary.

***Expenses of food and drink cannot be disbursed.**

(2) Overseas Travel Expenses

KOKUSAITEKI Research Fund covers the following two types of transportation expenses that occur during the Period of KOKUSAITEKI Research Fund Execution on Page 1. If you stay abroad beyond the Execution Period, the travel costs to the destination or the travel costs for the return trip occurred before or after the Execution Period, will not be covered by KOKUSAITEKI Research Fund. Please choose the reasonable route and cheap plan as much as possible when planning the schedule and transportation.

If there is no relevant standard below, please contact the Office of Graduate Studies in advance.

① International Travel Fare

Payment amount: Actual costs with documented evidences will be disbursed. Transportation expenses using an economy class can be disbursed. Open tickets are not eligible for disbursements. A round-trip airfare between a departure airport in Japan and a destination (a city in other countries) will be disbursed. Basically, the departure should be Kansai International Airport.

Number of payments: Each one-way trip is counted as one trip, and travel costs can be disbursed for four trips maximumly. This means two round-trips are counted as four trips. If a travel route includes transit/transfer in a third place (city), and you will not stay overnight at the transit/transfer destination (except where the overnight stay is required by the flight schedule), the travel is counted as one trip. If you will stay at the transit/transfer destination on business (e.g.) to do research activities, to attend conferences etc.), the travel between a departure airport and a destination will be counted as one trip.

【An Applicable Case 1】

6/10 Japan/
Kansai International Airport
↓ } 1 trip
6/10 France
Charles de Gaulle Airport

7/8 France
Charles de Gaulle Airport
↓ } 1 trip
7/9 Japan/
Kansai International Airport

Number of trips (round trips) TOTAL **2 trips**

【An Applicable Case 2】

6/10 Japan/
Kansai International Airport
↓
6/10 Germany/Frankfurt Airport
(transit only)
↓ } 1 trip
6/10 France
Charles de Gaulle Airport

Number of trips (one-way trip) TOTAL **1 trip**

【An Applicable Case 3】

6/10 Japan/
Kansai International Airport
↓ } 1 trip
6/10 Germany/Frankfurt Airport
(stay in Germany to do research activities etc.)
↓ } 1 trip
7/8 France
Charles de Gaulle Airport

Number of trips (round trips) TOTAL **2 trips**

Attention

※1 The limit of payments is **4 trips**. Check your schedule and payment target carefully when planning, and submit the Travel Expense Application Forms

※2 In case the number of trips exceeds the limit on using an excursion ticket, you need to clarify the amount of each trip by confirming with airline companies/travel agencies. The Travel Expenses Application Form with the detailed information and expenses can be accepted.

② Transportation expenses in Japan between an international airport and the starting point designated by Ritsumeikan University for overseas departure and arrival.

Transportation expenses to be disbursed shall be calculated by Ritsumeikan University based on the economic and reasonable routes. The student discount will be applied when using JR Lines.
The departure station is determined as follows:

- Bus stop “Ritsumeikan daigaku-mae” for students of Kinugasa Campus
- Bus stop “Ritsumeikan daigaku” for students of Biwako-Kusatsu Campus
- JR Ibaraki Station for students of Osaka-Ibaraki Campus.(However, if they are using the Osaka International Airport (Itami), the departure station will be Unobe Station of the Osaka Monorail.)

Number of payments: Transportation expenses will be disbursed for the travels in Japan that accompany the travel abroad described in (2)①.

(Ex. 1) Standard case

Transportation expenses provided for: Departure station ⇔Kansai International Airport (KIX)

* For travel between JR Kyoto station and KIX (for Kinugasa Campus and Biwako-Kusatsu Campus students), and between JR Ibaraki and KIX (for Osaka-Ibaraki Campus students), Kansai-Airport Express "Haruka" railway fare (discount student fare) will be disbursed.

(Ex. 2) Using airports other than KIX for departure and arrival

Transportation expenses to the departure airport in Japan cannot be disbursed. However, the airfare between an airport in Japan and the overseas destination will be disbursed.

(Ex.3) Flying via Narita or Haneda International Airport because there is no flight from KIX

Travel expenses as below will be disbursed.

Means of transportation between the departure station and Narita/Haneda Airport shall be either (1) by air (Itami Airport → Narita or Haneda Airport) or (2) by Shinkansen.

(Ex.4) Depart from an international airport in Kanto region for reasons of parents' house, research activities etc, and return to KIX

Travel to destination: Transportation expenses to the departure airport in Japan cannot be disbursed. However, the airfare from an airport in Japan to the overseas destination shall be disbursed.

Return travel: Transportation expenses from KIX to the departure station shall be disbursed.

3. Annual Schedule（subject to change）

<table>
<tr><td>Target</td><td>Dates</td><td>Details</td></tr>
<tr><td rowspan="3">Spring Semester</td><td>Mid-July, 2020</td><td>Select Recipients</td></tr>
<tr><td>End of July, 2020</td><td>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.</td></tr>
<tr><td>Mid-September, 2020
(subject to change)</td><td>Research funds will be transferred to selected applicant’s bank account</td></tr>
<tr><td rowspan="3">Fall Semester</td><td>End of November, 2020</td><td>Select Recipients</td></tr>
<tr><td>Early December, 2020</td><td>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.</td></tr>
<tr><td>Mid-January, 2021
(subject to change)</td><td>Research funds will be transferred to selected applicant’s bank account</td></tr>
<tr><td>After recipients selection</td><td>1 week before departing for abroad</td><td>Fill out “Travel Expense Application Form (Form 1)” and submit it to the relevant offices together with other required documents.
The Office of Graduate Studies (Kinugasa) will check the submitted documents. If no problem is found, transportation expenses will be transferred to the recipient’s bank account within 2 months.
*Please note that transportation expenses cannot be paid unless the necessary documents are submitted in advance.</td></tr>
<tr><td colspan="3">Final deadline of submission: February 26, 2021 17:00(JST)
<u>* Travel Expense Application after February 27 cannot be accepted.</u>
Those who will travel in March must surely submit Travel Expense Application Form by February, 26.
* Please note that Travel Expense Application Form having defects cannot be accepted nor the expense cannot be paid.</td></tr>
<tr><td>After returning to Japan</td><td>Within 2 weeks after returning to Japan</td><td>Fill out Travel Schedule/ Expense Report (Form 2) and submit it with other required documents to the relevant offices.
(In case it is difficult to submit within 2 weeks, we can accept these documents within 2 weeks or more)</td></tr>
<tr><td>After returning to Japan</td><td>Final deadline:
March 19, 2021
17:00(JST)</td><td>Submission deadline for Research Report (Form 3) and a Poster by e-mail.
*Please note that recipients are required to reimburse the Research Grant if they do not submit Research Report and Poster.</td></tr>
<tr><td colspan="3">Final deadline of submission: March, 19, 2021 17:00(JST)
* Research Report (Form 3): PDF data by email
* Poster: PDF data by email

E-mail address for submission: g-schol3@st.ritsumei.ac.jp</td></tr>
</table>

*Regarding a Poster
A poster should be a summary of the recipient's research achievements. Prepare for a poster based on the contents of Research Report (Form3). A poster must be on one slide (A4 Portrait Size).
*The title of the poster, your name, your school affiliation and year level must be included.

4. Implementation Procedures

(1) Research Grant

Research Grant will be transferred as a one-time payment to the recipient's bank account submitted when he/she was selected as a recipient.

[Scheduled date of payment] Spring Semester: scheduled for Mid-September
Fall Semester: scheduled for Mid-January

(2) Overseas Travel Expenses

- Overseas Travel Expenses will be disbursed on the condition that the following documents are submitted 1 week BEFORE leaving Japan. This Overseas Travel Expenses will NOT be disbursed if you submit all necessary documents AFTER coming back to Japan.
- Applications can be accepted only when all the required documents have been submitted.
- Please note that if you appropriate the payment with membership card points, gift cards (amazon gift card etc.) and/or gift certificate etc. when buying tickets at electric retail stores or online, only the actual cost except the appropriation will be disbursed.

[Scheduled date of payment]
After acceptance of application documents*1, the actual overseas travel expenses will be transferred into recipient's bank account within 2 months*2.

*1 Acceptance of application means the date on which all completely filled-out necessary documents are submitted to the University.

*2 The period from the acceptance of documents to the date of disbursement does not include periods such as summer vacation when the campus offices are closed.

[Documents to be submitted 1 week BEFORE leaving Japan]
***Additional document may be required when needed.**

Documents to be submitted	**Attention**
1) Travel Expense Application Form (Form 1)	- Refer to the samples which will be released later, and fill out the form completely. -The signature/seal of your professor is required on this Application Form. - Documents with defects cannot be accepted. - In case of adding up with other research funds, surely write the detail on this Application Form.
2) Receipts for international flight ticket or credit card statement (Original papers with the applicant's signature/seal on them must be submitted)	- Receipts must be issued by travel agencies or airline companies.

Documents to be submitted	Attention
3) Documents that show the itemized statements of the overseas air ticket price (e.g. estimate, invoice etc)	- Must include the itemized statements such as air ticket, fuel surcharge, airport-imposed taxes etc. - Must submit the detail of payment to be disbursed if you use an excursion ticket ant the number of flights exceeds the limit.
4) Flight schedule issued by airline companies	- Must include issued date, departure and arrival date/city/country/airport, passenger name (must be the applicant). - In case you issue the flight schedule as an E-ticket by yourself, must submit the printed E-ticket.
5) Documents that show the purposes and contents of the travel	- Must submit brochures of events if you travel abroad to attend the events. - Must submit the documents that show the names and addresses of places where you visit for fieldworks or collecting research materials. - Must submit the documents which prove your visit/research activities at overseas universities if you travel to participate in joint research activities or to visit companies and/or laboratories for fieldworks(e.g.) e-mail/letter/FAX of acceptance, business cards of associates/persons whom you visit etc.)

NOTE: Must attach the translation in Japanese or English when submitting the documents written in other languages than Japanese or English.

[Documents to be submitted 2 weeks AFTER returning to Japan]

***Additional document may be required when needed.**

Documents to be submitted	Attention
6) Travel Schedule/Expense Report (Form 2)	- Must submit this report within 2 weeks AFTER returning to Japan - The signature/seal of your professor is required (In case it is difficult to submit within 2 weeks, we can accept these documents within 2 weeks or more)
7) Boarding pass stub <Original>	<Documents that prove your actual use of airplanes except a boarding pass stub> - A documents issued on checking-in at airports. - A boarding guide issued on leaving your baggage at a check-in counter. - A boarding pass in thermal paper issued in security check areas and at boarding gates etc.

	If you have no document proving your use of airplane, you must request airline companies you used to issue a boarding certificate at their check-in counters.

[Details of Submitting Documents]

* Prepare for all documents basically by computer (not writing directly on forms) except for the applicant's signature/seal, comments from the professor and his/her signature/seal, prepare for your forms by entering the data in a computer.

*When writing directly on the forms, you cannot use erasable ink pens that make the color colorless with a temperature change such as FRIXION.

* All documents to be submitted must be in A4 size. Any document not in A4 size such as receipts must be pasted on a blank A4-sheet of paper (only on one side) and the signature/seal of the applicants are required.

*Documents of the airfare payment must be each of the below.

- **Payment by cash:** "Original receipt"
  If the receipt does not show payment details, you must submit other kind of additional document that shows the payment details.
- **Payment by credit card:** "Original receipt" or "Credit card statement"
  *Submission of credit card statement is mandatory if paid in foreign currency.

[Details of Receipts]

① 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 when submitting.
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 only when receiving a web-based statement
5. Details of receipt
6. Wording that clearly indicates of receiving money
7. Price (tax included)

② Invoices are basically not accepted because they are not receipts. Must submit the evidences that include the clear wording of receiving money. However, if companies/agencies issue an invoice only, must contact the Office of Graduate Studies before leaving.

③ If transportation expenses for travel abroad were paid in foreign currency, TTS rate for the conversion from the foreign currency to Japanese yen will be applied as follows:

1) In the case of credit card payment: the yen amount which is indicated on the credit card statement shall be disbursed.
2) In the case of cash payment in local currency: exchange rate designated by the Office of Graduate Studies shall be applied except the case when the price in Japanese yen is mentioned on the Credit Card Statement.

[Payment by credit card]

・Ritsumeikan University's basic payment policy is paying bycash.

However, if you pay by credit card avoidably due to unavoidable circumstances,

- ■ The credit card holder must be the applicant himself/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 26, 2021)

（If it is impossible to meet above conditions, contact the Office of Graduate Studies in advance)

・If the amount indicated in a receipt is in foreign currency and paid with a credit card, be sure to submit the credit card statement (applicant's signatures/seals required on the receipt).

・In case a credit card statement issued by the credit company doesn't show the transaction details (receipt details), it is necessary to prepare supplementary materials showing the paid price/payee etc. and submit it with the credit card statement.

・The personal information can be blacked out.

*In case you paid by credit card of your family/friend avoidably (not by your own credit card), the items below are required on the credit card statement.

- Signature/seal of the credit card holder
- your own signature/seal

5. Research Results Report

(1) Research Report (Form 3) and a Poster

According to Clause 12, Section 2 of the 705th Regulations for KOKUSAITEKI Research Fund for Doctoral Program of Ritsumeikan University Graduate Schools, all recipients are obliged to submit this Research Report. The contents related to the research achievements are considered to be open to public in principle. Also, offprints of the research achievements publicized at academic conferences etc., with this KOKUSAITEKI Research Fund during the same academic year have to be attached to the Research Results Report.

On this Report, describe a summary of new expertise gained through the research activities conducted with the support of KOKUSAITEKI Research Fund, and the research achievements publicized during this period. The PDF of the original Research Report (with your professor's comments, signature or personal seal) must be submitted via E-mail by attaching its PDF file SOON after the research activities you have filed an application end. A Poster of your research result must be submitted together with your Research Report.
The Final deadline of submitting this report and the poster is Friday, March 19, 2020. (by 17:00 *JST)

In the case of leave of absence or withdrawal and so on, the PDF data of Research Report and Poster must be submitted by one month ahead of the day of the leave of absence or withdrawal. **Please note that a failure to submit the required report and the poster shall result in the reimbursement of KOKUSAITEKI Research Fund in full.**

(2) Anthology of Reports

Research Reports and the Posters submitted by all recipients shall be collected and they will be published on the website.

(3) Presentation of the research results

We may ask you to introduce your research results at the events held by the Office of Graduate Studies.

The aims of this presentation are to announce the knowledge gained by this KOKUSAITEKI Research Fund, and to build the network of researchers through the referenced researches. We will contact separately in case we ask to give a presentation. The ways of reporting are presentation with the PPT slides, the poster session, etc.

6. FAQ

Q1. Is it possible to conduct other activities during the research days such as attending conferences or field research that were not mentioned on the application forms submitted?

A. You can conduct other activities, but the duration of these activities are NOT concluded in the total number of research days. Moreover, please note that the additional Research Grant will NOT be paid.

Q2. I receive transportation expenses from other research fund, and therefore I do not apply for Overseas Travel Expenses of KOKUSAITEKI Research Fund. What procedure should I follow?

A. Please write down that you receive other grant or fund for the travel overseas when you submit "Travel Expense Application Form (Form1)" and "Travel Schedule/Expense Report (Form2)". As you cannot receive duplicate disbursement, if you are travelling with other such as your professor's research funding, please remember to inform that you are going to use both expenditure at the same time.

2) Overseas Travelling Expenses

Q1. I purchased a set package of international air ticket and overnight accommodation. I don't know how much the air ticket cost. What should I do?

A. In a general rule, in case if the lodging expenses and transportation fees are paid together such as buying a package travel, the breakdown information of the transportation fees must be shown. (The original statement must be issued by the same organization as the receipt.)

In case if the breakdown information about transportation fees cannot be disclosed even if an inquiry is made at the travel agency, proper calculations should be conducted in accordance with the following criteria for disbursement, and the transportation expenses will be paid after the calculated lodging expenses are deducted. Lodging expenses: vary depending on travel region (50% of Ritsumeikan Statement of Travel Expenses per night).

【Japan】6,000 JPY	【Overseas】	Designated cities	11,250 JPY
		Region A	9,400 JPY
		Region B	7,550 JPY
		Region C	6,750 JPY

3) Certificates

<Other Certificates>

Q1. My flight schedule for travel abroad has been changed due to weather conditions or other reasons. What procedures should I follow?

A. Please submit a document that proves the flight schedule change with the Travel Schedule/ Expense Report (Form 2).

Q2. "Documents to show the purpose and content of the travel" is listed as one of the required documents. However, as I communicate with the other party over the phone or in person, I have no documents to submit. What should I do?

A. As listed on page 7, “documents to show the purpose and content of the travel” must be submitted when you apply for Transportation Expenses for Travel Abroad. Please communicate with the other party at least once in a way that you can have material evidence of communication such as by e-mail, fax or letter etc.

4) Changes

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

A. The recipients of this fund are to be selected upon screening of their applications. Therefore, implementing what is written in their applications is required as a general rule. However, for any inevitable reasons below, you are allowed to change your research plan. Please inform of the change to the Office of Graduate Studies immediately. By considering the detail, situation and the necessity of changes made, we will discuss whether the changes can be acceptable or not, and then we will inform you.
Please note that there may be the case when we cannot pay the scholarship for the travel which is not suitable for the research activity using this Research Fund.

<Avoidable situations>

- Flight schedule changed by airline companies
- Natural disasters such as earthquake, flood etc. happened at the destination
- Security deteriorated by terrorism, political situation etc. at the destination
- Infectious disease outbreak at the destination
- Travel ban issued by the Ministry of Foreign Affairs
- Additional trip will be necessary according to the research plan

< Types of changes>

- Travel cancellation
- Change of travel duration (more than 2 weeks)
  * No need to inform the change of departing and arrival date.
- Additional travel
- Change of visiting countries

The amount of Research Grant is decided based on the total number of research days and travel destination. Therefore, if original plan has been changed, you may be required to return Research Grant that is 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 stay abroad for research activities due to the unpredictable situation such as natural disasters, security deterioration etc, be sure to contact the Office of Graduate Studies immediately after you return to Japan.

5) 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 Office of Graduate Studies. Please let us know if you need one. However, please note that this certificate can be issued AFTER the Research Grant has been paid.